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## Bulk Mailing Instructions

When using the Chamber's bulk mail permit, you will find a tremendous savings in your postage cost. Please remember that when using the bulk permit it may take up to 10 days before mailing is delivered (although this time is typically shorter it can take the full 10 days during the holidays). There are however, guidelines the Post Office requires when using a bulk permit. **Before printing your material and labels** please read the following:

1. Your total mailing must be 200 or more pieces.
2. Prior to beginning the "process", **if you are mailing something other than a standard envelope, you should take a sample of what you are planning on mailing to the post office.** All bulk mailings are handled by JJ who is located in the back of the Post Office. His hours are 9am to 3:30pm, however we recommend calling before going to make sure he is there. He is the only individual who can answer your questions. The post office is located at 801 W. Algonquin Road in Algonquin.
3. Assuming your piece is approved, you can now either print directly onto the front of your material or call the Chamber office and we can provide you with the necessary stamp, which you will need to physically stamp each piece. If you are planning to print directly onto your material, please see below the following example, which we can also provide to you in a .pdf or .jpg file for your use.
4. Mailing lists now need to be certified through the National Change of Address (NCOA). This can be done by one of the mailing companies in the Chamber. The cost to do this can range from \$75 to \$150. The certification is then good for 3 months. **If you do not want to go through this process then depending on who you are mailing the information to you MUST include "current resident" or "current owner/manager" on the mailing label**
5. When you're ready to print your labels, prior to printing, **sort the information by zip code order.** When using the bulk permit, you will be delivering your mailing zip code order. Mailing should be sorted in the following manner: 1) 600 2) 601 - the remaining zip codes will be sorted using the first 3 digits of the zip code. Even if there is only one zip code falling in a 3 digit range that's ok. This process sounds more complicated than it really is. As long as you sort your labels by zip code order, the process goes fairly quick.
6. The final step is to contact the Chamber office 847-658-5300 and provide us with the number of mailings per 3 digit zip code and the weight of the mailing. If you do not know the weight the Chamber can weigh it for you, please call the office before coming down. The Chamber will then fax a form to you that will need to accompany the mailing to the post office. Be sure to bring along a check or cash, as they do not accept credit cards for bulk mailings. They will mail a receipt to you, however, if you would like one that day, you simply need to go back to the front of the building to obtain a receipt.

For specific questions regarding working with the post office, please give JJ a call at 847-658-0012. For general questions regarding use of the bulk permit, feel free to call the Chamber at 847-658-5300.