

# Bulk Mail

## Audience & Distribution

- Can be customized to specific addresses from parish and school database (alumni, age of children in household, zip code, etc.)
- Efficient if mailing more than 300 pieces

## Timing

Deadline for submission: 10-14 days prior to when you would like the piece to be mailed

## Content Guidelines

- Mailings can contain multiple pages
- Normally Parish office can see volunteers to prepare a mailing, or parish organizations can do their own preparation under the guidance of office staff
- Parish office can do copying given enough lead time and original files in PDF, Publisher or Microsoft Word format.
- Return envelopes can be provided, but will need to be printed off-site,.
- This option needs to be reserved for communication that is best suited to this method.
- Postage cost to be assumed by requesting parish organization

## Best Uses

- Detailed information that is too lengthy to fit well in other communication vehicles
- Information that is best distributed via U.S. Mail....when it is important to reach everyone.

## How to Send

Tom Costello ([tcostello@littleflowerparish.org](mailto:tcostello@littleflowerparish.org)), 357-8352, ext 30