

# 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 200 pieces

## Timing

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

## Content Guidelines

- Mailings can contain multiple pages
- Normally Parish office can use 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 may 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 requires a mailed back response – survey, event registration, etc.

## How to Send

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