

SINGLE DROP MASS MAIL NOTIFICATION FORM

House Postal Operation

B-240 Longworth House Office Building

202-226-3764

TO DEPOSIT A SINGLE DROP MASS MAILING INTO THE HOUSE MAIL SYSTEM:

1. Place the Mailing in a Box, Tray, or Bundle;
2. Attach a completed form to each Box, Tray, or Bundle;
3. Call the House Postal Operations 202-226-3764 to schedule a pickup or drop off in B-240 LHOB.
4. Keep different mailings in separate trays, each with a separate instruction form.

Description of Mailing: _____

Date: _____ Cost Code: _____ Commission Request#: _____

_____ Office Of: _____ State: _____ District: _____

Staff Contact: _____ E-Mail: _____

Office Phone Number: _____ Cell Number: _____

HOUSE MAIL CLASSIFICATION

Mass Mailing -This mailing is over 500 pieces of unsolicited mail and has an Advisory Opinion from the Commission on Congressional Mailing Standards.

499 Mailing -This mailing is less than 500 pieces and the content is different from other mailings within the current session of Congress.

Constituent Response Mailing - This mailing is a constituent direct response mailing.

I certify the information is accurate and correct

All mail is processed at USPS Marketing Mail presort postage rates for the lowest postage costs. Priority Drop Ship Service is available to move time sensitive mailings more quickly.

Priority Drop Ship Service - This service will add an additional postage cost of 2-7 cents per piece.

NOTE:

- Mailing must consist of a minimum of 200 (qualifying) pieces for Marketing Mail Presort postage rates.
- All mail MUST have the Member's postNET barcode printed on lower left or the mail is sent at First Class rates.
- Offices sending more than 5,000 total mail pieces in a single day (1 mailing over 5,000 or 10 499 mailings) need to be scheduled one (1) week prior to mailing with House Postal Operations.
- Before you print out the addresses, Mailing Services 5-4355 can verify your mail list for free and you can save up to 25% off the postage by removing people who have moved and undeliverable addresses.
- **Election Cut-Offs** - ALL Marketing Mail is processed and postmarked the following day.

If you have any questions regarding this procedure or would like additional information contact
House Postal Operations 6-3764