



Bulk Mail Permit

As a benefit of your membership with the Michigan City Chamber of Commerce, your company or organization has authorization to use the Chamber permit number on your bulk mailings rather than applying for and purchasing one of your own (\$170 Savings). In addition, because we pay the annual fee, you save \$85 each year thereafter!

Guidelines and Instructions:

- You will need to contact the Chamber for the permit information before or during the design stages of your piece so the permit information is printed along with the content of your mailing. If your piece is already printed, a stamp is available that can be used to manually imprint the envelopes instead. *Please note that there is a minimum number of 200 pieces required to receive the bulk mail rate.*
- Once the printed materials are ready, either:
 - Select a bulk mailer and inform them that you will be using the Chamber's bulk mail permit number as printed on your envelope or mailer. They will determine the charges for their services, as well as the charges for postage.
 - Choose to do the mailing yourself. Visit the Bulk Mail Department at the U.S. Post Office located at 303 Washington St. You will need to sort your mail by zip code.

Notes:

- The bulk mail permit number provides for bulk mail postage rates ONLY on pre-sorted mailings presented to the Post Office. It cannot be used for individual pieces of mail that are not presented as part of a bulk mailing; they must be stamped at the current regular postage rate.
- Be prepared to make payment for your mailing when you present it at the bulk mail department at the U.S. Post Office located at 303 Washington Street.
- Direct any questions you may have regarding the bulk mailing process or procedures to the Bulk Mail Department of the U.S. Post Office at 219-872-9163.
- Please be aware that deposit statements and mailing statements will go directly to the Chamber of Commerce.