Bulk Mailings & Courier Mail Processes

Scope
This process is to aid in sending out bulk mailings from OSU Marion via OSU Campus Courier and Mail Services in Columbus.

Procedures

OSUM Courier Mail Request:

1. Faculty Services Office Associate will collect incoming and outgoing mail from Morrill Hall Mail Room and Science and Engineering Building Mail Room and deliver to Maynard Hall Mail Room once per day
   a. Mail will be sorted and distributed to the appropriate tray
2. Courier will collect outgoing mail from Maynard Hall Mail Room each Wednesday
3. Courier will complete the Meter Mail Request Form
   a. Located: https://busfin.osu.edu/buy-schedule-travel/mail-services Scroll to “USPS Outgoing Mail” and select “Meter Mail Request”
   b. Open link
   c. Under ‘Select a Report’, choose “Meter Mail Request”
   d. Fill out all appropriate information on the form
   e. Print Form
   f. Attach form with all items to be sent (rubber band items to the form. If too many items for one batch, print off a second form and attach this to the remaining items. Repeat as many times necessary.)
4. Courier will take mail with completed form every Wednesday to Columbus Campus for posting

UniPrint: UniPrint is a one-stop-shop for your bulk mailings including printing, stuffing and mailing your bulk mailing. An approved eRequest is required to place an order with UniPrint.

To read more about UniPrint’s addressing services:

1. Navigate to https://uniprint.osu.edu/
2. Select “Services”
3. Select “Addressing”

To request an estimate from UniPrint:

1. Navigate to https://uniprint.osu.edu/
2. Select “Request an Estimate”

For more questions about UniPrint’s bulk mailing and other services, email uniprintcustserv@osu.edu