

First Class & Bulk Mail Services

First-Class Mail

We can seal and meter all First-Class Letters and Flats the same day we receive them at the district office.

All First-Class Mail must be received by 3:00 PM

(Contact Deb Davis if you have a large mailing, must be received by noon)

All First-Class Mail must be in envelopes.

We are not able to process mail that is stapled, taped or bulky. We will return such mail to the school.

All First-Class Mail must have a complete school return address.

USE CORRECT USPS ADDRESS ABBREVIATIONS. We will return mail that has an incomplete return address, a missing return address or a personal return address.

All First-Class Letters must be sealed or flaps folded over.

Please separate sealed and non-sealed mail (do not nest or tuck flaps)

All First-Class Flats must be sealed.

Please use appropriate sized flat envelope for contents

All First-Class Mail being sent outside of the United States must be identified with a sticky note.

First-Class postcards must have a complete return address in the upper left hand corner.

Use regulation size. We can no longer accept handmade postcards they jam in the machine.

NOTE: First-Class Parcels (packages)

Must be taken directly to the post office (includes 12 x 15.5 flats)

Non-Profit Standard Mail (Bulk Mail)

Contact the purchasing office before you process and deliver standard mail.

- Each mailing must have at least 200 pieces of mail.
- Please use printed labels or letters with complete addresses and correct zip codes.
- There is a different rate for letters and flats.
- Each piece of mail must have the permit printed on the upper right hand corner.

Make arrangements with the print shop to prepare these envelopes.

Correct return address format as listed with the USPO.

Idaho Falls School District #91

School Name

690 John Adams Parkway

Idaho Falls ID 83401

New Regulations

Choose one of these options for the envelope:

Alternate Method (Added to the address)

Or Current Resident – items not deliverable are discarded N/C

Ancillary Service (Entered above the Label or address window)

Return Service Requested – returned at .45 ea

Address Service Requested – copy returned @ .50 ea

Change Service Requested – copy returned @ .50 ea

Pickup mail trays and labels at the USPO.

Each Tray should include mail for the Rate Category AADC (834-).

All items to zip codes other than AADC (834-) must be sent by First-Class Mail.

Separate each zip code and place letters in trays according to zip code label.

These trays must be delivered by a district employee from your school.

Current postage statement and qualification report must be completed and delivered to the standard mail area of the main post office.

If you have questions regarding the content of your mailing take a sample to the 4th ST POST OFFICE standard mail area and ask them to review it for you.

Payment is due at the time of delivery.

Standard mail department hours: 10:00 – 1:00 or 1:30 – 2:30

Standard mail regulations do not allow advertising or the use of this non-profit permit by school clubs or parent organizations