



Copy/Print/Bulk Mail Procedures

Office of Auxiliary Enterprises • Copy Center & Campus Mail Services

LOCATION: Student Union Building, Room 112

HOURS OF OPERATION: Mon-Thurs 7:30am-5:00pm • Friday 7:30am-11:30am

CONTACT INFORMATION: copy@ulm.edu **OR** ulmpostoffice@ulm.edu

Copy Center – 318-342-5005 / Mail Room – 318-342-5153

ULM IN-HOUSE COPY/PRINT SERVICE:

For in-house copying/printing one of the following formats must be used:

- "Print-Ready" electronic file – PDF is the preferred format (300 dpi, CMYK, fonts & images embedded)
- Hard-copy (only if the publication is to be photocopied – this is not recommended)

Each in-house order must be accompanied by one of the following forms:

A completed [Faculty Copy Form](#) (PDF) or [Faculty Copy Request](#) (DOCX) must be attached to each set of items to be copied. Items to be copied must be on white paper and paper clipped together not stapled.

For more information visit: ulm.edu/campusmailservices. We recommend you also review the Fair Use Guideline Copyright Information at: <https://www.copyright.gov/fair-use/>

PRINT

ULM Letterhead, ULM Envelopes and, ULM Business Cards printing are the exception to the above printing requirement. For ordering procedures, visit: ulm.edu/letterhead, ulm.edu/envelopes, ulm.edu/businesscards.

- Any ULM publication printed, mailed, or electronically distributed for promotional purposes must be reviewed by the Office of Marketing and Communication (OMC) **prior to printing or distribution**. For more information, visit: ulm.edu/graphicdesign.
- Any publication to be bulk mailed using ULM's mailing permit #219 must be reviewed by the Office of Marketing and Communication **prior to printing and must have a bulk mailing authorization form submitted to OMC prior to mailing**.
- Requests for exceptions to this policy must be submitted in writing to the Vice President of Business Affairs or their designee.

OMC will route the completed/approved Bulk Authorization Forms to Campus Mail Services before the publication will be released for mailing.

BULK MAILING:

BULK MAIL JOBS — any mailing using ULM's bulk Permit #219 **MUST** be accompanied by a **ULM Bulk Mailing Authorization Form**. *Please submit to OMC prior to submitting to ULM Copy Center and Campus Mail Services.* OMC will review form and publication to ensure all bulk mailing requirements have been met. Upon approval, form will be routed to Campus Mail Services. For bulk Mailing authorization form or additional information, visit:

<https://webservices.ulm.edu/forms/content/bulk-mailing-authorization-permit-219>

Bulk mailing is **not done** in-house. For a list of bulk mailing companies, contact us at: ulmpostoffice@ulm.edu

REGARDING BULK RATE MAILING – PLEASE REMEMBER:

- Do **not** put labels on your letters / pamphlets
- Tab or tape down letters / pamphlets
- E-mail the label file to the company – they will sort and mail
- To utilize bulk rate mailing, there must be at least 200 pieces
- The ULM Post Office must be provided a copy of your bulk mail permit form AND a copy of the form must go to the company you will be using.