

Mailing Labels

Mailing labels of our membership are available to both member and non-members.

- Labels for Members in good standing cost \$15 per set
- Labels for Non-Members cost \$25

All mailing label requests are to be emailed to the Membership Director at membership@discovermbn.com. Labels will be available to pick-up at Pyramid Printing, 48 hours after receipt of order confirmation.

Currently the label count is 287. (varies per month) Contact MEMBERSHIP DIRECTOR for exact number if needed.

For quantities over 200 you might be able to obtain reduced postage with the use of a bulk rate permit. This can be accomplished by contacting a mailing house, or by obtaining a permit for your organization (*visit www.usps.com for details*).

USE OF LABELS FOR FIRST CLASS MAILINGS

If you plan to use first class postage (stamps at current rate) these rules do not apply, undeliverable mail will be returned if you have included a return address.

USE OF LABELS FOR BULK MAILINGS

The term "bulk mail" refers to larger quantities of mail prepared for mailing at reduced postage. In order to qualify for bulk rate the USPS might require that your mail piece meet certain criteria. It is recommended that you talk to your mailing house or the USPS prior to the design/printing of your piece. The USPS also has specific requirements in regards to your mailing list, they require that your list follow one of the following:

- Run through the NCOA Registry;
- OR Include the terms Address Service Requested;
- OR Return Service Requested; OR state Or Current Resident.

PLEASE speak with your mailing house and/or printer on how to properly prepare your mailing.

NCOA

Cleanses your database BEFORE mailing. The charge for this is \$7.50 per 1000 with a \$5.00 Minimum (as of 11/2012). This can be done by your mailing house, (the two mailing houses in Missoula are The Directory & Towne Mailer).

Address Service Requested

If someone has moved and filled out the change of address the piece is forwarded on to the new address, the post office will send you notification of the new address, the price is \$.50 per notice. If the change is after 12 months the mail will be returned with the new address and you will be charged first class postage for the return.

Return Service Requested

The mail piece will be returned to you with the new address or reason for return. The charge is first class postage for the return. If you then re-send the piece you will have to send at first class postage.

OR Current Resident

The other option is to have 'Or Current Resident' printed above the address label and the piece will be left at the address on the piece. However, in this case the intended person may not receive the mailer.

MBN Labels have **NOT** been processed through the NCOA (National Change of Address) Database. MBN is not responsible for any fees or costs associated with mailings sent by members and non members. The views and opinions expressed within a mailing are those of the sender and do not necessarily reflect the views of MBN, its members, or its board.