

Auxiliary Services would like to announce some exciting changes. The Department will no longer be providing bulk mailing services in an effort to streamline and provide the most efficient services to departments. The College has bid and partnered with several local preferred suppliers to provide these services. This will allow departments to receive preferred pricing, speedy and streamlined service for bulk mailings.

1. What will Auxiliary Services continue to provide for mailing and copying services?
 - Auxiliary Services will apply postage to all daily desktop mail and First-Class mailings under 500 pieces
 - Auxiliary Services will continue to provide duplicating and copying services for the departments including contents for large mailings (even over 500 pieces). These services include:
 - Photocopying / Duplicating
 - Postcards
 - Letters
 - Flyers
 - brochures
 - Folding (single sheet only)
 - Large format printing (posters)
 - Poster mounting (up to 24 x 36)
 - Booklet making
 - Paper cutting
 - Laminating
 - Self adhesive address label printing (for First-Class mailings under 500 pieces)
 - Excel file required
 - Departments need to affix their own labels
2. Which Services need to be sent to outside vendor?
 - Addressing of discounted mailings requiring barcoding and permit usage
 - Non-Profit Mailings (200+ pieces required)
 - Presort First-Class Mail (500+ pieces required)
3. Will the college postage permit continue to be used?
 - Auxiliary Services will continue to maintain and manage the college's postal permits (Non-Profit and Presort First-Class).
 - Departments need to notify Auxiliary Services a minimum of 2 weeks before sending a discounted mailing to a vendor to ensure there are sufficient funds available in the permit account.
 - The cost of postage will be charged to the department.
4. What do I need to do if I'd like Auxiliary Services to mail a first class mail job of less than 500 pieces?
 - Mail needs to be received in Auxiliary Services with documents inserted in envelopes and labels already applied. Auxiliary Services will affix postage and mail the item.
5. How do I determine the most cost efficient way to produce a mailing?
 - Please contact Auxiliary Services at the beginning of your mailing project to discuss your needs and get suggestions as to which services should be handled in-house and which should be sent off-campus to maximize savings. There are many potential ways to save based on the size and content of your mailing. It is also important to choose a vendor that is well suited to meet both the college's cost goals and your timeline. Auxiliary Services is happy to assist in guiding you through the process.
7. What if I don't have enough money in my budget to accommodate this new expense that I did not plan for because I expected to utilize Auxiliary Services?
 - We expect that on average, a print job completed by an outside vendor will cost x% more or less than the price previously charged by Auxiliary Services. The Budget Office will be monitoring these costs and has money budgeted centrally to be distributed as needed throughout this transition.
8. Auxiliary Services can be contacted at (413) 538-3111 or email aux@mtholyoke.edu