Please recycle

What is Business Reply Mail (BRM) and how can I use it?

Business Reply Mail envelopes can be included in mailings as a means for recipients to send a portion of the mailing back, such as a survey or questionnaire. BRM envelopes are used in place of self-addressed, prepaid envelopes. The advantage of using BRM envelopes is that postage will only be charged on envelopes that are mailed by recipients. Postage will not be charged on unused envelopes.

Business Reply Mail using the Print Copy Mail USPS permit will be routed through Mail Services at 1919 Green Road. There it will be processed, and postage will be charged to the shortcode on file, before it is returned via campus mail to the receiving department. Because of the routing necessary for this process, the street address for Mail Services appears at the bottom of the BRM mailing panel with the building name and room number of the receiving department appearing just above that address.

In order to create a BRM account, we will need **a valid department shortcode**, as well as contact information for the receiving party (**name, department name, email, phone number, and physical address**).