

<b>Distribution Services</b>	<b>FY15 Rate</b>		
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<b>Distribution Services</b>			
<b>Online Report Distribution</b>			
Report Creation fee/1,000 lines of report content	\$0.084		
<b>Distribution Services</b>			
Metering	\$0.155		
<b>Presorting</b>			
First class letter mail	\$0.044/piece		
Standard class letter mail (includes vendor fee)	\$0.044/piece		
Hand-sorted flats rate	\$0.067/piece		
Auto-sorted flats rate	\$0.264/piece		
<i>Note: Rates are adjusted based on increases to vendor contract which may be adjusted because of USPS postage increases.</i>			
<b>Inserting</b>			
Basic setup for cut sheet feed. Includes setup of one envelope station.	\$30.00/job		
Additional insert station setup. Preparing first and additional insert stations. Rate is for each additional station setup.	\$20.00 flat rate		
Standard service (e.g., folding & inserting single or multiple page plain cut sheet or read-marked docs up to 8 1/2" x 14" into std envelope). Includes coupon insertion and additional inserts + 1- and 2-oz. metering as needed.	\$32.00/1,000 envelopes (minimum 1,000)		
Additional inserts	\$2.00/1000 ea.		
Enterprise standard envelopes with inserting services – <ul style="list-style-type: none"> <li>• ZY101 double window #10</li> <li>• ZY107 double window #10 – (Return Service Requested endorsement)</li> <li>• ZY115 double window #10 – (Important – Open Right Away)</li> <li>• ZY102 double window #10 check envelope</li> <li>• ZY105 double window #10 check envelope (Return Service Requested endorsement)</li> <li>• ZY116 double window 6" x 9 1/2"</li> <li>• Other miscellaneous Enterprise envelopes</li> </ul>	DET cost + 5% per 1,000 envelopes		
Bulk purchasing of Enterprise standard envelopes – <ul style="list-style-type: none"> <li>• ZY101 double window #10</li> <li>• ZY107 double window #10 – (Return Service Requested endorsement)</li> <li>• ZY115 double window #10 – (Important – Open Right Away)</li> <li>• ZY102 double window #10 check envelope</li> <li>• ZY105 double window #10 check envelope (Return Service Requested endorsement)</li> <li>• ZY116 double window 6" x 9 1/2"</li> <li>• Other miscellaneous Enterprise envelopes</li> </ul>	DET cost + 13% per 1,000 envelopes		
<b>Notes:</b> <ul style="list-style-type: none"> <li>• Envelopes for inserting at DET are pass-through rates + 5%</li> <li>• Material handling charge for bulk purchase of paper goods: 13%</li> <li>• Custom processing of inserting output is charged at handwork rates.</li> </ul>			
<b>Address file processing</b>			
File processed against National Address Database to identify all deliverable addresses & assign bar codes. Sorts address file for presort arrangement according to USPS reqs, obtaining best postage discounts possible per piece. Create & export custom data file.	\$10.00/1,000 records (minimum of 5,000)		
File processed against NCOALink® to meet USPS move update requirements and provide updated address information to mail list owner.	Included in File Processing		
<b>Handwork</b>			
Sorting, inserting, wrapping, etc. Includes messenger service and overtime. Worked with normal priority.	\$6.50/0.1 hour (minimum \$6.50)		