### Mail Services

**LETTER SIZE MAILING:**
- Machine Labeling, 1-up, Pressure Sensitive / M  
  - per 1000  
  - $40.00  
  - CU Departments
- Machine Labeling, Minimum Charge  
  - per 1000  
  - $50.00  
  - CU Departments
- Manual Labeling, Pressure Sensitive  
  - per 1000  
  - $50.00  
  - CU Departments
- Manual Labeling, Minimum Charge  
  - per 1000  
  - $75.00  
  - CU Departments
- Ink Jet Addressing, Letter Size / M  
  - per 1000  
  - $36.00  
  - CU Departments
- Ink Jet Set Up / S  
  - ea  
  - $50.00  
  - CU Departments
- Ink Jet Addressing Minimum Charge  
  - per 1000  
  - $125.00  
  - CU Departments
- Tabbing  
  - per 1000  
  - $15.00  
  - CU Departments
  (Above prices include sort, bundle, bag, tray, sleeve, prepare paperwork and deliver to P.O.)

**NON-LETTER SIZE MAILINGS:**
- Machine Labeling, 1-up, Pressure Sensitive / M  
  - per 1000  
  - $55.00  
  - CU Departments
- Machine Labeling, Minimum Charge / M  
  - per 1000  
  - $75.00  
  - CU Departments
- Machine Labeling Set Up Charge / S  
  - ea  
  - $7.00  
  - CU Departments
- Manual Labeling pressure Sensitive / M  
  - per 1000  
  - $60.00  
  - CU Departments
- Manual Labeling Minimum Charge  
  - per 1000  
  - $75.00  
  - CU Departments
- Ink Jet Addressing non-letter size  
  - per 1000  
  - $45.00  
  - CU Departments
- Ink Jet Addressing, Minimum Charge  
  - per 1000  
  - $125.00  
  - CU Departments
  (Above prices include sort, bundle, bag, tray, sleeve, prepare paperwork and deliver to P.O.)

**SORTING:**
- Sorting (Already in Zip Order)  
  - per hour  
  - $25.00  
  - CU Departments
- Sorting (Put in Zip Order)  
  - per hour  
  - $30.00  
  - CU Departments
- Sorting Combining List In Zip Order  
  - per hour  
  - $35.00  
  - CU Departments
- Sorting bundle, tag, tie, sleeve, tray, strap, take to PO / M  
  - per 1000  
  - $35.00  
  - CU Departments
- Sorting Minimum Charge  
  - $25.00-$50.01  
  - CU Departments

**OTHER:**
- Rubber Stamping  
  - per hour  
  - $20.00  
  - CU Departments
- Meter Sealing Letter size  
  - per each  
  - $0.02  
  - CU Departments
- Meter Sealing Flat size  
  - per each  
  - $0.03  
  - CU Departments
- Tabbing / M (one tab)  
  - per 1000  
  - $25.00  
  - CU Departments
- Tabbing/M (two tabs)  
  - per 1000  
  - $30.00  
  - CU Departments
- Pickup/Deliver to Post Office / 
- Special Handling  
  - ea  
  - $15.00-$25.01  
  - CU Departments
- Inter-Office Sorting/Labeling  
  - per each  
  - $0.07  
  - CU Departments
- Inserting / M, one insert, #10 envelope*  
  - per 1000  
  - $56.00  
  - CU Departments
- Inserting / M, 6x9--9x12 envelopes**  
  - per 1000  
  - $77.00  
  - CU Departments
- Labels only  
  - per each  
  - $0.02  
  - CU Departments
- Live stamps  
  - per each  
  - $0.02  
  - CU Departments
- CHOICE/CONSIDER/TIGER TIME/  
  - per job  
  - $65.00  
  - CU Departments
# Billing Rates - FY 15/16

**Department Name:** Mail Services  
**Vice-President Area:** VP Finance & Operations

## Description of Commodity or Service:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit of Billing</th>
<th>FY 15/16 Rate</th>
<th>Customers Being Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ink Jet Postage Indicia</td>
<td>per hour</td>
<td>$25.00</td>
<td>CU Departments</td>
</tr>
<tr>
<td>Meter tapes affixed by hand</td>
<td>per each</td>
<td>$0.03</td>
<td>CU Departments</td>
</tr>
</tbody>
</table>

*Price based on one insert, #10 envelope, call for estimate on quantities less than 1,000
**Based on 6x9 - 9x12 envelopes, price subject to change for larger items

### Metering, Special Handling:

- **Quantity:**
  - 500-999: $7.19, CU Departments, External Customers
  - 1000-1499: $11.72, CU Departments, External Customers
  - 1500-1999: $16.10, CU Departments, External Customers
  - 2000-2499: $20.51, CU Departments, External Customers
  - 2500-2999: $24.86, CU Departments, External Customers
  - 3000-3499: $29.21, CU Departments, External Customers
  - 3500-3999: $33.56, CU Departments, External Customers
  - 4000-4499: $37.91, CU Departments, External Customers
  - 4500-4999: $42.26, CU Departments, External Customers
  - 5000-5499: $46.62, CU Departments, External Customers
  - 5500-5999: $50.97, CU Departments, External Customers
  - 6000-6499: $55.27, CU Departments, External Customers
  - 6500-6999: $59.62, CU Departments, External Customers
  - 7000-7499: $63.97, CU Departments, External Customers
  - 7500-7999: $68.32, CU Departments, External Customers
  - 8000-8499: $72.67, CU Departments, External Customers
  - 8500-8999: $77.02, CU Departments, External Customers
  - 9000-9499: $81.37, CU Departments, External Customers
  - 9500-9999: $85.73, CU Departments, External Customers
  - 10000: $90.13, CU Departments, External Customers
  - 12500: $111.89, CU Departments, External Customers
  - 15000: $133.65, CU Departments, External Customers
  - 21000: $177.65, CU Departments, External Customers
  - 25000: $220.68, CU Departments, External Customers
  - 50000: $438.27, CU Departments, External Customers
  - 75000: $655.82, CU Departments, External Customers
  - 100000: $973.39, CU Departments, External Customers
  - Additional 500: $4.36, CU Departments, External Customers
  - Additional 1000: $8.70, CU Departments, External Customers

### Interagency Mail Price List:

**First Class Mail/Lab Packages**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Rate</th>
<th>Customers Being Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 lb</td>
<td>$1.25</td>
<td>CU Departments</td>
</tr>
<tr>
<td>2 lbs</td>
<td>$2.50</td>
<td>CU Departments</td>
</tr>
<tr>
<td>3 lbs</td>
<td>$3.75</td>
<td>CU Departments</td>
</tr>
<tr>
<td>4 lbs</td>
<td>$5.00</td>
<td>CU Departments</td>
</tr>
</tbody>
</table>

Page 2 of 4
### Billing Rates - FY 15/16

**Department Name:** Mail Services  
**Vice-President Area:** VP Finance & Operations

<table>
<thead>
<tr>
<th>Description of Commodity or Service</th>
<th>Unit of Billing</th>
<th>FY 15/16 Rate</th>
<th>Customers Being Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 lbs</td>
<td></td>
<td>$6.25</td>
<td>CU Departments</td>
</tr>
<tr>
<td>6 lbs</td>
<td></td>
<td>$7.50</td>
<td>CU Departments</td>
</tr>
<tr>
<td>7 lbs</td>
<td></td>
<td>$8.75</td>
<td>CU Departments</td>
</tr>
<tr>
<td>8 lbs</td>
<td></td>
<td>$10.00</td>
<td>CU Departments</td>
</tr>
<tr>
<td>9 lbs</td>
<td></td>
<td>$11.25</td>
<td>CU Departments</td>
</tr>
<tr>
<td>10 lbs</td>
<td></td>
<td>$12.50</td>
<td>CU Departments</td>
</tr>
<tr>
<td>11 lbs</td>
<td></td>
<td>$13.75</td>
<td>CU Departments</td>
</tr>
<tr>
<td>12 lbs</td>
<td></td>
<td>$15.00</td>
<td>CU Departments</td>
</tr>
<tr>
<td>13 lbs</td>
<td></td>
<td>$16.25</td>
<td>CU Departments</td>
</tr>
<tr>
<td>14 lbs</td>
<td></td>
<td>$17.50</td>
<td>CU Departments</td>
</tr>
<tr>
<td>15 lbs</td>
<td></td>
<td>$18.75</td>
<td>CU Departments</td>
</tr>
<tr>
<td>16 lbs</td>
<td></td>
<td>$20.00</td>
<td>CU Departments</td>
</tr>
<tr>
<td>Charge per additional box</td>
<td></td>
<td>$0.60</td>
<td>CU Departments</td>
</tr>
</tbody>
</table>

**International Mail Prices, Global Mail/Deutsche Post**

<table>
<thead>
<tr>
<th>Description of Commodity or Service</th>
<th>Unit of Billing</th>
<th>FY 15/16 Rate</th>
<th>Customers Being Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ounce</td>
<td></td>
<td>$1.20</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>2 ounces</td>
<td></td>
<td>$2.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>3 ounces</td>
<td></td>
<td>$2.80</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>4 ounces</td>
<td></td>
<td>$3.60</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>5 ounces</td>
<td></td>
<td>$4.40</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>6 ounces</td>
<td></td>
<td>$5.20</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>7 ounces</td>
<td></td>
<td>$6.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>8 ounces</td>
<td></td>
<td>$6.80</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>9 ounces</td>
<td></td>
<td>$7.60</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>10 ounces</td>
<td></td>
<td>$8.40</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>11 ounces</td>
<td></td>
<td>$9.20</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>12 ounces</td>
<td></td>
<td>$10.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>13 ounces</td>
<td></td>
<td>$10.80</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>14 ounces</td>
<td></td>
<td>$11.60</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>15 ounces</td>
<td></td>
<td>$12.40</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>16 ounces</td>
<td></td>
<td>$13.20</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>16 ounces up to 2 lbs.</td>
<td></td>
<td>$15.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>Weights up to 3 lbs.</td>
<td></td>
<td>$15.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>Weights up to 4 lbs.</td>
<td></td>
<td>$16.25</td>
<td>CU Departments, External Customers</td>
</tr>
</tbody>
</table>

**UPS / FedEx Packaging Services**

<table>
<thead>
<tr>
<th>Description of Commodity or Service</th>
<th>Unit of Billing</th>
<th>FY 15/16 Rate</th>
<th>Customers Being Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Fee</td>
<td></td>
<td>$6.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>UPS Address Correction Charge (Air mail)</td>
<td></td>
<td>$10.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>UPS Address Correction Charge (Ground Shipments)</td>
<td></td>
<td>$5.00</td>
<td>CU Departments, External Customers</td>
</tr>
</tbody>
</table>

**Flyer**

<table>
<thead>
<tr>
<th>Description of Commodity or Service</th>
<th>Unit of Billing</th>
<th>FY 15/16 Rate</th>
<th>Customers Being Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors deliveries</td>
<td></td>
<td>$25.00</td>
<td>External Customers</td>
</tr>
</tbody>
</table>
## BILLING RATES - FY 15/16

**DEPARTMENT NAME:**
Mail Services

**VICE-PRESIDENT AREA:**
VP Finance & Operations

<table>
<thead>
<tr>
<th>DESCRIPTION OF COMMODITY OR SERVICE</th>
<th>UNIT OF BILLING</th>
<th>FY 15/16 RATE</th>
<th>CUSTOMERS BEING SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk Mail Tracking Charge</td>
<td>Per Piece</td>
<td>$0.02</td>
<td>CU Departments</td>
</tr>
<tr>
<td>Storage of Pallets of Bulk Mail</td>
<td>Per Month</td>
<td>$50.00</td>
<td>CU Departments</td>
</tr>
<tr>
<td>Student PO Boxes (Individual)</td>
<td>Per Year</td>
<td>$75.00</td>
<td>CU Departments, External Customers</td>
</tr>
<tr>
<td>Student PO Boxes (Organizations)</td>
<td>Per Year</td>
<td>$80.00</td>
<td>CU Departments, External Customers</td>
</tr>
</tbody>
</table>