



BILLING RATES - FY 16/17

DEPARTMENT NAME :

Mail Services

VICE-PRESIDENT AREA :

Vice-President of Finance and Operations

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 16/17 RATE	CUSTOMERS BEING SERVED
LETTER SIZE MAILING:			
Machine Labeling,1-up,Pressure Sensitive / M	per 1000	\$40.00	CU Departments
Machine Labeling, Minimum Charge		\$50.00	CU Departments
Manual Labeling, Pressure Sensitive	per 1000	\$50.00	CU Departments
Manual Labeling, Minimum Charge		\$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		\$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		\$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		\$75.00	CU Departments
Ink Jet Addressing non-letter size	per 1000	\$45.00	CU Departments
Ink Jet Addressing, Minimum Charge		\$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 /	per hour	\$20.00	CU Departments
Special Handling	ea	\$15.00-\$25.01	CU Departments
Inter-Office Sorting/Labeling	per each	\$0.07	CU Departments



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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
Ink Jet Postage Indicia	per hour	\$25.00	CU Departments
Meter tapes affixed by hand	per each	\$0.03	CU Departments
*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
\$10,000.00		\$90.13	CU Departments, External Customers
\$12,500.00		\$111.89	CU Departments, External Customers
\$15,000.00		\$133.65	CU Departments, External Customers
\$21,000.00		\$177.65	CU Departments, External Customers
\$25,000.00		\$220.68	CU Departments, External Customers
\$50,000.00		\$438.27	CU Departments, External Customers
\$75,000.00		\$655.82	CU Departments, External Customers
\$100,000.00		\$973.39	CU Departments, External Customers



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LETTER SIZE MAILING:			
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			
1 lb		\$1.25	CU Departments
2 lbs		\$2.50	CU Departments
3 lbs		\$3.75	CU Departments
4 lbs		\$5.00	CU Departments
5 lbs		\$6.25	CU Departments
6 lbs		\$7.50	CU Departments
7 lbs		\$8.75	CU Departments
8 lbs		\$10.00	CU Departments
9 lbs		\$11.25	CU Departments
10 lbs		\$12.50	CU Departments
11 lbs		\$13.75	CU Departments
12 lbs		\$15.00	CU Departments
13 lbs		\$16.25	CU Departments
14 lbs		\$17.50	CU Departments
15 lbs		\$18.75	CU Departments
16 lbs		\$20.00	CU Departments
Charge per additional box		\$0.60	CU Departments
International Mail Prices, Global Mail/Deutsche Post			
1 ounce		\$1.20	CU Departments, External Customers
2 ounces		\$2.00	CU Departments, External Customers
3 ounces		\$2.80	CU Departments, External Customers
4 ounces		\$3.60	CU Departments, External Customers
5 ounces		\$4.40	CU Departments, External Customers
6 ounces		\$5.20	CU Departments, External Customers
7 ounces		\$6.00	CU Departments, External Customers
8 ounces		\$6.80	CU Departments, External Customers
9 ounces		\$7.60	CU Departments, External Customers
10 ounces		\$8.40	CU Departments, External Customers
11 ounces		\$9.20	CU Departments, External Customers
12 ounces		\$10.00	CU Departments, External Customers
13 ounces		\$10.80	CU Departments, External Customers
14 ounces		\$11.60	CU Departments, External Customers



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15 ounces		\$12.40	CU Departments, External Customers
16 ounces		\$13.20	CU Departments, External Customers
16 ounces up to 2 lbs.		\$15.00	CU Departments, External Customers
Weights up to 3 lbs.		\$22.50	CU Departments, External Customers
Weights up to 4 lbs.		\$30.00	CU Departments, External Customers
UPS / FEDEX Packaging Services			
Processing Fee		\$6.00	CU Departments, External Customers
UPS Address Correction Charge (Air mail)		\$10.00	CU Departments, External Customers
UPS Address Correction Charge (Ground Shipments)		\$5.00	CU Departments, External Customers
Flyer			
Vendors deliveries	per route	\$25.00	External Customers
Bulk Mail Tracking Charge			
Bulk Mail Tracking Charge	Per Piece	\$0.02	CU Departments
Storage of Pallets of Bulk Mail	Per Month	\$50.00	CU Departments
PO Boxes (Individual)			
PO Boxes (Individual)	Per Year	\$75.00	CU Departments, External Customers, Students
PO Boxes (Organizations)			
PO Boxes (Organizations)	Per Year	\$80.00	CU Departments, External Customers