



BILLING RATES - FY 24/25

DEPARTMENT NAME :

Mail Services

VICE-PRESIDENT AREA :

VP Finance & Operations

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 24/25 RATE	CUSTOMERS BEING SERVED
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SET UP:

Machine Set Up Charge	per each	\$27.00	CU Departments
List Cleansing/PAVE/Cass, Setup Charge	per each	\$35.00	CU Departments
List Cleansing/PAVE/Cass, Additional Cost Per Piece	per each	\$0.03	CU Departments

LETTER SIZE MAILING:

Labeling	per each	\$0.06	CU Departments
Ink Jet Addressing, Letter Size / M	per each	\$0.05	CU Departments
Ink Jet Addressing Minimum Charge	per each	\$60.50	CU Departments
Meter Sealing Letter size	per each	\$0.03	CU Departments

(Above prices include sort,bundle,bag,tray,sleeve,prepare paperwork and deliver to P.O.)

NON-LETTER SIZE MAILINGS :

Labeling	per each	\$0.06	CU Departments
Ink Jet Addressing non-letter size	per each	\$0.05	CU Departments



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Ink Jet Addressing, Minimum Charge	per each	\$60.50	CU Departments
Meter Sealing Flat size	per each	\$0.04	CU Departments
(Above prices include sort,bundle,bag,tray,sleeve,prepare paperwork and deliver to P.O.)			
FINISHING:			
Tabbing / tab	per each	\$0.03	CU Departments
Manual Sorting	per hour	\$27.50	CU Departments
Folding	per each	\$0.03	CU Departments
Inserting one insert, up to 10x13 envelope	per each	\$0.13	CU Departments
Metering	per each	\$0.02	CU Departments
Live stamps	per each	\$0.03	CU Departments
OTHER:			
Special Handling	per each	\$26.25	CU Departments
Inter-Office Sorting	per each	\$0.10	CU Departments



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Miscellaneous			
Vendors deliveries	per route	\$28.88	External Customers
Employee deliveries w/ Names - on campus deliveries	per route	\$0.00	CU Departments
Bulk Mail Tracking Charge	per piece	\$0.00	CU Departments
Storage of Pallets of Bulk Mail	per pallet/month	\$50.00	CU Departments
PO Boxes Rent (Individual)	per year	\$78.28	CU Departments, Students