



**BILLING RATES - FY 26/27**

**DEPARTMENT NAME :**

**MAIL SERVICES**

**VICE-PRESIDENT AREA :**

**VP FINANCE & OPERATIONS**

<b>DESCRIPTION OF COMMODITY OR SERVICE :</b>	<b>UNIT OF BILLING</b>	<b>FY 26/27 RATE</b>	<b>CUSTOMERS BEING SERVED</b>
<b>INKJET MACHINE SET UP:</b>			
Set Up Charge	per each	\$27.00	CU Departments
<b>ADDRESS VALIDATION:</b>			
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
<b>LETTER SIZE MAILING:</b>			
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	\$55.00	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.)



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<b>NON-LETTER SIZE MAILINGS :</b>			
Labeling	per each	\$0.061	CU Departments
Ink Jet Addressing non-letter size	per each	\$0.049	CU Departments
Ink Jet Addressing, Minimum Charge	per each	\$55.00	CU Departments
Meter Sealing Flat size	per each	\$0.044	CU Departments
(Above prices include sort, bundle, bag, tray, sleeve, prepare paperwork and deliver to P.O.)			
<b>FINISHING:</b>			
Tabbing / per tab	per each	\$0.031	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	\$0.138	CU Departments
Metering	per each	\$0.035	CU Departments
Apply Live stamps	per each	\$0.026	CU Departments



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<b>OTHER:</b>			
Special Handling	per each	\$26.25	CU Departments
Inter-Office Sorting	per each	\$0.099	CU Departments
Material Handling	per month	\$50.00	CU Departments
PO Boxes Rent (Individual)	per year	\$78.00	CU Departments, Students