



## BILLING RATES - FY 20/21

DEPARTMENT NAME :

**Mail Services**

VICE-PRESIDENT AREA :

**Finance and Operations**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 20/21 RATE	CUSTOMERS BEING SERVED
LETTER SIZE MAILING:			
Machine Labeling,1-up,Pressure Sensitive / M	Per 1000	\$42.00	CU Departments
Machine Labeling, Minimum Charge	Per 1000	\$52.50	CU Departments
Manual Labeling, Pressure Sensitive	Per 1000	\$52.50	CU Departments
Manual Labeling, Minimum Charge	Per 1000	\$50.00	CU Departments
Ink Jet Addressing, Letter Size / M	Per 1000	\$37.80	CU Departments
List Cleansing/PAVE/Cass	Per ea. - Up to 499	\$0.12	CU Departments
List Cleansing/PAVE/Cass	Per ea. - 500-4999	\$0.05	CU Departments
List Cleansing/PAVE/Cass	Per ea. - 5000-9999	\$0.03	CU Departments
List Cleansing/PAVE/Cass	Per ea. - 10000+	\$0.02	CU Departments
Ink Jet Addressing Minimum Charge	Per 1000	\$50.00	CU Departments
Tabbing / M (one tab)	per 1000	\$26.25	CU Departments
Tabbing/M (two tabs)	per 1000	\$31.50	CU Departments

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



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NON-LETTER SIZE MAILINGS :			
Machine Labeling,1-up,Pressure Sensitive / M	Per 1000	\$57.50	CU Departments
Machine Labeling, Minimum Charge / M	Per 1000	\$50.00	CU Departments
Machine Labeling Set Up Charge / S	each	\$7.35	CU Departments
Manual Labeling pressure Sensitive / M	Per 1000	\$63.00	CU Departments
Manual Labeling Minimum Charge	Per 1000	\$50.00	CU Departments
Ink Jet Addressing non-letter size	Per 1000	\$47.25	CU Departments
Ink Jet Addressing, Minimum Charge	Per 1000	\$50.00	CU Departments
Tabbing / M (one tab)	per 1000	\$26.25	
Tabbing/M (two tabs)	per 1000	\$31.50	

(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



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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	\$26.25	CU Departments
Tabbing/M (two tabs)	per 1000	\$31.50	CU Departments
Pickup/Deliver to Post Office /	per hour	\$21.00	CU Departments
Special Handling	each	\$15.00-\$25.01	CU Departments
Inter-Office Sorting/Labeling	each	\$0.07	CU Departments
Inserting one insert, up to 10x13 envelope	per each	\$0.10	CU Departments
Labels only	each	\$0.02	CU Departments



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Live stamps	each	\$0.02	CU Departments
CHOICE/CONSIDER/TIGER TIME/	per job	\$65.00	CU Departments
Ink Jet Postage Indicia	per hour	\$26.25	CU Departments
Meter tapes affixed by hand	each	\$0.03	CU Departments
Miscellaneous			
Vendors deliveries	per route	\$26.25	External Customers
Employee deliveries w/ Names	all on campus routes	\$0.00	CU Departments
Employee deliveries w/ Names	per on campus address	\$0.10	CU Departments
Bulk Mail Tracking Charge	per piece	\$0.00	CU Departments, External Customers, Students
Storage of Pallets of Bulk Mail	per month	\$50.00	CU Departments
PO Boxes Rent (Individual)	per year	\$75.00	CU Departments, External Customers, Students
PO Boxes Rent (Organizations)	per year	\$80.00	CU Departments, External Customers



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Stuffing PO Boxes	per all occupied boxes	\$300.00	CU Departments
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



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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



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Additional 500		\$4.36	CU Departments, External Customers
Additional 1000		\$8.70	CU Departments, External Customers
Interagency Mail Price List:			
As of 1/1/2019, IMS is retired and CU is using USPS & UPS.			
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



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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
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