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Distribution Services			
Online Report Distribution			
Report Creation fee/1,000 lines of report content	\$0.084		
Distribution Services			
Metering	\$0.155		
Presorting			
First class letter mail	\$0.044/piece		
Standard class letter mail (includes vendor fee)	\$0.044/piece		
Hand-sorted flats rate	\$0.067/piece		
Auto-sorted flats rate	\$0.264/piece		
<i>Note: Rates are adjusted based on increases to vendor contract which may be adjusted because of USPS postage increases.</i>			
Inserting			
Basic setup for cut sheet feed. Includes setup of one envelope station.	\$30.00/job		
Additional insert station setup. Preparing first and additional insert stations. Rate is for each additional station setup.	\$20.00 flat rate		
Standard service (e.g., folding & inserting single or multiple page plain cut sheet or read-marked docs up to 8 1/2" x 14" into std envelope). Includes coupon insertion and additional inserts + 1- and 2-oz. metering as needed.	\$32.00/1,000 envelopes (minimum 1,000)		
Additional inserts	\$2.00/1000 ea.		
Enterprise standard envelopes with inserting services – • ZY101 double window #10 • ZY107double window #10 – (Return Service Requested endorsement) • ZY115 double window #10 – (Important – Open Right Away) • ZY102 double window #10 check envelope • ZY105 double window #10 check envelope (Return Service Requested endorsement) • ZY116 double window 6" x 9 1/2" • Other miscellaneous Enterprise envelopes	DET cost + 5% per 1,000 envelopes		
Bulk purchasing of Enterprise standard envelopes – • ZY101 double window #10 • ZY107double window #10 – (Return Service Requested endorsement) • ZY115 double window #10 – (Important – Open Right Away) • ZY102 double window #10 check envelope • ZY105 double window #10 check envelope (Return Service Requested endorsement) • ZY116 double window 6" x 9 1/2" • Other miscellaneous Enterprise envelopes	DET cost + 13% per 1,000 envelopes		
Notes: • Envelopes for inserting at DET are pass-through rates + 5% • Material handling charge for bulk purchase of paper goods: 13% • Custom processing of inserting output is charged at handwork rates.			
Address file processing			
File processed against National Address Database to identify all deliverable addresses & assign bar codes. Sorts address file for presort arrangement according to USPS reqs, obtaining best postage discounts possible per piece. Create & export custom data file.	\$10.00/1,000 records (minimum of 5,000)		
File processed against NCOALink® to meet USPS move update requirements and provide updated address information to mail list owner.	Included in File Processing		
Handwork			
Sorting, inserting, wrapping, etc. Includes messenger service and overtime. Worked with normal priority.	\$6.50/0.1 hour (minimum \$6.50)		