## Letters

| Per Piece Price by Quantity | $8.5 \times 11$ <br> (folds to $5.5 \times 8.5$ to fit $6 \times 9$ envelope OR folds to $3.67 \times 8.5$ to fit \#10 envelope) |  |  |
| :---: | :---: | :---: | :---: |
|  | 100\# or 80\# Silk Book COLOR <br> Includes Folding | 60\# Uncoated Book COLOR <br> Includes Folding | 60\# <br> Uncoated Book <br> B\&W <br> Includes Folding |
| Single Sided - 1-499* | \$0.66 | \$0.52 | \$0.44 |
| Single Sided - 500+ | \$0.61 | \$0.47 | \$0.39 |


| Double Sided - 1-499* | $\$ 1.03$ | $\$ 0.90$ | $\$ 0.74$ |
| :---: | :---: | :---: | :--- |
| Double Sided $-500+$ | $\$ 0.95$ | $\$ 0.85$ | $\$ 0.69$ |

## Envelopes

| Per Piece Price <br> Any Quantity | House Stock <br> BLANK | House Stock <br> PRINTED <br> B\&W | House Stock <br> PRINTED <br> COLOR |
| :---: | :---: | :---: | :---: |
| \#10 Envelopes -24\# | $\$ 0.15$ | $\$ 0.30$ | $\$ 0.40$ |
| A-2 Envelopes -70\# | $\$ 0.19$ | $\$ 0.40$ | $\$ 0.50$ |
| A-6 Envelopes -70\# | $\$ 0.22$ | $\$ 0.45$ | $\$ 0.55$ |
| A-7 Envelopes -70\# | $\$ 0.25$ | $\$ 0.50$ | $\$ 0.60$ |
| A-8 Envelopes -70\# | $\$ 0.31$ | $\$ 0.56$ | $\$ 0.66$ |
| 6x9 Envelopes -28\# | $\$ 0.25$ | $\$ 0.46$ | $\$ 0.56$ |
| 9×12 Envelopes -28\# | $\$ 0.31$ | $\$ 0.52$ | $\$ 0.62$ |
| 9.5x12.625 Envelopes -28\# | $\$ 0.33$ | $\$ 0.54$ | $\$ 0.64$ |
| 10x13 Envelopes -28\# | $\$ 0.35$ | $\$ 0.56$ | $\$ 0.66$ |

## Mailing Services

|  |  | 1-199* | 200-499 | 500+ |
| :---: | :---: | :---: | :---: | :---: |
| Stuff, Seal and Mail Preparation |  | \$0.47 | \$0.38 | \$0.38 |
| Affix Postage (add stamps by hand) |  | \$0.07 | \$0.07 | \$0.07 |
| Variable Data Merging |  | \$0.06 | \$0.06 | \$0.06 |
| Purchase Mailing List Records |  | \$0.09 | \$0.09 | \$0.09 |
| NCOA Processing |  | \$0.05 | \$0.05 | \$0.05 |
| Postage <br> (Depends on quantity as well as weight,size \& shape of pieces) | First Class | \$0.68 | \$0.68 | \$0.53** |
|  | Presorted Standard (Bulk) | \$0.68 | \$0.37** | \$0.36** |

*For quantites less than 50 , a $\$ 10$ "Small Order" charge may be added.
** Does not apply if affixing postage by hand

