

## Inserting and Addressing – Price Guide

### **Inserting**

Machine Inserting: machine Set-up fee \$25.00

- One (1) insert per thousand \$35.00
- Two (2) inserts per thousand \$45.00
- Three (3) inserts per thousand \$55.00
- Four (4) inserts per thousand \$65.00
- Five (5) inserts per thousand \$75.00
- Six (6) inserts per thousand \$85.00

Hand Inserting: \$0.10 per insert

### **Addressing**

Machine Addressing

Address 1-500 pieces \$50.00

Address 501-1000 Pieces \$75.00

Address 1001-1500 pieces \$100.00

Address 1501-2000 Pieces \$125.00

The above pricing are flat fees and include all process and set up fees

Address 2001-20000 pieces \$0.05 per piece

Address over 20001 pieces \$0.045 per piece

Set up fee for addressing machine \$25.00

File download, update, and tray prep \$40.00

Hand Addressing –sticker labels \$0.10 per label

### **Tabbing**

Set up fee \$25.00

Two (2) tabs \$0.03 per piece

Three (3) tabs \$0.035 per piece

### **Unit Labeling-campus addresses**

\$0.03 per piece or \$15.00 minimum

### **Envelope Printing**

\$0.03 per envelope plus cost of the envelope

Business Reply Envelopes #9 envelope and #10 envelope \$0.06ea – other sizes vary in price

Mail Merge addresses onto envelopes \$25.00

### **Misc. Services**

Sealing Charge \$0.04 per piece

Apply Permit \$0.03 per piece

Print Service Endorsement \$0.03 per piece

Hand Sorting and Mail Prep (drop off mailings) \$0.10 per piece

Warehouse Delivery \$18.00