

StatementOut Direct Mail & Lettershop Services

Accepted File Formats (Supplied Mailing Lists)

ASCII comma delimited	DBF II – V
Microsoft Excel	DIF
CSV, comma delimited	
Tab, space delimited	

Postal Presorting

CASS/DPV Certification

Includes: append zip+4 or add carrier route, allows for creation of barcode and reduced postal rates

\$50.00 ea

Any lot/drop over 50,000 will be charged at \$3.00/1000 records.

Presort - First Class, Standard, Non-Profit

Includes postal reports, tray tags, and postal receipts

\$75.00 ea

All file preparation and reports are based on a single file.

Data Processing (Direct Mail)

Description

Merge multiple files*

Cost

\$20.00 ea

The following services are subject to a \$50.00 minimum fee

Nth Select (random sampling)

\$5.00/M

Key Coding

\$5.00/M

Case Conversion

\$5.00/M

Deduping (\$50.00 minimum)

\$7.50/M

Suppressing (\$50.00 minimum)

\$7.50/M

Miscellaneous File Work

½ hour minimum

Correcting non-USPS addresses or reformatting records

\$75.00/hr

* The success of this process depends on the file layouts being identical. Any additional file work will be billed at \$75.00/hr with a one hour minimum.

NCOA

per quote
(\$175.00 minimum)

Laser Printing (Non Statement Processing)

Your document can be provided as a Microsoft Word file. Typesetting is available per quote, starting at \$65.00 per hour with a minimum one-hour charge.

<u>Description</u>	<u>Cost</u>
Set-up charge, includes mail merge, digitized signatures and proofs	per quote
Laser Printing*	
Letter size (8.5 x 11) simplex or duplex, cost is per image	\$40.00/M
Legal size (8.5 x 14) simplex or duplex, cost is per image	\$50.00/M
24# plain white paper stock	\$12.00/M
20# plain white paper stock	\$10.00/M
Envelopes, other stock	per quote

Ink Jetting

<u>Description</u>	<u>Cost</u>
Set-up charge	\$75.00 ea
Postcards and letter size up to 6 1/8 x 11 1/2	up to 3.0 oz \$30.00/M
Flat size – over 6 1/8 x 11 1/2	from 3.1 to 6.0 oz \$40.00/M
Oversized flats	from 6.1 to 9.0 oz \$60.00/M
Oversized flats	from 9.1 to 12 oz \$75.00/M
Oversized flats	from 12.1 to 15.99 oz \$125.00/M
Bound printed materials	over 16 oz per quote
Indicia/permit	
Letter size	\$20.00/M
Flat size	from 3.1 to 6.0 oz \$25.00/M
Message Line	\$15.00/M
<u>Inkjet return address</u>	
Set-up charge	\$25.00 ea
Black ink-jetting	\$20.00/M

Color ink-jetting is available at an additional \$20.00/M. Contact us for details.

Automated Inserting

Automation machines require a 1/4" side clearance (left and right side combined) and at least 1/8" clearance from the top fold of the envelope. The maximum number of inserts is six (6) and the maximum envelope flap size is 1 1/2 inch. All envelopes must be booklet style (open on the long side).

<u>Description</u>	<u>Cost</u>
Standard #10 envelope	
Set-up charge	\$50.00 ea
1 st insert	\$30.00/M
additional inserts (2 nd – 6 th)	\$3.00/M per

sealing included

6 x 9 booklet envelope

Set-up charge

1st insert

additional inserts (2nd - 6th)

sealing included

\$50.00 ea

\$40.00/M

\$5.00/M per

9 x 12 booklet envelope

Set-up charge

1st insert

additional inserts (2nd - 6th)

sealing & metering included

\$50.00 ea

\$60.50/M

\$16.50/M per

Manual Inserting

Description

Cost

Standard #10 envelope

1st insert

additional inserts

seal & meter

\$50.00/M

\$15.00/M per

\$10.00/M

Invitation style envelopes

1st insert

additional inserts

seal & meter

\$60.00/M

\$15.00/M per

\$16.50/M

6 x 9 envelope

1st insert

additional inserts

seal & meter

\$70.00/M

\$15.00/M

\$11.00/M

9 x 12 envelope

1st insert

additional inserts

seal & meter

\$80.00/M

\$15.00/M

\$16.50/M

Oversized inserts

For each item weighing 3.0 – 6.0 oz

For each item weighing over 6.0 oz

\$50.00/M

per quote

Polybagging – prices do not include bags

Up to 10 x 13 polybag, one insert

Up to 10 x 13 polybag, over 6.0 oz

Each additional insert

Heat sealing

Polybags available for purchase starting at \$.03 per bag

\$75.00/M

per quote

\$20.00/M

\$65.00/M

Kit assembly
sample required per quote

Poster tube assemble per quote

Tabbing/Wafer Sealing

Prices based on one-inch round tabs. Special order tabs in various colors and larger sizes are available per quote. Samples required for all tab jobs.

<u>Description</u>	<u>Weight</u>	<u>Cost</u>
Set-up charge		\$25.00 ea
This charge is waived when the same piece is being ink jetted at the same time.		
<u>Automated – tabs are available in white or clear, with or without perforations</u>		
3 x 5 up to 6 1/8 th x 11 1/2	up to 3.0 oz	
Single tab		\$20.00/M
Two tabs, same side		\$25.00/M
Flat size over 6 1/8 th x 11 1/2		
	from 3.1 to 6.0 oz	
Single tab		\$22.00/M
Two tabs, same side		\$33.00/M
Oversized flats		
	from 6.1 to 9.0 oz	
Single tab		\$33.00/M
Two tabs, same side		\$44.00/M
Any size	over 9.0 oz	per quote
<u>Manual – tabs are available in white or clear, with or without perforations</u>		
3 x 5 up to 6 1/8 th x 11 1/2	up to 3.0 oz	
Single tab		\$75.00/M
Flat size over 6 1/8 th x 11 1/2		
	from 3.1 to 6.0 oz	
Single tab		\$85.00/M
Any size	over 9.0 oz	per quote

Manual Sealing

Description	Cost
#9, #10, 6 x 9 booklet envelopes	\$40.00/M
Invitation envelope	\$45.00/M
9 x 12 or 10 x 13 booklet envelopes	\$50.00/M
"Tyvex" peel & seal envelopes	\$35.00/M

Metering

Description	Weight	Cost
#9, #10, 6 x 9 booklet envelopes		\$15.00/M
Invitation envelope		\$20.00/M
9 x 12 or 10 x 13 booklet envelopes		\$25.00/M
Any size	over 6.0 oz	per quote
Affix meter tapes (does not include sealing)		\$80.00/M

Postage Stamping

Ask about stamp selection and availability.

Description	Weight	Cost
<u>Automated</u>		
Card & letter size mail		\$25.00/M
Flat size mail	3.0 – 6.0 oz	\$33.00/M
Please note: 6.0 oz maximum		
<u>Manual</u>		
Card & letter size mail		\$85.00/M
Flat size mail	3.0 – 6.0 oz	\$115.00/M
Any size	over 6.0 oz	per quote

Cheshire Labeling

Accepted label stock formats:

1, 3, 4, and 5 up (1.0" in height)

1, 3, 4, and 5 up (1.5" and 2.0" in height, add \$27.50 to the set-up charge)

Description	Weight	Cost
Set-up charge		\$50.00 ea
Postcards and letter size up to 6 1/8 th x 11 1/2"	up to 3.0 oz	\$30.00/M
Flat size – over 6 1/8 th x 11 1/2"	from 3.1 to 6.0 oz	\$40.00/M
Oversized flats	from 6.1 to 9.0 oz	\$45.00/M
Oversized flats	from 9.1 to 12 oz	\$65.00/M
Oversized flats	from 12.1 to 15.99 oz	per quote
Bound printed materials	over 16 oz	per quote

Any job requiring bundling, banding, trays/sacks and tagging add \$15.00/M.

Additional Services

Piggyback labels add \$45.00/M

Please note these labels must be printed on approved stock.

Pulling names

Available only after piece has been labeled per quote
(\$50.00 minimum)

Affixing Labels – Manual

Description	Weight	Cost
Postcards and letter size up to 6 1/8 th x 11 1/2"	up to 3.0 oz	\$85.00/M
Flat size – over 6 1/8 th x 11 1/2"	from 3.1 to 6.0 oz	\$95.00/M
Oversized flats	from 6.1 to 9.0 oz	\$100.00/M
Oversized flats	from 9.1 to 12 oz	\$150.00/M
Oversized flats	from 12.1 to 15.99 oz	per quote

Statement Outsourcing can output your file onto pressure sensitive labels. Please inquire for details.

Collating

Collating does not include inserting.

<u>Description</u>	<u>Quantity</u>	<u>Cost</u>
Single 8 ½ x 11" sheets	collate 2 sheets	\$45/M
	each additional sheet	\$20/M

Decollating

<u>Description</u>	<u>Cost</u>
Automated (continuous pin-fed forms)	\$25.00/M
Manual	\$95.00/M

Bursting

<u>Description</u>	<u>Cost</u>
<u>Automated</u> Includes trimming pin-feeds	\$20.00/M
<u>Manual</u> Includes trimming of perforated pin-feeds	\$85.00/M

Folding

All prices are based on single sheets. 70lb-text maximum

<u>Description</u>	<u>Cost</u>
<u>Automated</u> 8 ½ x 11" sheet	\$10.00/M
8 ½ x 14" sheet	\$12.00/M
Additional sheets, up to 4, nested together	\$5.00/M per
<u>Manual</u> 8 ½ x 11" sheet tri-fold	\$95.00/M
8 ½ x 11" sheet half fold	\$75.00/M
<u>Miscellaneous</u> Folding jobs using cover stock	per quote

Storage

Except by prior arrangement, each scheduled job allows a one-month grace period for stock storage. Any stock not used in production after one month from the date of receipt will be billed for storage on a monthly basis. Overstock will be allowed a one-week grace period from the date of mailing and then become billable for storage charges. Basic storage does not include counts, stock pulls or reports.

<u>Description</u>	<u>Cost</u>
Basic storage	\$15.00/skid
Item counts	Monthly
Item pulls	\$15.00/item
Stock Reports	per quote
	per quote

Shipping

Prices do not include actual UPS, FedEx, or USPS costs. Labels and shipping materials are included.

<u>Description</u>	<u>Cost</u>
Initial package	\$8.00/ea
Each additional	\$2.00/ea

Courier Services

Courier rates are available for same day service. Please call for quotes.