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3340 MT. DIABLO BLVD., SUITE B • LAFAYETTE, CA 94549



Letters

Per Piece Price by Quantity	8.5x11 (folds to 5.5x8.5 to fit 6x9 envelope OR folds to 3.67x8.5 to fit #10 envelope)		
	100# or 80# Silk Book COLOR Includes Folding	60# Uncoated Book COLOR Includes Folding	60# Uncoated Book B&W Includes Folding
	Single Sided - 1-499*	Single Sided - 1-499*	Single Sided - 1-499*
	\$0.66	\$0.52	\$0.44
	Single Sided - 500+	Single Sided - 500+	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 Any Quantity	House Stock BLANK	House Stock PRINTED B&W	House Stock PRINTED 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
6x9 Envelopes - 28#	\$0.25	\$0.46	\$0.56
9.5x12.625 Envelopes - 28#	\$0.33	\$0.54	\$0.64

Mailing Services

		1-199*	200-499	500+
Stuff, Seal and Mail Preparation		\$0.59	\$0.40	\$0.40
Affix Postage (add stamps by hand)		\$0.15	\$0.15	\$0.15
Variable Data Merging		\$0.06	\$0.06	\$0.06
Manually Match Letter with Envelope		\$0.10	\$0.10	\$0.10
Purchase Mailing List Records		\$0.10	\$0.10	\$0.10
NCOA Processing		\$0.05	\$0.05	\$0.05

Postage (Depends on quantity as well as weight,size & shape of pieces)	First Class	\$0.82	\$0.78**	\$0.72**
	Presorted Standard (Bulk)	\$0.82	\$0.49	\$0.48

*For quantities less than 50, a \$10 setup fee may be added.

**Does not apply if affixing postage by hand