

**Volume discount available on large orders**

## Letter Printing

Our letter printing services includes mail-merging your letters, printing destination address and return address directly on matching color envelopes. Color printing is in full four-color printing. All envelopes are 24 lb stock.

\*Minimum order: 600 pieces

Package	Color	Paper weight	Matching no. 10 envelope		Single color	Double color	1-color 1-B&W	dbl window envelope	6" x 9" envelope
			B & W Printing	Color Printing					
			Single sided	Double sided					
Basic white	bright white only	20 lb	\$0.25	\$0.28	\$0.30	\$0.35	\$0.32	+ \$0.03	+ \$0.06
Standard	(a) see below	24 lb	\$0.30	\$0.33	\$0.35	\$0.40	\$0.37	Not available	Not available
Premium (textured paper, No water mark)	(b) see below	24 lb	\$0.32	\$0.35	\$0.37	\$0.42	\$0.39	Not available	Not available

(a) Color for *Standard* package: Light blue, light gray, light green, ivory

(b) Color for *Premium* package: Regular white, warm white, bright white, ivory, light gray, light blue, light green

## Postcard Printing

**Full-bleed:** Is a term used when the print on the page extends all the way to the edge of the paper, therefore the page has no margin. This usually applies to the graphics.

Our postcard printing services includes printing on both sides of your card including addressing, barcoding and preparing for bulk mail. Color printing is in full four-colors.

Package	Card size	Paper finish	Color	Paper weight	Non full-bleed *			Full-bleed			← Address side	← Advertising side
					B&W	B&W	color	B&W	B&W	color		
					B&W	color	color	B&W	color	color		
Basic	4.25" x 5.5"	Matte	(a) see below	90 lb index	\$0.10	\$0.13	\$0.16	N/A	N/A	N/A		
Standard	4.25" x 5.5"	Matte	(b) see below	110 lb index	\$0.11	\$0.14	\$0.17	N/A	N/A	N/A		
Premium	4.25" x 5.5"	Matte/Gloss	white only	100 lb cover	\$0.13	\$0.16	\$0.19	\$0.15	\$0.18	\$0.21		
Jumbo basic	8.5" x 5.5"	Matte	(a) see below	90 lb index	\$0.12	\$0.15	\$0.18	N/A	N/A	N/A		
Jumbo standard	8.5" x 5.5"	Matte	(b) see below	110 lb index	\$0.13	\$0.16	\$0.19	N/A	N/A	N/A		
Jumbo premium	8.5" x 5.5"	Matte/Gloss	white only	100 lb cover	\$0.15	\$0.18	\$0.21	\$0.17	\$0.20	\$0.23		

(a & b) Color for *basic & standard* package: (All pastel colors) White, gray, cherry, green, ivory, salmon, blue, light gold, canary-yellow

(\*) Non full-bleed cards require a 0.25" margin on all 4 sides.

## Flyer Printing

\*Minimum order: 600 pieces.

Package	Paper color	Paper finish	Paper weight	B & W Printing		Color Printing		
				Single sided	Double sided	Single color	Double color	1-color 1-B&W
Basic, not full-bleed	(a) see below	Matte	20 lb	\$0.06	\$0.08	\$0.13	\$0.21	\$0.16
Standard, not full-bleed	white only	Matte/Gloss	80 lb text	\$0.07	\$0.09	\$0.14	\$0.22	\$0.17
Standard, full-bleed	white only	Matte/Gloss	80 lb text	\$0.12	\$0.15	\$0.22	\$0.34	\$0.27
Premium, not full-bleed	white only	Matte/Gloss	100 lb text	\$0.08	\$0.10	\$0.15	\$0.23	\$0.18
Premium, full-bleed	white only	Matte/Gloss	100 lb text	\$0.13	\$0.16	\$0.23	\$0.35	\$0.28

(a) Paper colors for basic flyers: Salmon, orchid, gold, blue, cream, buff, cherry, lavender, pink, green, canary, pumpkin, ivory, tan, gray, and celery.

## Newsletter Printing

**Full-bleed:** Is a term used when the print on the page extends all the way to the edge of the paper, therefore the page has no margin. This usually applies to the graphics.

-A newsletter is an 11x17 sheet folded in half which creates 4 letter size pages, then tri-folded to fit into a #10 envelope. Cost includes all folding costs.

-Cost below includes printing on all 4 pages, but does NOT include envelope printing cost.

\*Minimum order: 600 pieces.

Package	Paper color	Paper finish	Paper weight	B & W Printing		Color Printing	
				B&W B&W	color color	color color	
Basic, not full-bleed	white only	Matte	28 lb	\$0.13	\$0.31	\$0.49	
Standard, not full-bleed	white only	Matte/Gloss	80 lb text	\$0.15	\$0.33	\$0.51	
Standard, full-bleed	white only	Matte/Gloss	80 lb text	\$0.16	\$0.34	\$0.52	
Premium, not full-bleed	white only	Matte/Gloss	100 lb text	\$0.17	\$0.35	\$0.53	
Premium, full-bleed	white only	Matte/Gloss	100 lb text	\$0.18	\$0.36	\$0.54	

## Postage Cost

-Note that "undeliverable mail" is not returned when using "standard/3rd class".

\*Minimum order: 600 pieces

Postage Class	Stamp type	Mail piece			Cost per piece
		Letters under 2 oz	4.25"x5.5" Postcard	8.5"x5.5" Postcard	
First class, regular	regular flag	X			\$0.410
First class, pre-sort (aka bulk mail)	diner stamp (aka precanceled stamp)	X			\$0.370
First class, pre-sort (aka bulk mail)	imprint (printed on envelope/card)	X		X	\$0.370
First class, pre-sort (aka bulk mail)	imprint (printed on envelope/card)		X		\$0.230
Standard class (aka 3rd class), pre-sort (aka bulk mail)	bicycle stamp (aka precanceled stamp)	X		X	\$0.260

## Miscellaneous Services

Services	Cost
Print data on white standard address labels	\$0.025 per label, minimum 600 records
Print data on clear address labels	\$0.05 per label, minimum 600 records
Shipping via UPS or FedEx	Varies, please refer to <a href="http://www.ups.com">www.ups.com</a> or <a href="http://www.fedex.com">www.fedex.com</a> , add \$10 for handling
Marketing/consulting services	\$75/hour, minimum of 5 hrs.
Desk-top publishing (min. 1 hr, charged in hourly inurements)	\$45/hr.
Inserting cost of additional sheets (letter size)	\$0.03/insert
Inserting cost of additional sheets (non-letter size, e.g. business card)	\$0.05/insert
Addressing customer supplied postcards	\$0.05/card
Red stamping envelope	\$0.05/envelope
Red stamping letter	\$0.05/letter
Genderizing names	\$0.01/record

## Turn-around Time

Services/Products	Completed within
<b><i>Printing services</i></b>	
Postcard printing & addressing, up to 20M pieces	3 days
Postcard printing & addressing, +20M pieces	call
Pre-printed mailer addressing, up to 10M pieces	3 days
Pre-printed mailer addressing, +10M pieces	call
Changing a regularly scheduled printing job	min. 2 day
Letter printing services, up to 5000 pieces	2 days
Letter printing services, 5000-10000 pieces	3 days
Letter printing services, 10000-25000 pieces	4 days
Letter printing services, +25000	call