

# USPS POSTAGE RATES Effective Jan 2016

**First Class:** First Class mail is processed by the USPS on a priority basis... it goes to the front of the USPS line. Locally, first class will typically be delivered in 2-5 work days locally and nationally. If your party has moved, your mail will be forwarded at no charge for a period of 1 year. If it's undeliverable, it will be returned to you at no charge with the reason for non-delivery.

**First Class Presort:** If you have 500 or more mail pieces, First Class Presort offers about a 20% postage savings! It's handled with the same first class priority processing, but to receive the lower postage rate, the addresses must be NCOA address updated, CASS certified, and put into presort order. Leave that to us, just send us your mailing list and we can begin!

**Standard Presort:** If you have 200 or more mail pieces, Standard Presort is the new term for bulk mail. Standard Presort is processed by the USPS on a "time available" basis. There is NO guaranteed delivery time, only "typicals". Local mail is typically delivered in about 2-4 work days, national mail can be 4-10 days... sometimes it's faster... but sometimes it's slower.

*The "pros":* It's the least expensive postage mode, a bit more than half the price of 1st class, which enables you to mail lots more for less. It also allows up to 3.3 ounces, all for the same low postage rate. And if your mail is heavier than 3.3, the weight surcharge increase isn't too much more.

*The "cons":* Due to the delivery time, NEVER use Standard Presort if you have a rapidly approaching event or expiration date. Standard Presort is not forwarded and not returned if undeliverable. It merely goes into the USPS recycling bin.

**Nonprofit Rate:** Nonprofit is simply a favored postage rate within Standard Presort. It's processed exactly the same, so the same delivery times apply, but gets even deeper discounts that can be 70% less than the cost of first class. If you are a nonprofit, you can apply to the USPS for these special rates by completing application form 3624 at UPS.gov website.

| Mail Piece Size                   | Postage             | Approx Rate                   | Minimum Quantity | Delivery Time |
|-----------------------------------|---------------------|-------------------------------|------------------|---------------|
| 4.25 x 5.5 Postcard               | First Class         | \$0.35 up to 1 oz             | 1                | 2-5 days      |
| 4 x 6 Postcard                    | First Class Presort | \$0.25 to \$0.28 up to 1 oz   | 500              | 2-5 days      |
| 4.25 x 6 Postcard                 | Standard Presort    | \$0.26 to \$0.30 up to 1 oz   | 200              | 4-10 days     |
|                                   | Non-Profit Presort  | \$0.14 to \$0.18 up to 1 oz   | 200              | 4-10 days     |
| 5 x 7 Postcard                    |                     |                               |                  |               |
| 5.5 x 8.5 Postcard                |                     |                               |                  |               |
| 6 x 11 Postcard                   | First Class         | \$0.47 up to 1 oz             | 1                | 2-5 days      |
| 8.5 x 11 Trifold Brochure         | First Class Presort | \$0.38 to \$0.44 up to 2 oz   | 500              | 2-5 days      |
| 8.5 x 11 Half-Fold Brochure       | Standard Presort    | \$0.26 to \$0.30 up to 3.3 oz | 200              | 4-10 days     |
| 10 x 7 Card folded to 5 x 7       | Non-Profit Presort  | \$0.14 to \$0.18 up to 3.3 oz | 200              | 4-10 days     |
| 8.5 x 11 Card folded to 5.5 x 8.5 |                     |                               |                  |               |
| Envelopes up to 6 x 9             |                     |                               |                  |               |
|                                   | First Class Presort | \$0.45 to \$0.79 up to 1 oz   | 500              | 2-5 days      |
| 8.5 x 11 Postcard (Flats)         | Standard Presort    | \$0.40 to \$0.60 up to 3.3 oz | 200              | 4-10 days     |
| Catalog Envelopes                 | Non-Profit Presort  | \$0.24 to \$0.40 up to 3.3 oz | 200              | 4-10 days     |

**IMPORTANT SIZE INFO:** Any self-mailer larger than 6" x 10.5" must be mailed at the Flat postage rate.

Final postage cost is based on actual mail list sort (number of pieces mailed to specific zip codes and mail carrier routes) and mailpiece weight.



For additional information contact your H.O.T. account representative or call 419-242-7000

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