

UW-Extension Bulk Mail Center Billing Service Codes

Effective 10/1/15 - Contact BMC with questions or estimate requests

File Cleanup/Excel Format \$30/hr (5 minute increments at \$2.50) - CODE 33

The preparation time it takes BMC to clean and format address lists in Excel will be charged at a rate of \$30 per hour, and **each file will be charged a minimum 10 minutes = \$5**. BMC does not charge this fee for the first 10 minutes of file preparation on the first file; if there is only 1 file that BMC can prepare in less than 10 minutes, there is no fee.

Example: If there are 4 files that take 10 or less minutes each, the total time is 40 minutes minus the free first 10 minutes of file cleanup = \$15.00

- If reusing a file or re-using a suppression file, this is simply calculated as another 10 minutes of file preparation (\$5).
- Formatting preparation of foreign records are considered a separate file (minimum \$5)

NCOA (\$10.00) - CODE 9

BMC will process your addresses through NCOA (National Change of Address database) so that all addresses are validated as required by the USPS. NCOA is valid for 95 days before reprocessing thru NCOA is required to comply with the move-update requirement.

If BMC has to process a list thru NCOA again, an additional \$10 will be charged. See examples below of rare instances that would require NCOA be done additional times:

- New addresses added to mailing after initial NCOA list returned to customer (USPS requires every record be validated thru NCOA)
- More than 95 days elapsed since processed thru NCOA, requiring list to be re-validated thru NCOA to comply with move-update requirement.

Presort (\$12 per thousand) - CODE 34

BMC's presorting software sorts the addresses by grouping zip codes so that the mail is sorted in advance for the post office; this work sharing is what allows additional postage discounts. This fee is based upon the number of domestic records presorted (including campus records).

The charges account for USPS presorting software used in the front office to generate barcodes for each mail piece and each mail tray, and the electronic documentation required to be uploaded to the USPS (mail.dat postage statement files).

Also factored into charge is the additional work on the production floor related to presorting, such as preparing the mail trays/bags by inserting tray tags in each container and stacking container sequentially. As addresses are printed, material must maintain the same presort order and be placed in the container with the matching barcode information as it comes off the conveyor belt. Presorted mail is then delivered to the USPS Bulk Mail Entry Unit.

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Re-Presort / Quantity Change (\$10) - CODE 40

Implemented whenever the mailing quantity is changed after the NCOA file is returned to the customer. There are two situations this would apply: if a job runs short on material or if the customer requests records be manually removed from the NCOA file to reduce the quantity.

1. When a mailing runs short, BMC needs to re-presort the job to reflect the reduced final count to ensure USPS eDocumentation and postage statements are accurate. When a job runs short, BMC charges the initial presort quantity for CODE 34 plus the \$10 "Re-Presort /Qty Change" fee.
2. If an NCOA list is returned to the customer but is later requested to be reduced in quantity, BMC must manually trim the address list in preparation for presorting.

Fee for Permit 658 Usage (\$5.50) – CODE 21

When using BMC's permit 658, this flat fee is applied for each mailing sent to the Post Office. The fee only applies to Permit 658 and is not charged when preparing a mailing using another permit number.

USPS Postage Permit 658 (determined by presort) - CODE 36

- The exact postage from the mailing that is debited from BMC's permit balance.

Tabs (\$5.00 per thousand) - CODE 7

1" or 1.5" translucent tabs are required by the USPS if the mail piece is letter sized:

Self-Mailers: 2 tabs - CODE 46

Stapled booklets: 3 tabs - CODE 47

Foreign pcs: 3 tabs, one on each open edge

When tabulating tabbing costs, campus pieces are not factored in since they don't require tabs, however they will often be tabbed anyway because they were ran through the same machine at the end of the USPS portion of the mailing, so the tabber was still set up. BMC does not charge for tabs added to campus pieces at the end of a run.

Tab Machine (\$15 per thousand pieces - \$25 minimum) – CODE 8

Pieces requiring booklet tabbing (3 tabs), must first be run through a separate tab machine prior to being sent to a different machine for addressing. This is because booklets require tabs on the leading and trailing edge, and this cannot be done in the same machine pass while addressing. Self-mailers have tabs on the top edge, so those tabs can be applied during the same machine pass as addressing. Due to the setup time involved on the tab machine, there's a minimum \$25 tab machine fee.

Example: 3,500 booklets ran through tab machine = **\$52.50**

Example: 500 booklets ran through tab machine = \$25 minimum fee

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Spray Address/Barcode = \$24 per thousand - CODE 41

Spray Return Address = \$18 per thousand - CODE 42

Spray Indicia (permit) = \$12 per thousand - CODE 43

Spray Ancillary Endorsement = \$6 per thousand - CODE 44

Spray Message = \$18 per thousand - CODE 45

- **\$35 minimum addressing fee** if the total charges for all addressing (mail address + return address + permit + endorsement + custom message) is less than \$35.00 - CODE 20
- ***RED ink** can be used for custom messages on the outside of a mail piece. Red ink is only available on non-glossy material. Other restrictions may apply - contact Bulk Mail for details if interested. Upgraded **RED** custom message is **\$25** per thousand/pcs

Machine Insert/Seal - 1 enclosure - (\$20 per thousand for first insert) - CODE 12

***\$40 minimum** – CODE 23

Insert 2+ (\$4 per thousand per additional insert) – CODE 13

This additional fee is added when more than 1 insert. Take the number of pieces x number of additional inserts x .004.

Example: if 2,500 pieces with 3 total inserts.

Code 12: 2,500 x .02 = \$50 (covers insert 1)

Code 13: 2,500 x 2 x .004 = \$20 (covers inserts 2 and 3)

*Please note that not all envelopes are machine compatible. **Most A6, A7, and flats are not machine compatible**, but if possible BMC will do a custom setup on the inserter to allow unique envelope types - CODE 2 "Machine Setup" will be charged (\$25). Certain envelopes also require the machine to be operated much slower to prevent jams (\$25/hr for additional time taken due to material type).

If **ONLY MACHINE SEALING (no inserting): **\$20 per thousand sealed WITH MINIMUM \$25 fee.**

Machine Folding (\$20) – CODE 31

BMC's folding machine can handle half-folds (bi-fold) and C-Folds (letter-style folding) to prepare for machine inserting. \$20 per thousand pieces (\$20 minimum charge for orders less than 1,000 pieces).

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Flat Labor: strapping and bagging (\$14 per thousand) – CODE 18

If a mailpiece is considered a flat (exceeds max letter size 6"x10.5"), a flat labor charge is applied due to the extra labor required compared to processing letters. Additional personnel are needed to effectively run flats through addressing machines (staff of 3 versus letter-sized pieces that can often be done by 1 employee). Flats require bundles to be strapped and placed in mail bags. Flats also must be run through the addressing machines at a much slower speed than letter-sized pieces, which more than doubles the time it takes to finish addressing a job (*Average letter job 7,000 per hour vs. average flat job 3,000 per hour. Large flat-sized envelopes must be run even slower at a rate of approx. 1,300 per hour.*)

Additional Machine Setup – (\$25 flat fee) - CODE 2

This setup fee is not assessed on most jobs, however, when material runs out and BMC has to await more to be delivered, the job needs to be taken off the machine temporarily, which requires the machine be re-set up to finish out the job. This fee may also be used if a custom machine setup is required.

Hand Labor (\$25 per hour), 15 minute increments - CODE 38

- **Manual Insert:** If the piece cannot be machine inserted and BMC has to hand insert, this hourly charge is applied for the manual inserting. The number of enclosures will only be factored into the additional time it takes to manual insert.
- **Manual Seal:** Customers sometimes hand-insert material themselves and then deliver them unsealed to the Bulk Mail Center to seal the envelopes. If they cannot be sealed by machine, this is done by hand and charged an hourly rate.
- **Verification and Matching:** These are jobs where the customer sets up merge letters and BMC sprays the names on the outside of the empty envelopes, and since these need to be hand inserted to match names, this takes additional time to visually verify/match each name/address for inserting.

Other examples:

- Material delivered to BMC in boxes is unorganized (envelopes upside-down, backwards, etc.), so BMC must sort through boxes and re-align all pieces in preparation for feeding into addressing machines.
- Additional time required on tabbing/inserting machine due to bowed/poorly folded material, so machine must be ran slower, material must be bent back flat to run through machines.
- Additional time for Flat Inserter since pieces run at a much slower rate than letter machine inserter (only able to insert approx. 500 flats/hour vs. approx. 4,000 letters/hr)

**To determine the amount of time a project will take, BMC will run several tests for how long it takes to insert + seal a sample size of 50 for the particular material, then use that number x \$25 per hour.

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Foreign Labeling 25 or less (30 cents per piece) – CODE 54

- If **25 or less** foreign records, sticky address labels will be generated and manually applied in front office. This rate also includes applying any required tabs to foreign self-mailers, booklets, or non-enveloped flats.
- If **over 25** pieces, file will be sent to production floor for direct imprint on piece, so cost will be added to the standard inkjet addressing rate of 2.4 cents per piece + manual tabbing fees (see below).

Manually Apply Tabs/Labels/Stamps (\$50 per thousand) - CODE 49

This fee covers manually applying tabs (foreign tabbing), sticky address labels or stamps.

If over 25 foreign pieces, the addresses will be directly imprinted onto the mail pieces and then any required hand tabbing is charged \$50 per thousand (Foreign pcs require tabs on each open end). BMC also charges for the tabs themselves at rate of \$5 per thousand unless 50 or less tabs required.

Sort Non-Presorted (\$40 per thousand) – CODE 25

- Pre-addressed pieces cannot be presorted (ex. sticky addresses labels or variable data letters used with window envelopes). These pieces must be counted and the discounted SCF 3-digit zip codes 535, 537, 538, and 539 must be sorted into separate mail trays from the other mixed rate non-barcoded pieces. Postal paperwork must then be generated and uploaded to USPS indicating exact number of pieces at each price category and number of mail trays.

***\$40.00 minimum fee** - CODE 26

*Note: pieces pre-addressed need to have “Address Service Requested” sprayed to comply with Move-Update requirement (unless customer also supplies proof of NCOA or if BMC previously ran list through NCOA, such as when setting up mail merge with letters in window envelopes).

- *If mailing consists of less than 1,000 pieces that were previously ran through NCOA and printed in zip code order (i.e., merge letters using window envelopes), instead of charging the full \$40 minimum, BMC will charge the per piece rate.

#10 Envelopes (\$25 per thousand) – CODE 15

When the Bulk Mail Center (BMC) supplies the blank white #10 envelopes to the customer, the charge is for the number of pieces mailed x .025.

6” x 9” Envelopes (\$35 per thousand) – CODE 22

When the Bulk Mail Center (BMC) supplies the blank white 6”x9” envelopes to the customer, the charge is for the number of pieces mailed x .035.

9” x 12” Envelopes (\$60 per thousand) – CODE 16

When the Bulk Mail Center (BMC) supplies the blank white 9”x12” envelopes to the customer, the charge is for the number of pieces mailed x .06.