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Dear customer:

Please find below a price list for our wedding invitation services, and how bulk mailing works with wedding invitations. If you are interested in mailing bulk please let us know before we address the envelopes or print the labels.

### Wedding invitations services:

Mailing services	
Print addresses on to envelopes (envelopes may be stuffed)	.15 per piece (min. \$100.00) for first file, \$15.00 for each additional file
Folding, inserting & sealing invitations	.15 per piece (min. \$150.00)
Stamp affixing (regular forever stamps onto the envelopes)	\$50.00 per 1,000 (min. \$50.00)

Labels	
Converting a customer's private excel file into labels.	\$15.00 per file/sheet plus labels
To print addresses on clear labels	\$1.50 per sheet (14, 20, or 30 labels per sheet)
To print addresses on white labels	\$1.00 per sheet (14, 20, or 30 labels per sheet)

General Services	
Typesetting a customer's private list (onto excel)	.35 per name (min. \$35.00)
Duplicate removal from a list	\$25
To copy a typed file onto a CD	\$5.00 per CD
Tabbing - for self mailer invitations	\$50.00 per 1,000 (min. \$50.00)
Purchasing a roll of mazel tov stickers	\$12.00 roll of 500
	\$20.00 roll of 1,000
Purchasing Blank clear labels	.75 per sheet (14,20, or 30 labels per sheet)
Purchasing Blank white labels	50 per sheet (14,20, or 30 labels per sheet)
Pick up or delivery in the Monsey area (excluding delivery to the post office)	\$10.00 (per pick up)- up to 2 boxes each additional box \$3.00


## Bulk Mailing:

### Bulk mailing when it comes to wedding invitations

1.  – According to USPS, how many invitations do I need in order to qualify for bulk mailing discount?

 - A Minimum of 200 invitations

2.  – How much money will I save when mailing bulk?

 - Although mailing bulk gives you cheaper postage rates, and USPS requires only a minimum of 200 invitations, special requirements that include a charge apply. Therefore, when it comes to mailing wedding invitations in bulk through standard mail, it will only be money saving with a minimum of 800 invitations.


### Saving money on postage through mailing standard mail:

#### Standard mail Requirements:

- A minimum of 200 invitations is required.
- All envelopes must be identical that means no private messages can be written onto the invitation (envelopes can be opened for inspection by the post office).
- Standard mail takes longer than regular stamps to get delivered; if the delivery destination is Monsey, it usually takes 3 - 4 business days, but, it can take 10-14 days. (. To Brooklyn it can take a few weeks.)

Standard mail charges	
1-Bar codes and zip + 4 ⇒ Bar codes can be printed directly onto the envelopes or on labels 20 or 14 per page. (not on 30 per page)	\$25.00 for the first 1,000 (min. \$25.00.) \$6.00 for each additional 1,000 (\$15.00 for each additional file)
2-USPS's request for NCOA- To check recently changed addresses that were reported to the post office.	\$3.00 per 1,000 (min. \$25.00.)
3-Performing bulk mailing requirements. (Presort, paper work, & delivery to the post office).	\$25.00
4-Bulk stamps affixing	\$25.00 per 1,000 (min. \$25.00.) (plus you pay for the stamps)
5- Standard mail postage rate (cost of Stamp)	About .28 per stamp

-  – What are the total savings when mailing bulk?

 - **Example:** If your list has 1,000 names. When using regular .47 stamps, you Pay \$470.00 when mailing bulk (through standard mail) you pay (about .28 per stamp x 1,000) \$280.00 + \$25.00 for bar codes, \$25.00 for NCOA, \$25.00 paper work, and \$25.00 to put the stamps. You save \$90.00!

By signing below I agree that I read and understood how and when bulk mail gets delivered.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Payment policy:**

Full payment is required before we mail. A deposit might be needed when starting the work.

Please Initial \_\_\_\_\_

***USPS Pricing for stamps***

Reg. Forever (up to 1 ounce)	.47
Up to two ounces	.68
Post Card (Size is 4 1/4 x 6)	.34
International (post card & letter)	1.15

⇒ For any commercial job please call our office for a quote.

*Thanks for doing business with us!*