

**Towson University
Mailing Services
Provider: VSP**

Contract Term: 9/1/06 - 8/31/07

2006-07 prices include 4.0% (Jan. 06) CPI increase

*Pricing per thousand unless otherwise noted
All prices include 4% program fee*

	<u>2006-07</u>	
A. Pick-up of materials from Towson	\$ 32.14	per trip
B. Preparation of mailing addresses:		
1. Convert discs or e-mail to mail house system	\$ 27.81	flat fee
Convert tapes to mail system	\$ 55.62	flat fee
2. For multiple lists: merge and purge (dedupe) mailing lists	\$ 11.12	flat fee
3. Run list through PostalSoft program to standardize addresses, verify 5 digit zip, and append zip+4 and carrier routes to maximize postage discounts	\$ 21.69	flat fee
4. Provide client mailing list after disk conversion in digital format in either Access or Excel, address must be formatted in separate fields: first name, middle name, last name, address, city, state, zip	\$ 11.12	first class free emailed
5. Prep in jet disk	N/C	
6. Ink jet addresses onto envelopes	\$ 23.36	
7. Prep Cheshire labels disk	\$ 16.69	
8. Prepare Cheshire labels	\$ 13.90	
9. Affix Cheshire labels onto mailing pieces	\$ 18.47	
10. Affix adhesive labels onto mailing pieces	\$ 28.92	
11. Match labels to mail piece according to assigned tracking codes:		
if codes are in order	\$ 16.69	
if codes are not in order	\$ 29.38	
12. National Change of Address (\$200.00 minimum)	\$ 1.90	
13. Parsing	\$ 11.68	per hour

**Towson University
Mailing Services
Provider: VSP**

Contract Term: 9/1/06 - 8/31/07

2006-07 prices include 4.0% (Jan. 06) CPI increase

C. Affix self-mailer with clear perforated tab:	
1. Machine tab.	\$ 13.90
2. Hand tab.	\$ 35.60
D. Reproduction Services: Personalization and Copying:	
1. Prep disk for personalized letter.	\$ 38.93 flat fee
2. Personalize and laser letters using mailing list.	\$ 11.12
3. Copying Service:	
One sided	\$ 37.81
Two sided	\$ 66.74
E. Folding:	
1. Standard letter fan fold	\$ 7.79
2. Standard letter gate fold	\$ 7.79
3. Custom fan fold	\$ 7.79
Set up fee	\$ 16.69 flat fee
4. Custom gate fold	\$ 7.79
Set up fee	\$ 16.69 flat fee
F. Collation of mailing pieces:	
1. Collate 2 pieces and nest into brochure or letter	\$ 32.25
2. Collate 3 pieces and nest into brochure or letter	\$ 43.38
3. Collate 4 pieces and nest into brochure or letter	\$ 54.50
G. Insert pieces or collated pieces into an envelope or poly bag:	
1. Hand insert into an envelope	\$ 30.04
2. Machine insert into an envelope	\$ 20.02
3. Machine insert into a custom envelope	\$ 30.04
4. Machine insert into a poly bag	\$ 22.25
H. Seal and Meter:	
1. Hand seal and meter	\$ 13.35
2. Machine seal and meter	\$ 4.45
3. Affix live stamps	\$ 22.25
I. Presort, band and tray	
Presort, band and tray if in zip order	\$ 13.35
Presort, band and tray	\$ 30.04
J. Deliver to Baltimore's mail post office	\$ 32.14 per trip
K. Return excess copies and supplies to Towson	\$ 32.14 per trip
L. Storage	\$ 32.25 per skid per month