

Mailing fee

A mailing fee is charged when your job is **fewer than 500 pieces** and is using one of the presort postage classes below. There is no mailing fee if your job is over 500 pieces regardless of postage class.


- first class presort
- standard class presort
- nonprofit class presort

✔ **Regular first class postage** does not incur a mailing fee regardless of quantity.


Mailing fee is charged to cover the additional labor cost of preparing presort mail. USPS has many additional requirements for mailing presort, such as sorting and segregating mail by zip codes, grouping mail destined to same zip codes in separate trays and running your list against the NCOA database.

Mailing fee appearing on your invoice

Mailing fee always appears on your invoice regardless of order quantity; see image #1 below. But a corresponding discount is placed in "option discounts" (#2 below) based on your order quantity. This discount grows as your order becomes larger and becomes the same amount as the mailing fee once your order reaches 500 pieces. In the example below, an order of 1000 pieces has a mailing fee of \$150 which is offset by an "option discount" of \$150 making your mailing fee zero.



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Qty.	Description	Unit Price	Price	
1000	1 sheet letter (8.5x11) (LT0011)	\$1.00	\$995.00	REMOVE ▶ RECONFIGURE ▶
	Customizations:			
	Bleed: Not full-bleed		Included	
	Perforation services: No perforation		Included	
	Paper stock: 20 LB Matte (white)		Included	
	Paper color: White		Included	
	Letter printing style: B&W - Blank		Included	
	Envelope size: #10 non-window 24 LB envelope		Included	
	Mail merge: Have mail merge		Included	
	Folding style: Tri-fold, C fold style		Included	
	Envelope printing style: B&W - Blank		Included	
	Postage Class: Standard presort postage up to 1.5 oz		\$285.00	
	Postage style: Real peel & stick stamp			
	Cancellation of precanceled stamps: Cancellation NOT needed		Included	#1
	Mailing fee: Mailing fee		\$150.00	
	Turnaround Time: 4 day turnaround		Included	
	Handwritten font on envelope: None required, will specify other font			
	Additional Charges:			
	Proof: PDF proof - FREE			
	Set-up cost: Free set up for letters			
	Version: 1 version			
	Staggering your mail: Mail in 1 batch			
	Certificate of Mailing: Proof of mailing NOT needed			
	Option Discounts:		- \$150.00	#2
	<u>Quantity discounts</u> apply to this product:		- \$740.03	
	Product Subtotal:		\$539.98	

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Total: \$539.98