

Description	2015-2016	
	Price	
ADDRESSING:		
Destination Addressing	\$	0.05
Imprint/Indicia	\$	0.03
Return Addressing	\$	0.05
Messaging Note	\$	0.03
Address Check:		
Per Address	\$	0.03
FOLDING:		
Machine	\$	0.02
by Hand	\$	0.07
LABELS:		
Addressing	\$	0.05
Labeling by Hand	\$	0.08
Sheet of Labels	\$	0.32
INSERTING:		
Machine	\$	0.05
By Hand	\$	0.07
SEALING ENVELOPES:		
By Hand	\$	0.07
ENVELOPES:		
All Sizes	\$	0.08
CAMPUS DISBURSEMENT		
All	\$	40.00
Faxing Domestic only		
1st Page	\$	1.50
Additional Pages	\$	1.00

No charge for cover sheet

Dial 9 then fax number

Example: 9 1-555-555-5555