Туре	Mail Frequency	Postage Rate (current)	Timeline for Mailing	Permit USPS Indicia	Approx. Count	Trim Size	Print	Ink	Folding/ Bindery	Stock
Billing										
Bill Statements	Daily	Presort First- Class	1 day	Vendor	1.4 to 1.7 million	8.5" x 11"	Double- sided	4/4 (Full Color CMYK on both sides) minimum resolution of 600 x 600 dpi		24lb white or 60lb bond offset
2 – Page Bill Statements		Presort First- Class	1 Day	Vendor	27,000	8.5" x 11"	One- sided	1/1: Black or grayscale on one or both side		24lb white or 60lb bond offset
Letters (without perforations)	Daily	Standard Mail	1 day	Vendor	10,000	8.5" x 11"	One- sided	3/1: Black plus 2 colors on front; black or grayscale on back 2/1: Black plus 1 color on front; black or grayscale on back		24lb white or 60lb bond offset
Letters (with perforations)	Daily	Standard Mail	1 day	Vendor	541,000	8.5" x 11"	One- sided	3/1: Black plus 2 colors on front; black or grayscale on back		24lb white or 60lb bond offset

Pamphlets										
	Bi-annuai	Standard	days	vendor	(1,000,00 annually)	5.875 "	sided	bleed (=satin AQ)	irim	white, velvet or satin coated finish
	Per request Bi-annual	USPS Standard USPS	2 to 3 days Approx. 66	Vendor Vendor	14,000	6" x 4"	Double- sided	4-color 4/4, full	Trim	Card Stock, white,100# satin coated finish 100# cover,
Postcards	Per Request	Post card rate	1 day	Vendor	2,000 and up	3" x 5"	Double- sided	4/4		Card Stock, 100# white, satin coated finish
Newsletter (3.375 x 8.5)	Daily	N/A	N/A	N/A	1,470,000	Trim to 8.5" x 11"	Double- sided	Full color	Letter fold	CHORUS ART SILK 10% PCW 80# OR EQUIVALENT
3.5 x 8.5	Daily	N/A	N/A	N/A	115,000	3.5 x 8.5	One- sided	Full color		63lb
3.5 x 8.5	Daily	N/A	N/A	N/A	115,000	8.5" x 11"	One- sided	Black/White	Letter fold	White – 60lb off-set
Letters (Pink background)	Daily	Standard Mail	1 day	Vendor	27,000	8.5" x 11"	One- sided	1/1: Black or grayscale on one or both sides /1: Full color front; black or grayscale back		24lb white or 60lb bond offset

Every 2	App	prox. 30	Vendor	500,000	5.5" x	Double-	CMYK 4/4 =	Grade #2 or
years upon	dya	as			8.5"	sided	overall dull	3, 70lb. text-
approval					(11" x		or matte	matted,
					25.5"		varnish	white,
					sheet			smooth
					folded 3			finish and
					times),			minimum
					Tabbed			10% recycle
								content.