

Type	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

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