



# MAILING COMMUNICATIONS

A good mailing house service is not only able to send the mail out efficiently but also advise their clients of the best way to send the mail, to maximize cost savings and minimize the end recipient delivery time factors.

In most cases it works out cheaper to use a mailing house than it does to organise the mail in-house, particularly if the mail needs to be pre-sorted and bar-coded to Australia Post's regulations.

The physical preparation of a mailing project has become tedious and time consuming. Careful planning and organisation go into the production of mailing pieces and the last thing you want to worry about is making sure the mailing pieces are mailed appropriately.

In addition, a mail processing specialist can give sound and accurate advice to ensure that the different postal regulations and the cheapest, quickest way to send out the mailing pieces is achieved every time.

## SOME INTERESTING FACTS

### Recycled Paper

We use envelopes that are made from papers that have up to 100% recycled content

### Recyclable

All paper used can be recycled

### Waste

All of our waste materials and trim is recycled

### Sustainable Forests

The paper used in the manufacture of our envelopes are sourced from suppliers who only use raw material obtained from sustainable managed forests



### ECF

Our envelopes are classified as Elemental Chlorine Free



### TCF

We use totally chlorine free virgin paper



### FSC

The Forest Stewardship Council - supports environmentally appropriate, socially beneficial and economically viable, management of the world's forests.



### Biodegradable Plastic

There is growing concern for the impact of plastics in landfill, that's why we use EcoPure bio-degradable plastic.



We supply biodegradable plastic wrap that has been developed to have the least possible impact on the planet. Its first job is to make your mailing look great and protect the contents and it does this whilst maintaining excellent gloss and transparency. It's second is to disappear without a trace whilst causing the planet no harm. This is an important part of the University's values.

REQUEST QUOTE

## PRICING

Pricing is broken down into 3 sections

- Flyer printing
- Mail preparation
- Postage costs

UPS will give you this breakdown to show how each component is priced.

## PROCESS

Please use the tables to select your option as UPS customises solutions for each client based on your exact requirements, Please contact us for a consultation.

### FLYER PRINTING

	Flyer Quantities		
	1000 to 2499 Unit rate	2501 to 5000 Unit rate	5001 to 7500 Unit rate
Flyer printed full colour double sided on 115gsm gloss art	\$0.42	\$0.20	\$0.12

### MAIL PREPARATION

	Mail preparation Quantities		
	1000 to 2499 Unit rate	2501 to 5000 Unit rate	5001 to 7500 Unit rate
DLX Envelope mailing*	\$0.42	\$0.28	\$0.23
DLX Plastic wrap mailing*	\$0.59	\$0.36	\$0.28
C4 Envelope mailing**	\$0.68	\$0.55	\$0.51
C4 Plastic wrap mailing**	\$0.61	\$0.38	\$0.30

### POSTAGE COST

	Discounted Postage Costs Quantities		
	1000 to 2499 Unit rate	2501 to 5000 Unit rate	5001 to 7500 Unit rate
DLX Envelope mailing up to 125grams (Australia only)	\$0.47	\$0.47	\$0.47
Savings %	22%	22%	22%
DLX Plastic wrap mailing up to 125grams (Australia only)	\$0.55	\$0.55	\$0.55
Savings %	8%	8%	8%
C4 Envelope mailing up to 125grams (Australia only)	\$0.94	\$0.94	\$0.94
Savings %	22%	22%	22%
C4 Plastic wrap mailing up to 125grams (Australia only)	\$0.94	\$0.94	\$0.94
Savings %	22%	22%	22%

### PROCESSING DESCRIPTIONS FOR DLX\*

- Receive datafile (Names and Addresses) and load into the system
- Prepare names and addresses for maximum postage discounts
- Supply and print onto DLX envelope or 80gsm white bond carrier sheet, printed black with return address and postage indicia
- Address the envelopes or carrier sheet
- Fold A4 size brochure to DL
- Insert folded brochure into envelopes or plastic wrap
- Lodge with Australia Post

### PROCESSING DESCRIPTIONS FOR C4\*\*

- Receive datafile (Names and Addresses) and load into the system
- Prepare names and addresses for maximum postage discounts
- Supply and print onto C4 envelope or 80gsm white bond carrier sheet, printed black with Return Address and postage indicia
- Address the envelopes or carrier sheet
- Insert brochure into envelopes or plastic wrap
- Lodge with Australia Post

FOR MORE INFORMATION CONTACT

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