

We would like to take this opportunity to inform you of our **Business Policies** regarding the receipt, processing, handling, and delivery of materials for our customers.

- Job Scheduling: All jobs are to be scheduled in advance. Please allow three to four business days or longer if required for work to be finished. **All materials** needed to complete a job should be at our facility no later than 10:30 AM for this day to be counted as the first day. **Late arrival of your materials will affect the mailing date.** As in the past, jobs that are finished ahead of schedule will be mailed early, if the customer so desires. Any materials left that are not needed for future jobs will be discarded after 20 days.
- Computer Data Work: \$35.00 hr, ½ hr minimum. This fee includes merging multiple files into one database. Any corrections or purging will be done only at customer request.
- Data Entry: \$6.25 minimum (Per piece charge applies when greater than minimum.)
- Duplicate Check: \$2.50 per 1000 up to 100,000 / \$1.75 per 1000 for 100,001 thru 300,000 / minimum \$15.00
- Service fee for Flats: 15% greater than Letters.
- All pick-ups and return deliveries will be a minimum of \$25.00. Others rates will apply when needed.
- Storage fee for any material kept not needed for future mailing
- Mail Drops to additional entries: Most Offices \$125.00. (Weight and size will affect the cost of Drops.)
- Minimum Charge: Based on services needed to do a 1000 pieces.
- Machine Insert Letters: Rate based number of pieces & number of insert(s).
- Advanced Postage Money: Postage must be paid prior to mailing.
- We will not mail or the fee will be 10% for \$0.00 - \$1000.00 and 5% for \$1000.01 and up for advanced postage.

This service is only offered on our ability to do so.

- All quotes are based on the understanding of the job requested, any different will change quote. Jobs are performed during normal operating hours.

Office Hrs: Monday-Thursday 8:00-5:00 / Lunch: 12:00-12:30, Friday by appointment

Shipping and Receiving: 8:00-11:30 – 1:00-4:30

- After Hours Rate: \$150.00 per hr / 1 hr minimum (added to job quote) (This only applies when those hours are requested.)
- **Delivery: We at MAILED, Inc. are in no way liable or accountable for the delivery standards of the United States Postal Service.**