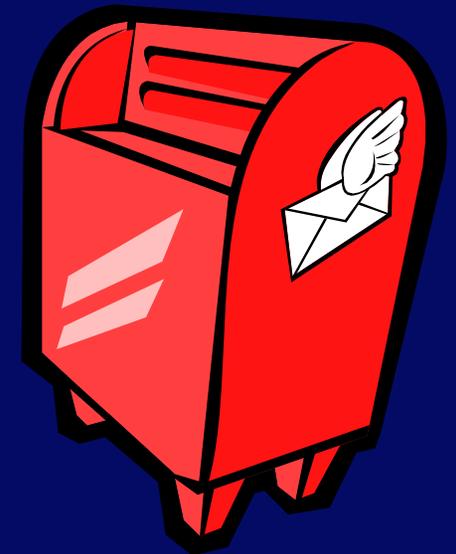




**Seat of Government
Mail Forum
March 22, 2007**



Agenda

- **Commonwealth Mail Security Guide**
- **New Postal Rates**
- **How to Get Better Rates**
- **Proper Mail Preparation**
- **Available Presort Discounts**
- **UPS Statewide Contract**

Commonwealth Mail Security Guide

- **Available on the SMS website**
- **A resource for state agencies to provide guidance regarding potential threats in the mail stream**
- **The Guide Covers:**
 - **Suspicious Mail**
 - **Biologically Hazardous Materials**
 - **Mail Bombs**
 - **Mail Center Security**
- **First chapter is geared towards state employees**
- **Second chapter provides information for agency mail centers**

Chapter One

- **What is suspicious mail**
- **What to do if you receive suspicious mail**
- **Preventive measures for anthrax and other biologically hazardous materials**
- **Mail bomb prevention**
- **What to do if you are suspicious of a mail bomb**

Chapter Two

- **Mail Center Security Plan**
- **Conducting a Risk Assessment**
- **Testing and Training**

Quick Reference Resources

- **Suspicious Mail Poster**
- **Emergency Contact Sheet**

At the end of the Guide and apply to everyone

Potential Areas for Cost Savings

- **Well prepared mail (bulk, presort, state contracts)**
- **Proper use of services (in state should not be sent express)**
- **Proper sortation of mail (if placed in wrong area it may come back)**

Presenters

- **George Kerney**- USPS Business Network
- **Kevin Smith**- Pitney Bowes Regional Account Manager
- **Art Leonard**- PSI Mailing Solution
- **Dave Powell**- UPS Mailing Innovations Regional Account Manager
- **Mike Kifer**- UPS Government Accounts Parcels

George Kerney
USPS Business Network



Shaping a More Efficient Future

Effective May 14, 2007

First-Class Mail

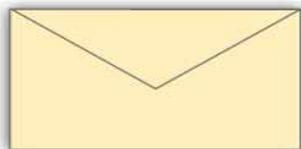
Strategy

- **Shape-based pricing schedules**

- Letters

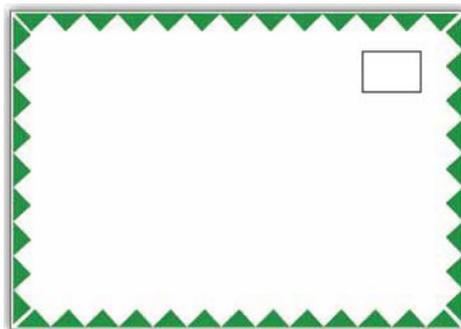
- Flats

- Parcels



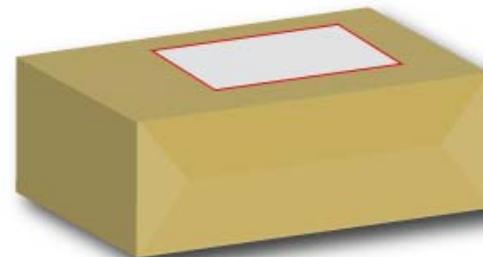
2-ounce letter

63¢



2-ounce flat

63¢



2-ounce parcel

63¢

First-Class Mail

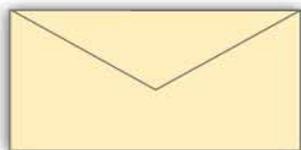
Strategy

- Shape-based pricing schedules

- Letters

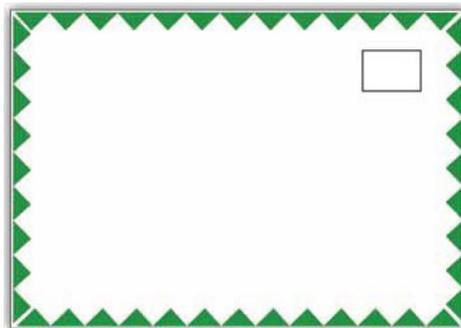
- Flats

- Parcels



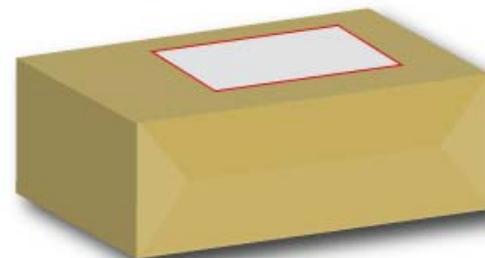
2-ounce letter

63¢ ► **58¢**



2-ounce flat

63¢ ► **97¢**



2-ounce parcel

63¢ ► **\$1.30**

- **De-emphasize weight**

First-Class Mail

Significant Changes

- **Forever Stamp**
 - Convenient
 - 1-ounce single-piece price
 - Good forever
- **Single-piece 39¢ ▶ 41¢**
- **Postcards 24¢ ▶ 26¢**

First-Class Mail

Significant Changes

- **Additional ounce 24¢ ► 17¢**
 - Letters over 1 ounce go down
 - Flats over 6 ounces go down
- **Similar pattern for workshare**
 - Automation letters 23.7¢ ► 12.5¢
 - Presorted letters, flats, and parcels 23.7¢ ► 17¢

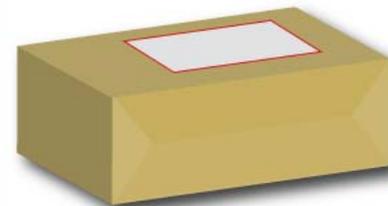
First-Class Mail

Significant Changes

- **Discontinue heavy piece discount**
- **Discontinue carrier route rates**
- **New Presorted Parcel category**

Presorted Parcels rate tiers

5-digit	3-digit	ADC
---------	---------	-----



First-Class Mail

Significant Changes

Presorted Letters

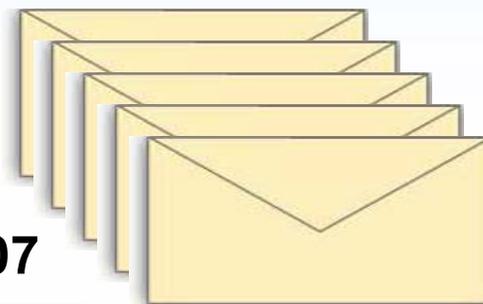
Machinable rate tiers

Current

3/5	Basic
-----	-------

Effective May 14, 2007

AADC	Mixed AADC
------	------------



Nonmachinable rate tiers

Current

3/5	Basic
-----	-------

Effective May 14, 2007

5-digit	3-digit	ADC	Mixed ADC
---------	---------	-----	-----------

First-Class Mail

Examples

Letters

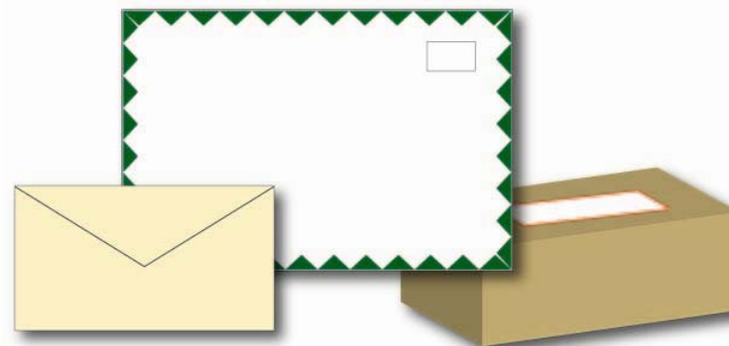
Weight	Current	5/14/2007
1 ounce	39¢	41¢
2 ounce	63¢	58¢
3 ounce	87¢	75¢

Parcels

Weight	Current	5/14/2007
1 ounce	52¢	\$1.13
7 ounce	\$1.83	\$2.15
13 ounce	\$3.27	\$3.17

Flats

Weight	Current	5/14/2007
1 ounce	52¢	80¢
7 ounce	\$1.83	\$1.82
13 ounce	\$3.27	\$2.84





First-Class Mail

Examples

Item	Current Price	Effective 5/14/2007	Opportunity	Price with Modification
6 oz. parcel	\$1.59	\$1.98	Reconfigure as a flat	\$1.65
2 oz. flat	\$0.63	\$0.97	Reconfigure as a letter	\$0.58

+ 39¢
+ 6¢
+ 34¢
- 5¢

Standard Mail

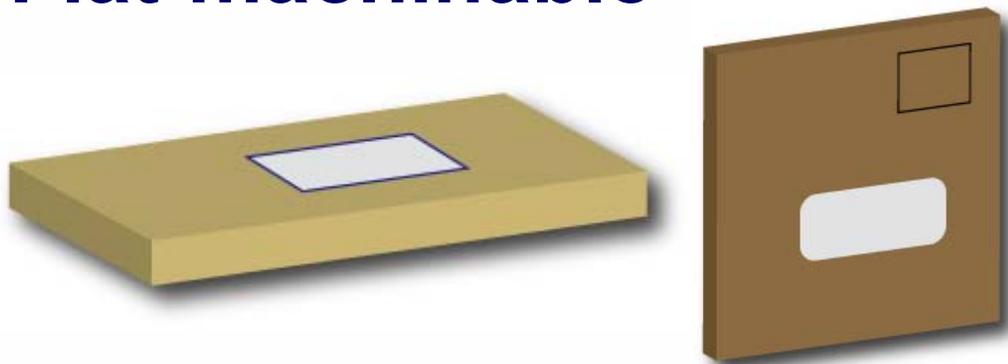
Strategy

- **Align pricing with operations**
- **Expand shape-based pricing**

Standard Mail

Significant Changes

- **Increase drop ship incentives**
- **Create distinct prices for parcels**
- **Add “Not Flat-machinable” category**



Standard Mail

Significant Changes

Nonautomation Letters

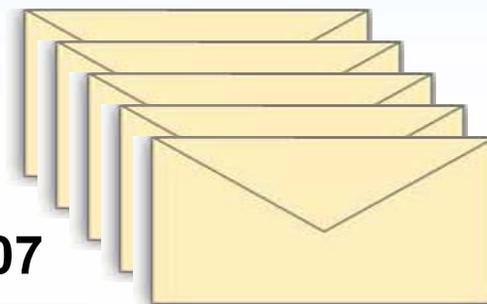
Machinable rate tiers

Current

3/5	Basic
-----	-------

Effective May 14, 2007

AADC	Mixed AADC
------	------------



Nonmachinable rate tiers

Current

3/5	Basic
-----	-------

Effective May 14, 2007

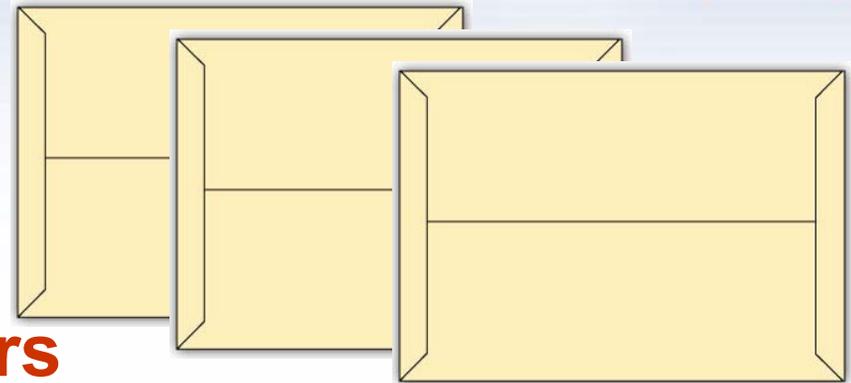
5-digit	3-digit	ADC	Mixed ADC
---------	---------	-----	-----------

- **Nonmachinable surcharge factored into prices**

Standard Mail

Significant Changes

Flats



Automation rate tiers

Current

Effective May 14, 2007

3/5	Basic	5-digit/scheme	3-digit/scheme	ADC	Mixed ADC
-----	-------	----------------	----------------	-----	-----------

Nonautomation rate tiers

Current

Effective May 14, 2007

3/5	Basic	5-digit	3-digit	ADC	Mixed ADC
-----	-------	---------	---------	-----	-----------

Standard Mail

Significant Changes

Parcels



Machinable rate tiers

Current

3/5	Basic
-----	-------

Effective May 14, 2007

5-digit	BMC	Mixed BMC
---------	-----	-----------

Nonmachinable rate tiers

Current

3/5	Basic
-----	-------

Effective May 14, 2007

5-digit	3-digit	ADC	Mixed ADC
---------	---------	-----	-----------

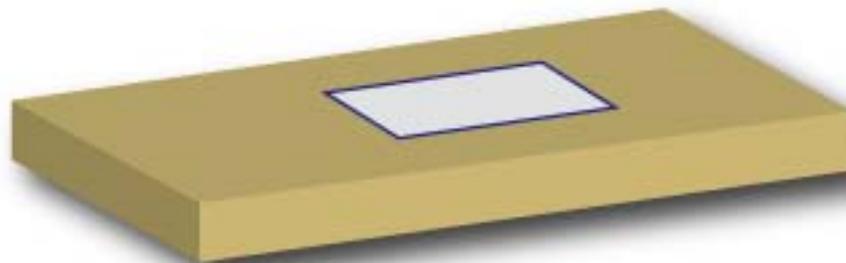
Standard Mail

Significant Changes

Not-Flat Machinable

Effective May 14, 2007

5-digit	3-digit	ADC	Mixed ADC
---------	---------	-----	-----------



Special Services

Examples

One Code ACS fees	Current	Effective 5/14/2007
Automated First-Class Mail (letters only)		
First two notices, each	N/A	0¢
Additional notices, each	N/A	5¢
Automated Standard Mail (letters only)		
First two notices, each	N/A	2¢
Additional notices, each	N/A	15¢



Special Services

Examples

ACS fees	Current	Effective 5/14/2007
Electronic ACS notifications (First-Class Mail)	21¢	6¢
Electronic ACS notifications (other classes)	21¢	25¢
Manual (paper) notifications (all classes)	75¢	50¢



Special Services

Examples

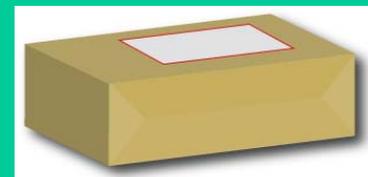
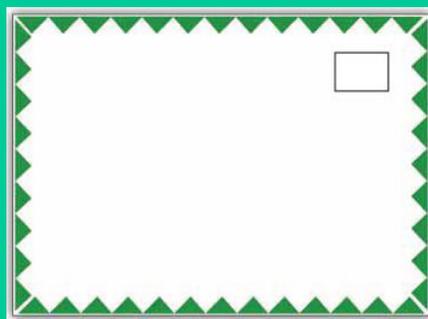
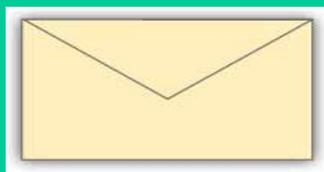
Item	Current	Effective 5/14/2007
Certified Mail	\$2.40	\$2.65
Express Mail Insurance (\$100 to \$200)	\$1.05	75¢
Return Receipt (paper copy)	\$1.85	\$2.15
Return Receipt (electronic)	\$1.35	85¢
Permit imprint and annual mailing fees	\$160	\$175
Annual accounting fee	\$500	\$550

All Rates & Fees

- **[USPS.com/ratecase](https://usps.com/ratecase)**

Kevin Smith
Pitney Bowes Regional
Account Manager

2007 USPS Rate Case

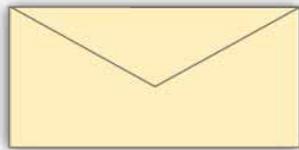


Proposed Rates For 2007

First-Class Mail

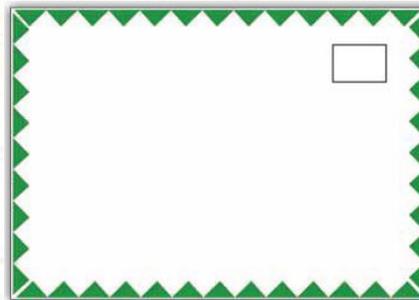
Shape-based pricing schedules

Letters



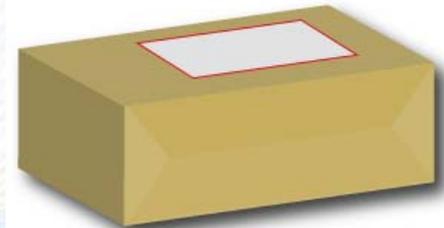
2-ounce letter	
Now	May 2007
63¢	▶ 58¢

Flats



2-ounce flat	
Now	May 2007
63¢	▶ 80¢

Parcels



2-ounce parcel	
Now	May 2007
63¢	▶ \$1.13

De-Emphasize Weight

Proposed Rates For 2007

- 2007 brings substantial rate structure changes and postage rate increases
- Postage will no longer be based solely on weight!
 - Postage will be determined by weight and shape
 - This is more work for the operators and takes longer

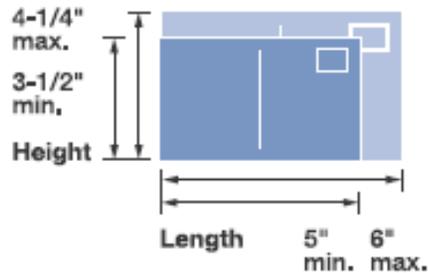
1st Class Rates Present Vs Proposed						
<i>Present</i>			<i>Letters</i>	<i>Flats</i>	<i>Parcels</i>	
<i>Cost</i>	<i>Ounces</i>					
\$ 0.39	1		\$ 0.41	?		?
\$ 0.63	2		\$ 0.58	\$ 0.80	\$	1.13
\$ 0.87	3		\$ 0.75	\$ 0.97	\$	1.30
\$ 1.11	4		\$ 0.92	\$ 1.14	\$	1.47
\$ 1.35	5			\$ 1.31	\$	1.64
\$ 1.59	6			\$ 1.48	\$	1.81
\$ 1.83	7			\$ 1.65	\$	1.98
\$ 2.07	8			\$ 1.82	\$	2.15
\$ 2.31	9			\$ 1.99	\$	2.32
\$ 2.55	10			\$ 2.16	\$	2.49
\$ 2.79	11			\$ 2.33	\$	2.66
\$ 3.03	12			\$ 2.50	\$	2.83
\$ 3.27	13			\$ 2.67	\$	3.00
\$ 4.05	Priority		\$ 4.60	\$ 4.60	\$	4.60

Heaviest Letter will be 3.5 Ounces. Then it becomes a flat.

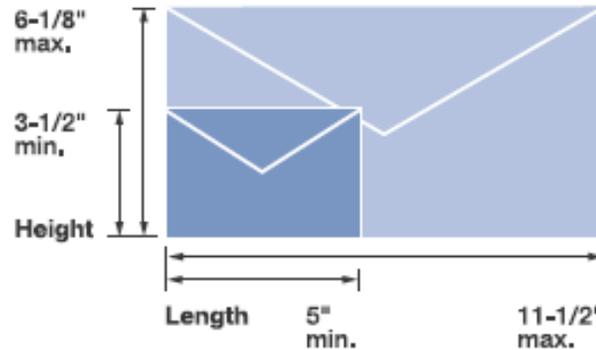
Thickest Letter will be 1/4" thick. Then it becomes a Flat

Aspect Ratio Size will Determine Letters to Flats

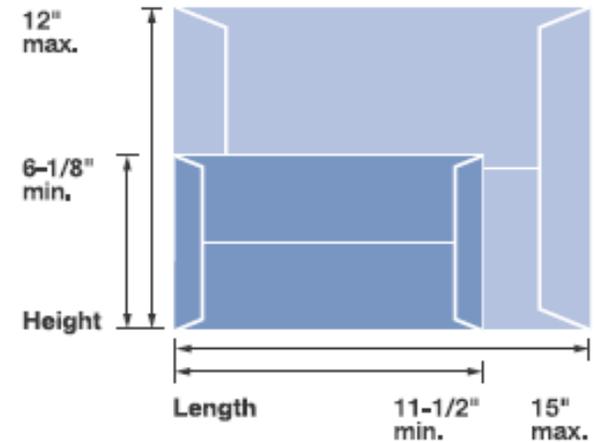
Shape Based Rating



Card-Size Mail



Letter-Size Mail



Flat-Size Mail

With this new rating structure, a letter-size piece is considered nonmachinable and would be subject to the rates for flats if it has any of the following characteristics, regardless of weight:

Because postage will be determined by shape, it is called Shape Based Rating

- Weighs more than 3.5 ounces
- An aspect ratio (length divided by height) of less than 1.3 or more than 2.5
- Measures > 4-1/4" high, or 6" long, and thickness is less than 0.009"
- Pieces which are rigid or contain odd-shaped contents
- Is polybagged, polywrapped, or enclosed in any plastic material
- Clasps, strings, buttons, or similar closure devices
- Self-mailer w/ folded edge perpendicular to the address and is not folded and secured
- Booklet w/ bound edge along top of piece or along shorter dimension and not secured

If Your Company Send 500 Letters A Day...

- With the new rate structure, it could easily take a mail operator 10 seconds to:
 - Check the mail piece against a template
 - Weigh the mail piece
 - Press the appropriate format button on the machine
- Based on this process the mail operator can manually process 360 letters/hour
- 500 letters would take him/her 1 hour 24 minutes to complete
- With the new Shape Based Rating Module:
 - Save time and money by automating the process
 - Ensure correct postage
 - Avoid returned or delayed mail
 - Prevent customer/recipient paying the “postage due”

Save Time & Money

with the new

Weigh-on-the-Way Feature

Art Leonard
PSI Mailing Solution

Dave Powell
UPS Mailing Innovations
Regional Account Manager

UPS Mail InnovationsSM

Big Savings for the Commonwealth

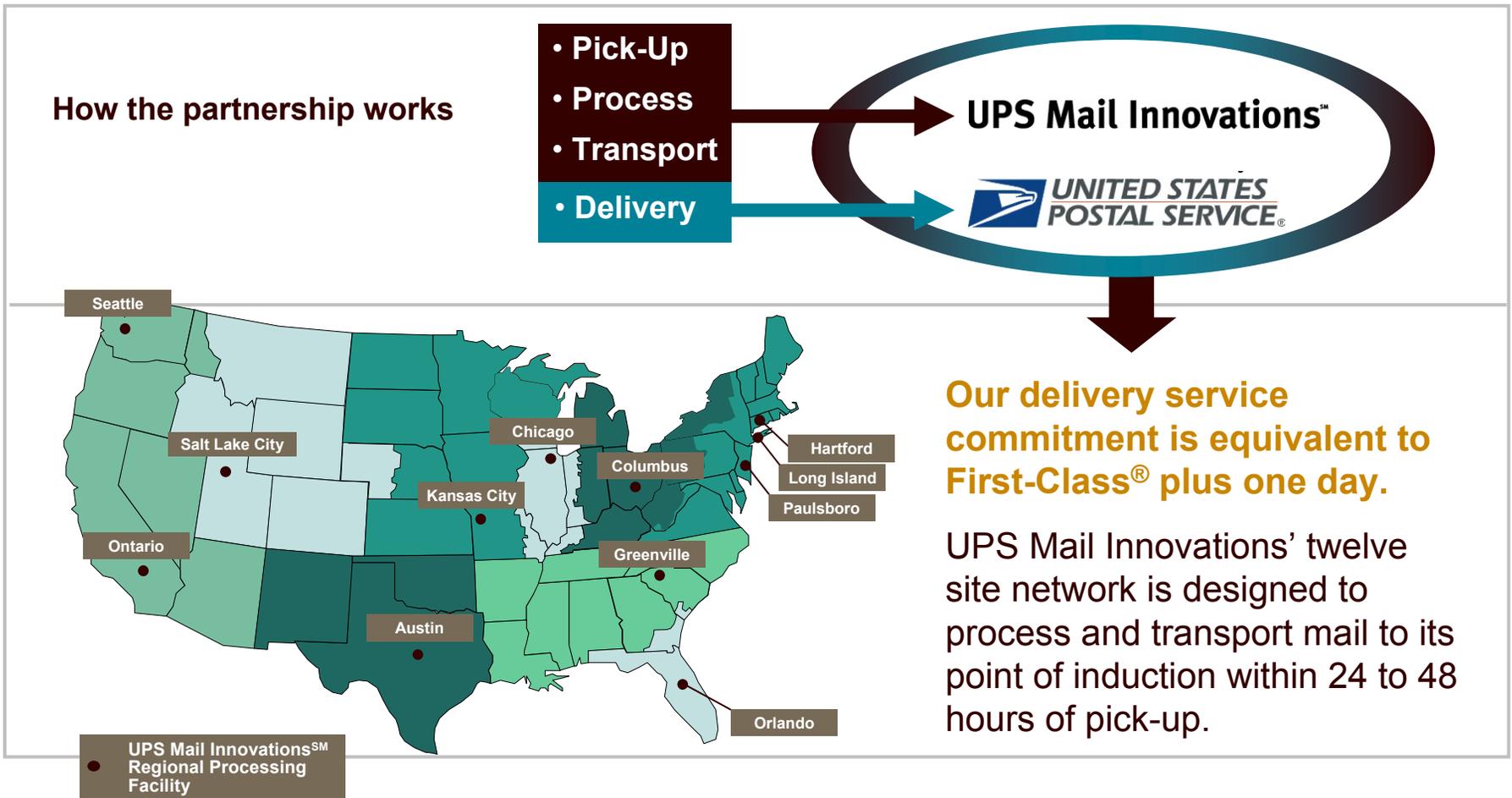
March 22, 2007



Domestic Postal Work-Share Programs

How do we do it?

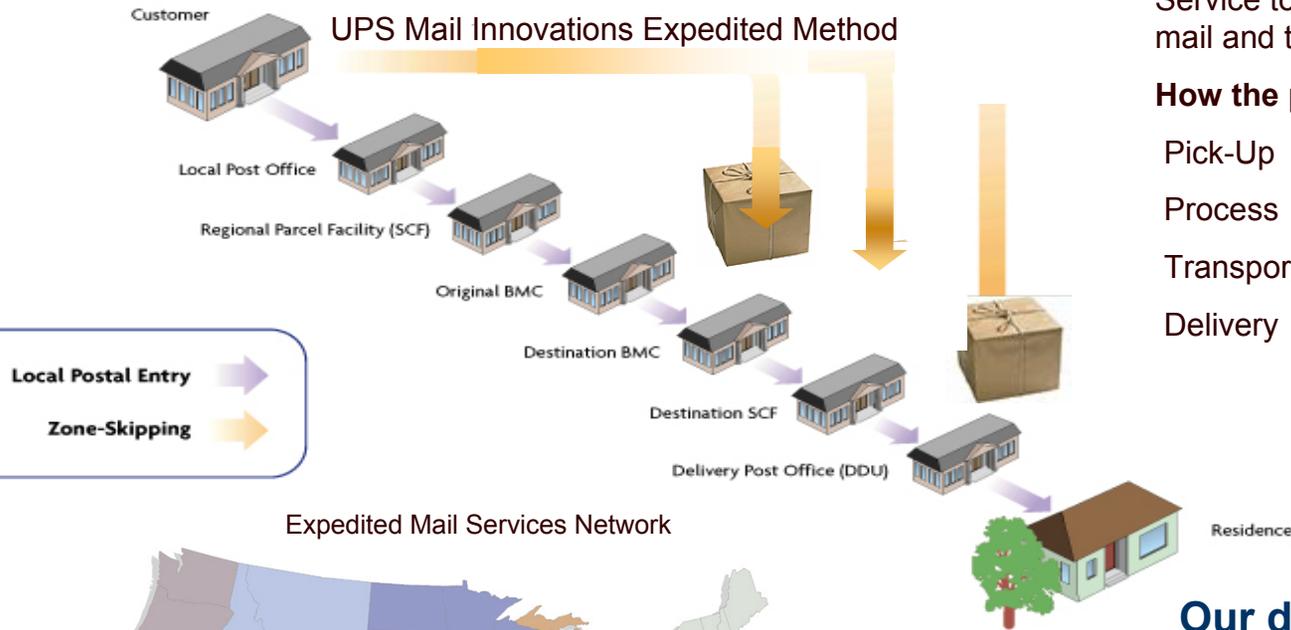
UPS Mail Innovations partners with the U.S. Postal Service to reduce handling of your qualified mail and to accelerate time in transit



Expedited Work-Share Programs



How do we do it?



Expedited Mail Services Network



Through work-share programs, UPS Mail Innovations partners with the U.S. Postal Service to reduce handling of your qualified mail and to accelerate time in transit.

How the partnership works

Pick-Up
Process
Transport

} **UPS Mail Innovations™**

Delivery



Our delivery service commitment is equivalent to First-Class® plus one day.

- UPS Mail Innovations' nine site network is designed to process and transport mail to its point of induction within 24 to 48 hours of pick-up.

Service Applications

Mailing communications is a vital component of growing your business

Transaction	Solicitation	Information	Fulfillment
Annual Reports	Advertisements	Booklets	Books
Diplomas	Brochures	Computer Printouts	Film
Guidebooks	Catalogs	Contact Listings	Videos
Membership Info	CDs	Directories	DVDs
Pricing Sheets	Direct Mail Promotions	Handbooks	CDs
Product Slicks	Diskettes	Information Kits	Jewelry
Proxies	Posters	Schedules	Merchandise
Reports	Product Samples	Technical Guides	Replacement Parts
Welcome Packets			



Qualified Domestic and International Mail

Flat Mail

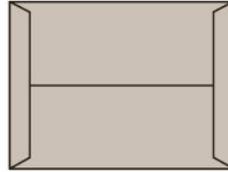
Weight: 3 ounces – 15.99 ounces (wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimums:

Minimum

Height: 6 1/8"
Length: 11 1/2"
Thickness: 1/4"

Maximum

Height: 12"
Length: 15"
Thickness: 3/4"



APS COMPATIBLE FLATS ACCEPTANCE

Minimum

Height: 5"
Length: 5"
Thickness: 0.02"

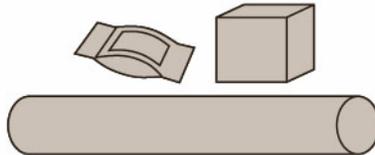
Maximum

Height: 10"
Length: 14 1/4"
Thickness: 3/4"

Examples: Advertisements • Booklets • Brochures • Catalogs • Information Kits • Guidebooks • Membership Materials • Pricing Sheets • Questionnaires • Reports • Schedules • Welcome Packets

Lightweight Product

Weight: 3 ounces – 15.99 ounces
Small Packages that do not meet the dimensional criteria of Machinable parcels:



- Rolls or tubes up to 26" in length and merchandise samples not individually addressed
- Unwrapped, Paper – wrapped or sleeve-wrapped articles
- Articles enclosed in envelopes that are not letter-sized, flat-sized or machinable

Examples: CDs • Diplomas • Direct Mail Promotions • Diskettes • Posters • Product Samples • Apparel

Bound Printed Matter

Weight: 16 ounces – 15 pounds. Generic in content, wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimum:

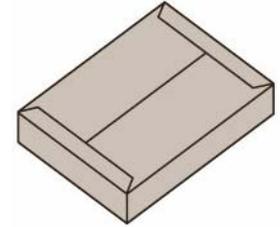
FLATS

Minimum

Height: 6 1/8"
Length: 11 1/2"
Thickness: 1/4"

Maximum

Height: 12"
Length: 15"
Thickness: 3/4"



MACHINABLE PARCEL

Minimum

Height: 3"
Length: 6"
Thickness: 1/4"

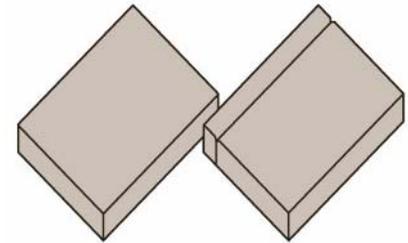
Maximum

Height: 17"
Length: 34"
Thickness: 17"

Examples: Annual Reports • Catalogues • Computer Printouts • Directories • Handbooks • Information Kits • Technical Guides • Telephone Directories

Media Mail

Weight: non; subject to 1 lb. minimum rate.
Maximum weight: 70 lbs.
Dimensions: no more than 108 inches in combined length and girth



Media Mail includes specific types of Package Services matter that meets additional eligibility standards for single-piece and presorted rates. Advertising restrictions apply.

Examples: Books (at least eight pages) • Film (16mm or narrower) • Printed Music • Printed Educational Charts • Loose-leaf Pages • Binders (consisting of medical information) • Computer-readable media

Additional Qualified International Mail

Postcard

Regular cardstock mail piece not contained in an envelope



Minimum

Height: 3 ½"

Length: 5"

Thickness: 0.007

Maximum

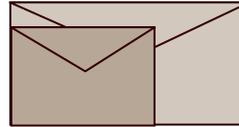
Height: 4 ¼"

Length: 6"

Thickness: 0.0016

Letter

Small rectangular mail piece



Minimum

Height: 3 ½"

Length: 5"

Thickness: No thicker than ¼"

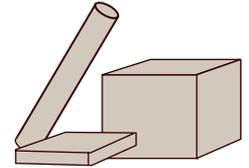
Maximum

Height: 6 ⅛"

Length: 11 ½"

Package

A three-dimensional mail piece contained in a box, thick envelope or tube



Maximum

Length and girth*: 130"

Weight: 70lbs

* Distance around the thickest part of the package



Automated Processing Systems

UPS Mail Innovations is the only postal expeditor operating a total of 22 Automated Processing Systems (APS) nationwide, designed specifically to streamline postal automation requirements

What does this mean for our customers?

- Greater efficiencies in expedited mail processing and sorting
- Increased acceptance of mail piece size and design
- Enhanced address verification services
- Custom value-added offerings



UPS Mail Innovations Shipping Control Form Guide

UPS Mail InnovationsSM

Shipment Form	Account Number 43545-398064-145897-68763-60671-470 Contact John Smith Company Name New Horizon Trade Inc. Street Address 1234 Eagles Drive City Capital City State NM Zip 98723-0938 Phone Number 123-456-7890	 Shipment Control # 9087348756345
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1. Product or Services (Please check all that apply) <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">US Domestic Services</th> <th style="text-align: center;">Mail Logic Expedited</th> <th style="text-align: center;">Mail Logic Saver Origin</th> </tr> <tr> <td>Flats <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/> 1</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>EFM <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Media Mail <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Lightweight Parcels <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	US Domestic Services	Mail Logic Expedited	Mail Logic Saver Origin	Flats <input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/>	EFM <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Media Mail <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lightweight Parcels <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Instructions
US Domestic Services	Mail Logic Expedited	Mail Logic Saver Origin														
Flats <input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/>														
EFM <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Media Mail <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Lightweight Parcels <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

International Services Mail Logic Priority <input type="checkbox"/> 2 Mail Logic Saver Economy <input type="checkbox"/>	Additional International Services <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Added Services</th> <th style="text-align: left;">USPS Services</th> <th style="text-align: left;">Canada Post Services</th> </tr> <tr> <td><input type="checkbox"/> Polybagging 2</td> <td><input type="checkbox"/> IPA</td> <td><input type="checkbox"/> Lettermail</td> </tr> <tr> <td><input type="checkbox"/> Addressing/labeling</td> <td><input type="checkbox"/> ISAL</td> <td><input type="checkbox"/> Airmail</td> </tr> <tr> <td><input type="checkbox"/> Sealing <small>*For an additional charge</small></td> <td></td> <td><input type="checkbox"/> Parcel</td> </tr> </table>	Added Services	USPS Services	Canada Post Services	<input type="checkbox"/> Polybagging 2	<input type="checkbox"/> IPA	<input type="checkbox"/> Lettermail	<input type="checkbox"/> Addressing/labeling	<input type="checkbox"/> ISAL	<input type="checkbox"/> Airmail	<input type="checkbox"/> Sealing <small>*For an additional charge</small>		<input type="checkbox"/> Parcel
Added Services	USPS Services	Canada Post Services											
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<input type="checkbox"/> Addressing/labeling	<input type="checkbox"/> ISAL	<input type="checkbox"/> Airmail											
<input type="checkbox"/> Sealing <small>*For an additional charge</small>		<input type="checkbox"/> Parcel											

2. Shipment Information <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">*Total Mail Pieces</th> <td> <input type="checkbox"/> Box/Cartron <input type="checkbox"/> Mail Tube <input type="checkbox"/> UPS Mail Innovation Bags <input type="checkbox"/> Hangers <input type="checkbox"/> APC <input type="checkbox"/> Skids/Pallets 4 <input type="checkbox"/> Gaylord <input type="checkbox"/> Other _____ </td> <th style="text-align: left;">Number Of Containers</th> <td>_____</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="padding: 5px;"> Total Weight of Shipment (lbs.) _____ Piece Weight (if identical) (lbs./oz.) _____ 5 </td> <td colspan="2" style="text-align: center;"> </td> </tr> </table>	*Total Mail Pieces	<input type="checkbox"/> Box/Cartron <input type="checkbox"/> Mail Tube <input type="checkbox"/> UPS Mail Innovation Bags <input type="checkbox"/> Hangers <input type="checkbox"/> APC <input type="checkbox"/> Skids/Pallets 4 <input type="checkbox"/> Gaylord <input type="checkbox"/> Other _____	Number Of Containers	_____	3	Total Weight of Shipment (lbs.) _____ Piece Weight (if identical) (lbs./oz.) _____ 5			3. Cost Center <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cost Center Name/Number</th> <th style="text-align: left;">Piece Count</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td></tr> <tr><td>2. _____ 6</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td></tr> <tr><td>5. _____</td><td>_____</td></tr> <tr><td>6. _____</td><td>_____</td></tr> </tbody> </table>	Cost Center Name/Number	Piece Count	1. _____	_____	2. _____ 6	_____	3. _____	_____	4. _____	_____	5. _____	_____	6. _____	_____
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2. _____ 6	_____																						
3. _____	_____																						
4. _____	_____																						
5. _____	_____																						
6. _____	_____																						

UPS Mail Innovations Driver/Courier (Internal Use Only)	
Pick-up Agent's Signature _____	Date _____
Print Name _____ 7	Time: _____
Pickup Agent Company Name _____	
Receiving Mail Terminal (Internal Use Only)	
Pieces _____	Containers _____
Weight (lbs) _____	
Customer Signature required	
Customer Signature _____ 8	Date _____

*If Piece Count is provided, a 5% variance is accepted by the USPS.
 SHIPMENT IS MADE PURSUANT UNDER THE CONDITIONS SET FORTH ON THIS PAGE AND THE REVERSE HEREOF. I (on behalf of Client) have read, understand and agree to those terms and conditions. I understand and agree that in the event of loss of, damage to, or delay of shipment, UPS-MI's liability is limited as set forth on the REVERSE HEREOF.

1 US Domestic Services
Please select the type of mail (if known) and the service desired.

2 International Services
Select the type of international service being utilized.

3 Total Mail Pieces
Indicate the total amount of mail pieces to reduce the risk of piece count discrepancies

4 Container
Select the container option used for this shipment

5 Piece Weight (if identical)
Indicate if all pieces are identical in weight. This will increase billing accuracies.

6 Cost Center Name / Number
The form allows for 6 cost centers by name or number, along with a piece count.

7 UPS MI Driver/Courier (Internal Use Only)
To be filled in by the Courier. (If mail is picked up in yellow bags by the UPS Driver, no signature is needed for this Portion)

8 Important
Please sign and date.

This shipping information is preprinted by the regional processing facilities. If changes are required, please call 1-800-500-2224

Postage Indicia — Domestic

FLAT MAIL

November 10, 2004
Time Sensitive Material
US Postage Paid
UPS – MI
PRSR STD AUTO
ZIP 20817
G 5
TRK 010030722040565496

BOUND PRINTED MATTER

November 10, 2004
Time Sensitive Material
US Postage Paid
UPS Mail Innovations
PRSR STD AUTO
F
G 1 -002
TRK# 010331110040000004
Dest. ZIP: 91108

Dated Mailed
Date on which postage is paid, preparation is verified, and mail is inducted into the Postal Service

Indicia
Denotes postage payment, used in place of meter or postage stamp

Mail Class
The classification of domestic mail according to the content and service category

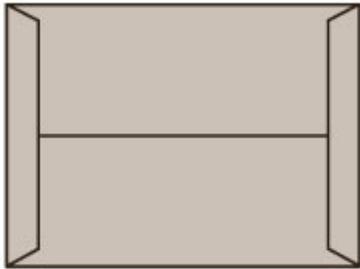
Destination Zip Code
Zip code of delivery address

Sort Code
Alpha/numeric scheme used for inhouse mail sortation and preparation to destination USPS facilities

Endorsement
An authorized marking on a mail piece that shows handling instructions, a special service, or a request for an ancillary service

Unique Mail Identification Number
The ID number required for reconciling individual pieces to a manifest to ensure postage is calculated and all pieces are traceable

Flat Mail



Flat Mail

Examples: Advertisements • Booklets • Brochures • Catalogs • Information Kits • Guidebooks • Membership Materials • Pricing Sheets • Questionnaires • Reports • Schedules • Welcome Packets

Weight: 3 Ounces – 15.99 Ounces

Description: Wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimums:

Minimum

Height: 6 1/8"

Length: 11 1/2"

Thickness: 1/4"

Maximum

Height: 12"

Length: 15"

Thickness: 3/4"

APS COMPATIBLE FLATS ACCEPTANCE

Minimum

Height: 5"

Length: 5"

Thickness: 0.02"

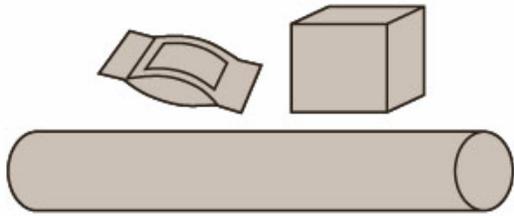
Maximum

Height: 10"

Length: 14.1/4"

Thickness: 3/4"

Lightweight Product



Lightweight Product

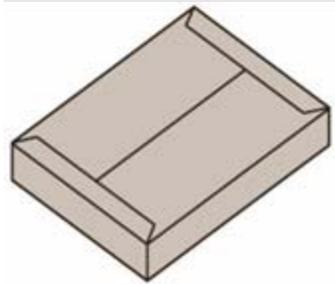
Examples: CDs • Diplomas • Direct Mail Promotions • Diskettes • Posters • Product Samples

Weight: 3 Ounces –15.99 Ounces

Description: Small Packages that do not meet the dimensional criteria of parcels that can be processed by parcel sorters

- Rolls or tubes up to 26" in length and merchandise samples not individually addressed
- Unwrapped, paper-wrapped or sleeve-wrapped articles
- Articles enclosed in envelopes that are not letter-sized, flat-mail or machinable

Bound Printed Matter



Bound Printed Matter

Examples: Annual Reports • Booklets • Catalogues • Computer Printouts • Directories • Handbooks • Information Kits • Technical Guides • Telephone Directories

Weight: 16 ounces –15 pounds

Description: Generic in content, wrapped, unwrapped, sleeved or enveloped and exceeds at least one of the following minimums:

Minimum

Height: 6 1/8"

Height: 3"

Length: 11 1/2"

Length: 6"

Thickness: 1/4 "

Thickness: 1/4 "

Maximum

Height: 12"

Height: 17"

Length: 15"

Length: 34"

Thickness: 3/4 "

Thickness: 17"

Mike Kifer
UPS Government
Accounts Parcels



Express Delivery Service 91026-60VAPP
United Parcel Service (UPS)



Contract Overview

Term:

- This is a three-year contract through Nov. 1, 2008 with 3 additional 1 year renewal periods thereafter.

Eligible users:

- State Agencies (mandatory usage per award), Institution of Higher Educations, Public Bodies, Community Service Boards and other entities authorized by the Code of Virginia

Services Offered:

- Domestic and International Package Delivery
- Domestic and International UPS Mail Innovations

Key Benefits

Cost Savings:

- **FIXED** Domestic Ground and Air rates. International service with very attractive discounts.
- **NO Fuel Surcharges**
- **Daily Pickup** available for only \$7 weekly
- **Rates apply to Freight Collect and 3rd Party billing options**

Key Benefits

Shipping and Billing Technology:

- UPS Worldship Software and Hardware provided at no charge
- Internet shipping at ups.com
- UPS CampusShip

Cost Management:

- Track cost by reference/cost center
 - UPS Billing Center (ups.com)
 - UPS Billing Data/Billing Data Tool

UPS Worldship

UPS WorldShip®

File Edit Activities Tools UPS Web Access UPS Online Connect Window Help

Shipping Pickup Log Create UPS.com Tracking Address Book Send to UPS Repeat Undo Void End of Day Help EXIT

Ship To Ship From Distribution

Customer ID: Update Address Book
 Residential Address

Company or Name:

Attention:

Street:

Room/Floor/Address 2: Department/Address 3:

Country: Postal/ZIP Code:
United States -

City: State/Prov:

Telephone: E-mail Address:
() - ()

UPS Account Number: Tax ID Number:

Shipper: Profile:
WX0164 UPS Standard

Service Options Detail Reference

Shipment

UPS Service:
Next Day Air

Saturday Delivery

Guaranteed Time:

Billing Option:
Prepaid

Bill to Third Party

Weight (pounds) Package: Shipment: **0.0**

Electronic Scale Activated

Package

Package Type:
Package

Declared Value: \$

Reference Number 1:
(Printed on Label)

Reference Number 2:
(Printed on Label)

Shipment Cost

\$0.00

Pkg: 1 is NEW

Add 1 Pkgs Delete Pkg

Process Shipment F10

16 of 24 - Clipboard
Item not Collected: Delete items to increase available space

Ver: 8.0.14 XOFY Pending: 0 Shpr space

UPS Billing Center

Billing Center Demo - Microsoft Internet Explorer provided by United Parcel Service

File Edit View Favorites Tools Help

[Billing Center](#)
[Introduction](#)
[Register](#)
[Billing Center FAQs](#)

Demonstration 2 of 8
[Back](#) [Next](#)

Invoice Summary

This page lists all charges included in this specific invoice summarized by Outbound, Inbound and other charges. For further details of a specific charge, select the corresponding header.

To pay an invoice, select the "Pay" button.

Invoice Summary

Invoice Date: Oct 23, 2004
Invoice Number: AAAAAAAAAA
UPS Account Number: 111111

Billing Address:
ANY CORPORATION
1234 SOME STREET
ANYTOWN, NY 11111

Adjustments Applied: \$0.00
Amount Due This Period: \$921.68

Invoice Summary

To view the details of specific charges, select from the list below.

Charge Description	Amount
Outbound	
UPS OnLine WorldShip	\$729.77
Worldwide Service	\$182.04
Adjustments & Other Charges	
Address Corrections	\$0.00
Packages Delivered but not Previously Billed	\$8.94
UPS OnLine WorldShip	\$0.00
UPS OnLine WorldShip	\$3.45
Shipping Charge Corrections	\$4.38
Amount Due This Period	\$921.68

[View / Print](#) [Download Invoice Data](#) [Pay](#)

TO SCHEDULE PAYMENT CLICK HERE

17 of 24 - Clipboard
Item not Collected: Delete items to increase available space

Dedicated Support

State UPS Support:

- Please contact Patty Fallin at 1-804-261-3590 or 1-888-461-5046 for information or to set up a small package UPS account under contract
- Set up on Internet Shipping
- General Questions
- Purchasing card set up for UPS billing

EVA:

- Contract is exempt from EVA
- Award documents can be viewed by accessing the main EVA webpage, select "State Contracts", key "Express Delivery" in the description field to search for the contract.

Virginia State Contracts - Microsoft Internet Explorer provided by United Parcel Service

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print

Address <http://dps.dgs.virginia.gov/DPS/contracts/contractpathe.asp?ContractNumber=91026%2D60VAPP> Go Links

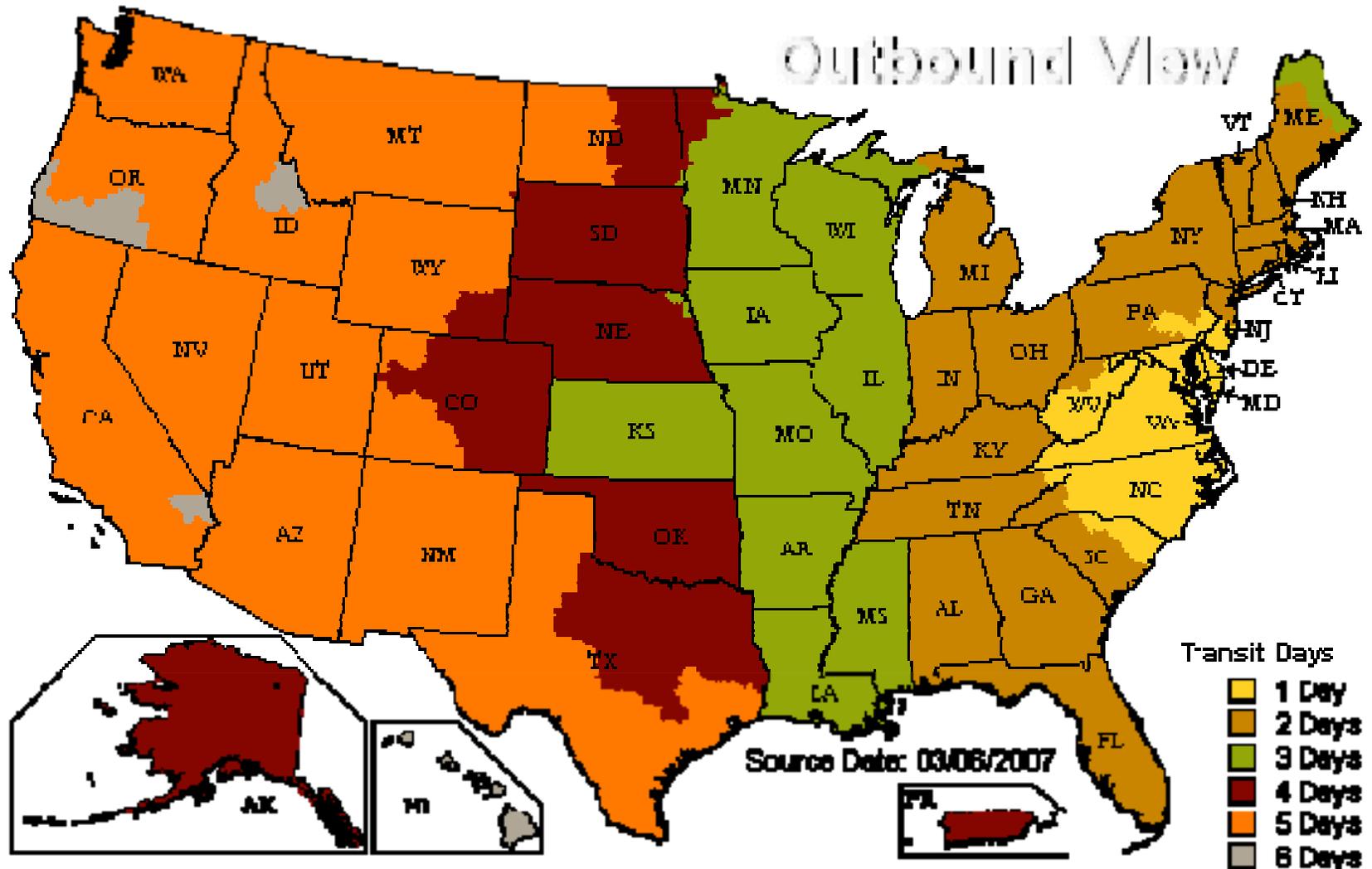
  Virginia's Total e-Procurement Solution - Contracts

[eVA Home](#)

Contract Files	
Return to Contracts	
Document	Contract Number
AWARD	91026-60VAPP
UPS RATES	91026-60VAPP
MI Rates	91026-60VAPP
Qualifying Mail Flyer	91026-60VAPP
Quote Omnisort 3	91026-60VAPP
International Express Delivery Services Rates	91026-60VAPP

Internet

Outbound View





<http://sms.dgs.virginia.gov>

(804) 236-3592

StateMail@dgs.virginia.gov