



Office of General Services Mail and Freight

OGS Mail & Freight Rate Structure FY 2020-21

Envelopes and Boxes:

Mail Delivery Rate Schedule:

- 2020: \$2.43 per lb.

Unpalletized Boxed Freight:

- Up to 10 lbs. = \$4.10
- Add an additional \$0.15 per lb. between 11-35 lbs.
- Rate structure repeats every 35 lbs. (\$4.10 + \$0.15)

Palletized Freight:

- Palletized deliveries within a 60-mile radius of Albany, NY: \$56.00 per pallet
- Palletized deliveries over a 60-mile radius from Albany, NY: \$161.00 per pallet
- Full 24' Truck (12 pallets) delivery within a 60-mile radius: \$560.00 (2 pallet savings)
- Full 24' Truck (12 pallets) delivery over a 60-mile radius: \$1,610.00 (2 pallet savings)
- Full Tractor-Trailer (26 pallets) delivery within a 60-mile radius: \$1,120.00 (6 pallet savings)
- Full Tractor-Trailer (26 pallets) delivery over a 60-mile radius: \$3,220.00 (6 pallet savings)
- Inside Pickup and Delivery Charge: \$25 per pallet
- Hourly Labor Charge: \$24.00 per person / per hour
Labor charges are utilized if pickup and / or delivery is required for more than 30 minutes

Bulk Mail Inserting Rates:

Hand Label	\$30.00 per 1,000
Labeling Address	\$20.00 per 1,000
Labeling Address / Return Address or indicia	\$25.00 per 1,000
Labeling Address / Return Address / Indicia	\$30.00 per 1,000
Inserting 9 1/2 x 4 1/8 Width Envelope (Machine)	\$25.00 per 1,000
Inserting Envelope (Hand)	\$60.00 per 1,000
Folding	\$20.00 per 1,000
Folding Inserts by hand	\$30.00 per hour
Sort, Sack Machine	\$10.00 per 1,000
Sort, Sack Flats by hand	\$25.00 per 1,000
Meter Mail	\$20.00 per 1,000
Meter by Hand	\$30.00 per 1,000
Wrapping	\$70.00 per 1,000
Banding / Strapping	\$0.20 per tray
Collating Machine	\$20.00 per 1,000
Collating Hand	\$30.00 per hour
Labor	\$24.00 per hour