



Office of General Services Mail and Freight

OGS Mail & Freight Rate Structure FY 2022-23

Envelopes and Boxes:

Mail Delivery Rate Schedule:

- 2022: \$2.90 per lb.

Unpalletized Boxed Freight:

- Up to 10 lbs. = \$4.92
- Add an additional \$0.18 per lb. between 11-35 lbs.
- Rate structure repeats every 35 lbs. (\$4.92 + \$0.18)

Palletized Freight:

- Palletized deliveries within a 60-mile radius of Albany, NY: \$105.00 per pallet
- Palletized deliveries within a 61–90-mile radius of Albany, NY: \$180.00 per pallet
- Palletized deliveries within a 91+ mile radius of Albany, NY: \$250.00 per pallet
- Palletized deliveries to NYC: \$300.00 per pallet

- Full 24' Truck (12 pallets) delivery within a 60-mile radius: \$1,050.00 (2 pallet savings)
- Full 24' Truck (12 pallets) delivery within a 61-90-mile radius: \$1,800.00 (2 pallet savings)
- Full 24' Truck (12 pallets) delivery over a 91+ mile radius: \$2,500.00 (2 pallet savings)
- Full 24' Truck (12 pallets) delivery to NYC: \$3,000.00 (2 pallet savings)

- Hourly Labor Charge: \$35.00 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	\$33.00 per 1,000
Labeling Address	\$22.00 per 1,000
Labeling Address / Return Address or indicia	\$27.50 per 1,000
Labeling Address / Return Address / Indicia	\$33.00 per 1,000
Inserting 9 1/2 x 4 1/8 Width Envelope (Machine)	\$27.50 per 1,000
Inserting Envelope (Hand)	\$66.00 per 1,000
Folding	\$22.00 per 1,000
Folding Inserts by hand	\$33.00 per hour
Sort, Sack Machine	\$11.00 per 1,000
Sort, Sack Flats by hand	\$27.50 per 1,000
Meter Mail	\$22.00 per 1,000
Meter by Hand	\$33.00 per 1,000
Wrapping	\$77.00 per 1,000
Banding / Strapping	\$0.22 per tray
Labor	\$35.00 per hour