

Mail & Freight

Rate Structure FY 24-25

Envelopes & Boxes		\$3.19 per lb
Unpalletized Boxed Freight		\$0.54 per lb
Palletized Freight within 60 miles of Albany, NY	Per Pallet	\$200.00
Palletized Freight within 61-90 miles of Albany, NY	Per Pallet*	\$400.00
Palletized Freight within 91+ miles of Albany, NY	Per Pallet*	\$650.00
Palletized Freight to NYC or Long Island	Per Pallet*	\$750.00
Full 24' Truck (12 Pallets)	Please contact for a quote	
Hourly Labor Charge**		\$40.00

Labor charges are utilized if pickup and/or delivery requires more than 30 minutes

Additional Services		
Lift Gate Enabled Truck	Per Delivery	\$100.00
Inside Pick Up	Per 5 Pallets	\$250.00
Inside Delivery	Per 5 Pallets	\$250.00
Tractor Trailer Delivery	Please contact for a quote	
Administrative Fee***		12%

Bulk Mail Services

Address Labeling	\$0.03 ea
Address Label - Return or Indicia	\$0.03 ea
Address Label - Return & Indicia	\$0.04 ea
Machine Envelope Insertion	\$0.03 ea
Machine Pre-sorting (Postcards)	\$0.02 ea
Machine Folding	\$0.03 ea
Machine Metering	\$0.03 ea

Palletized LTL Freight to these zones have a 2 pallet minimum

** OGS Mail & Freight reserves the right to add additional costs if labor is required outside of normal workday hours.**

*** OGS Mail & Freight reserves the right to include a 12% administrative fee for any specialty mailing, delivery or any specialty manual inserting function. ***

Hand Sorting Flats	\$0.04 ea
Hand Metering	\$0.05 ea
Hand Envelope Insertion	\$0.08 ea
Hand Folding of Inserts	\$0.05 ea
Hand Labeling	\$0.05 ea
Hand Wrapping (Books)	\$0.08 ea

Please contact OGS Mail & Freight for any custom logistical needs at OGS.sm.MailFreight@ogs.ny.gov

For any specialty bulk insertion inquiry please contact the bulk mail unit at ogs.sm.mail.inserting.ogs.ny.gov