

# Mail & Freight

## Rate Structure FY 25-26

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

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

Additional Services		
<b>Lift Gate Enabled Truck</b>	Per Delivery	\$100.00
<b>Inside Pick Up</b>	Per 5 Pallets	\$250.00
<b>Inside Delivery</b>	Per 5 Pallets	\$250.00
<b>Tractor Trailer Delivery</b>	Please contact for a quote	
<b>Administrative Fee***</b>		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](mailto: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](mailto:ogs.sm.mail.inserting.ogs.ny.gov)**