



APPALACHIAN CROSSROADS
39 SOUTH THIRD STREET
OAKLAND, MD 21550
ADDRESS CORRECTION REQUIRED

MAIL & COPY SERVICES

Appalachian Crossroads is a private, non-profit agency that serves 92 developmentally disabled adults on a daily basis. We provide services aimed at assisting individuals to live, work and socialize in the community in accordance with their preferences.

Our social enterprises provide people with opportunities to enjoy the benefits of meaningful productive work and greater independence. We have developed several successful businesses that provide quality services at fair market rates. We are a minority business enterprise located in the heart of downtown Oakland.

In **1995**, we expanded our employment options with the opening of our mail processing center. Our mail & copy service provides work for 14 individuals. We process mailings for the Chamber of Commerce, First United Bank & Trust, Railey Realty, the Board of Education, the Wisp, Canaan Valley Resort, and many others.

Contracting with Appalachian Crossroads provides work and earned wages for Garrett County citizens with developmental disabilities.

Appalachian Crossroads

“GOOD WORK WELL DONE”

MAIL & COPY SERVICES

- ❖ State of the Art - Computerized with NCOA Services & Internet CASS certification
- ❖ Bar Coding - Zip Plus 4
- ❖ Reliable/Dependable
- ❖ Quality and Accuracy
- ❖ Privacy and Confidentiality Guaranteed



39 South Third Street
Oakland, MD 21550
Doris Bittinger
Telephone: 301.334.8449 ext. 132

Appalachian Crossroads Mail & Copy Services

Call us today for:

- Customized projects
- Desktop Publishing
- Personalized letters & envelopes
- Electronic mail merge
- Design & Creation of your mail piece
- Standard, legal or ledger size copies
- Single & Duplex copies
- Specialty papers by request
- Database Management
- Automated mailings w/National Change of Address
- Collate, fold, insert, label, tab & meter

Let us be your one stop mailroom solution!

Doris Bittinger
Manager of Business & Employment Services
301-334-8449 ext. 132
dbittinger@appalachiancrossroads.com

Database Management Services

Set-Up Fee: Includes Initial Set-Up of the Database

Up to 3,000 records	\$ 60.00
3,000 to 7,000 records	80.00
7,000 to 10,000 records	120.00
10,000 to 15,000 records	160.00
Over 15,000 records	160.00 (plus 20.00 per hr.)

Mail Merge: Includes setting up data base, template, merge together. Priced per job - ask for quote.

Specialized Reports (per report) 25.00

Data Entry

New Addresses (ea. Up to 6 fields)	.15
New Addresses (ea. Over 6 fields)	.25
Import addresses	.07
Update Current Database	

First 10 minutes free, then \$21.00/hr.

Purge Duplicates/ Address Correction

Price per address .02

Copy Prices

(Without Paper)

Standard 8 ½ x 11"	.06
Legal 11 x 14"	.07
Ledger 14 x 17"	.09
Color Print	.36

Paper Cost (price may vary)

White Bright (per pc.)

8 ½ x 11"	.01
11 x 14"	.02
14 x 17"	.03

Colors

8 ½ x 11" .02

Color Card

8 ½ x 11" .05

Mail Processing Services (Price per 1000 pieces)

Automated Mailing: Includes Printing labels with ZIP+4 and bar code, bundle per postal regulations

Letters	\$37.50/1000
Flats	\$43.50/1000
CASS Certification fee	.03/piece
NCOA Processing	.05/piece

Non-Automated Mailing: Bundle per postal regulations

	Zip Order	Not Zip Order
Letters	\$17.50/1000	\$25.00/1000
Booklet (tray)	\$19.00/1000	\$100.00/1000
Flats (bag)	\$75.00/1000	\$100.00/1000

Postage fee: Based on actual cost of postage

Handling fee 1.5% of total postage cost

Permit fee \$18.00/job

Collating	\$19.00/1000 to collate 2 pieces and \$4.50 per 1000 for each additional piece
Inserting	\$20.00/1000 to insert 1 piece and \$4.50 per 1000 for each additional piece
Meter & Seal envelopes	\$18.00/1000

Folding	\$34.00 (manually)	\$13.25 (automated)
Affix Label	\$23.25/1000	Affix stamp \$25.00/1000
Affix tab	\$23.00/1000	Manually seal \$26.00/1000

Supplies *

Tabs	\$12.00/1000 (large)	\$10.00/1000 (small)
Tape Strips	.045 ea.	
Labels	\$18.00/1000	
Envelopes	\$29.00/1000 (#10)	\$35.00/1000 (#6)

* Price subject to change

Manual stamp of bulk rate permit \$23.00/1000

Match envelope to content \$21.00/hr.
Mailing Services - shop rate \$21.00/hr

Pick Up and Delivery - shop rate

International Postal Services \$1.75/pc.