

Trying to squeeze the budget for more savings? Don't pay full price for postage ... utilize our Pre-Sort Mail Statewide Contract today!

This fiscal year (FY13), the state's pre-sort mail vendor for the Department of Administrative Service Services, State Purchasing Division's statewide contract, Dependable Mail Services (DMS), reports saving state entities over **\$1 million** from retail mail rates. Instead of paying .47 cents for each letter, additional cost for mail machines, ink and other accessories, the same piece of mail can be processed as low as **.384 inside Atlanta and .405 in surrounding areas**. Regardless of the location, there is **no charge for daily pick-up and delivery by DMS**. Postage to be applied by DMS will be reflected in a monthly invoice showing the contracted pre-sort rates for each type of mail. There are no hidden service charges!

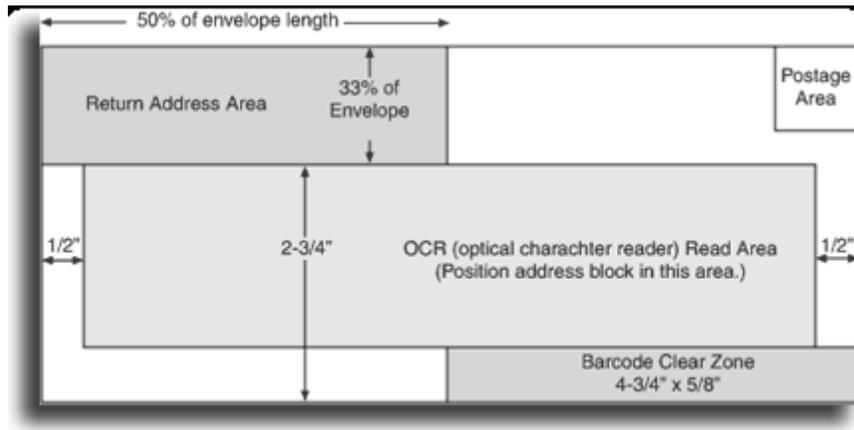
Below are savings tips to help you get the most for your money:

Eliminate handwritten envelopes. Handwritten mail can rarely be read by machines and almost always is charged at the full postage price. Typing a label will generate a savings of about six cents per mail.

Size is important! Use standard size envelopes to obtain the best prices. To qualify as a letter, a mail piece must range from 3 ½" x 5" to 6 ½" x 11 ½". This category usually includes postcards, letters (inserted into envelopes), and newsletters (folded to appropriate size and tabbed).



Keep the "clear zone" white. Limit the use of envelopes with colors and designs. If you choose to use a non-standard envelope, please leave room for the USPS barcode per below:



The statewide contract for pre-sort mail services offers its contract prices to any type of state and local government entities in Georgia, whether the location is inside or outside of metro Atlanta. You will save time and money by having a dependable and qualified vendor handling your mail service and at the same time reducing your work load. Start saving today by utilizing this contract!

In addition to postage, DMS services include printing, fulfillment and management of other mail-related services. To view the services provided by DMS, please visit their website at <http://dependablemailservices.com>.

For more information about the **Pre-Sort Mail Statewide Contract** and savings opportunities, please contact Dana Greer at Dana.Greer@doas.ga.gov.