

At EXPAND, we manage and coordinate your project all along the way. We design and produce your mail piece, obtain USPS approvals, ensure proper printing, and deliver it to you ready for use. Below is the latest information we have on the mailing process and USPS requirements. Each project must be planned to fulfill your needs and purposes, that's what EXPAND does really well.

Permits*: (These function to give you special mailing benefits and cost discounts)

- **Business Reply Mail Permit (BRM): \$\$\$/ Year**
- **Indicia Permit: \$\$\$ / 1 Time Fee**
Must be used once every 2 years to keep active. Can use a number or company name ID.
- **Standard or 1st Class Permit: \$\$\$ / Year**

Processes, Benefits and Charges*:

- **Business Reply Mail (BRM)*:** Must have permit, unique zip + 4 code, to use business reply mail. Each returned piece costs you .¢¢ + .¢¢ handling fee. (.¢¢ TTL) The cost for returned mail can go way down, .¢¢ + .¢¢ handling fee per piece, for each piece you rec'v back over 888 pieces or by paying an accounting fee of \$\$\$./ Year. The benefit of BRM is that sender does not need to pay postage and thus will more likely reply back to you. You can track the number of responses. You can pay on an account type basis at your post office.
- **Indicias*:** (\$\$\$ / 1 Time Fee)
Acts as a custom stamp and can be printed. Saves you the time of placing stamps on all mailed pieces. Your indicia is the stamp. The post office will charge you for each mail piece you send, based on the type of permit you own and the service your mail piece qualifies for.
- **Standard or 1st Class Mailing Service*:** (\$\$\$ / Year)
All standard pre-sort mail, to qualify for the reduced mailing cost of .¢¢/piece, must weigh 1 ounce or less, must meet size limits, must be delivered to the post office location holding your account, must be pre-sorted by zip code and placed in separate bins by the sender. The standard mailer cannot be personal in nature (i.e. check, document, etc.) If the mail piece is personal in nature and/or larger than standard rate size, the postage rate is the First Class rate of .¢¢/piece.

**General information. All actual costs are collected specifically for your project. Actual postal service charges are calculated by USPS.*