

Business Reply Charge

Commencing January 1, 1999, Printing & Mail Services will charge an additional ½ cent per piece of Business Reply Mail (BRM). This charge is to help support the labor involved in sorting and recording the data when the BRM arrives in the Mail Center.

As part of this charge, a 9 digit bar code will be applied, if the BRM art is created and printed at Printing Services, to the back side of the BRM envelope. This printed bar code will enable Mail Services to sort the BRM through our automated system, which will reduce the turnaround time Mail Services needs to process the BRM.

If you have any questions or need further information, please contact either Steven Goodman, 278-2740 or Eric Rough, 278-2941.