



53 S Roxbury Dr • Hamburg, NY 14075

P: (716) 628-6299 local or (800) 449-0611 • F: (716) 625-1515

E: S.Rost@RightWayMail.com

EFFECTIVE: December 3, 2013

Below, is a chart of the *most common services* requested from RightWayMail.com, however, we wish to draw to your attention, that we also offer a subscription service that can save you even more money, so be sure to review this offer completely; the more you save when you use RightWayMail.com as your personal and professional mailing Service Bureau.

We also offer services at additional fees to walk sequence, eliminate dead or incarcerated people, track your important/sensitive mail through the USPS System with Track'n Trace®, special import/export requirements, manual list repair, and more...

	200-5K Records	5,001-10K Records	10,001-20K Records	20,001-50K Records	50,001-100K Records
CASS Certification <i>Including Setup that is ALWAYS performed.</i>	\$25.00 flat	\$30.00 flat	\$35.00 flat	\$45.00 flat	\$60.00 flat
NCOALink <i>additional</i>	\$10.00 flat additional	\$15.00 flat additional	\$25.00 flat additional	\$40.00 flat additional	\$60.00 flat additional
Sort and all USPS Paperwork <i>required & worksheet</i>	\$15.00 flat additional	\$20.00 flat additional	\$25.00 flat additional	\$30.00 flat additional	\$40.00 flat additional
De-Dupe <i>sometimes called Simple Suppression</i>	\$4.00/1,000 records, total of all files. Minimum \$20.00 Specify de-dupe demographics: full name, family, company, email, other.				
Subscription Discounts based on upfront investment in RightWayMail.com					
	Bronze	Silver	Gold	Platinum	
Your Annual Investment <i>full refund 15 working days less \$100.00.</i>	\$500	\$1,000	\$2,500	\$4,000	
Savings per job for the year <i>Regardless of how many or size of jobs you send during the 12 month period</i>	\$5.00	\$10.00	\$20.00	\$30.00	
Breakeven on your investment	100 jobs	100 jobs	125 jobs	134 jobs	

Even if you utilize the services of RightWayMail.com during vacation or other spot times, our advantage is that we do not require vacation or sick pay, health benefits, or messy payroll. Even if you use our services once or twice a year; we are here to eagerly provide the same level of service as a client who uses our Service Bureau every week.

Most work, utilizing the *common services* shown above, completed within one business day or less so

you are on time with your client and mail production department. If you need faster turnaround, call, fax or email us as we will do our utmost to accommodate your needs.

Approximate turnaround time is 1-24 hours after receiving your original database for processing. We will attempt to fulfill all requests for faster turnaround times. If you demand fast turnaround times, please call first; a fee of no less than 50% of the total for all services may be levied. Please plan ahead.



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ADDITIONAL CUSTOMARY CHARGES FOR SERVICES

Importing and Exporting

- ◆ Importing additional data files: First file is included; additional files: \$5.00/additional file
 - Additional, non-mail related fields: \$5.00/field to setup and import
- ◆ Exporting more than one file, not including additional sort and paperwork: \$10.00/file
 - Additional sort and paperwork for multiple exported files: \$10.00/each additional

Processing Services

NOTE: Discounts available for quantities over 100,000 records; please inquire via email.

Please select using the Order Form for these services.

- ◆ MANUAL LIST HYGIENE, above and beyond CASS Certification and NCOALink
 - NOTE: Each mailing database is given 30 minutes* of manual review time at no charge
 - RightWayMail.com data processors are able to review from 800 to 2,000 records per hour for *eyeball fixes* and post-CASS Certification; additional hours: \$100.00/ hour after the first 20 minutes*
 - Telephone Book and Internet lookup. This requires that the record having a listed landline telephone number in a recognized online telephone directory. Results are not guaranteed: \$5.00/record fixed or not
- ◆ SUPPRESSION
 - Suppression, DMA DO NOT MAIL LIST: \$1.00/1,000 records • \$100.00 minimum
 - Suppression, removal of the deceased: \$1.60/1,000 records • \$145.00 minimum
 - Suppression, combination DO NOT MAIL, Deceased, Prison, Trailer Park and Nursing Home: \$2.80/1,000 records • \$210.00 minimum
- ◆ ADDRESS RESOLUTION
 - We attempt to resolve incorrect or incomplete addresses using several methods. There is no guarantee that any or all records will be fixed: \$30.00/1,000 records • \$50.00 minimum
- ◆ DSF2/Walk Sequencing: \$3.50/1,000 records • \$120.00 minimum
- ◆ CRID and MID assignment look up • \$10.00 per occasion. You will be sent the results with your data.

Special Needs

If you require something that is "out of the ordinary" or not listed here, please describe using email what you need. One of our processors may need to contact you for clarification; please provide a telephone or cellular number and an email address that is monitored by you. We are always up to a challenge. Our usual and customary charge of \$100.00/hour will apply.

NOTE: *we do not append telephone numbers.*

Disclaimer

All pricing is subject to change without notice. Please check for latest pricing schedules and order forms regularly. You may be requested to re-upload files in a different format if unreadable or corrupt or created in a proprietary format. We are prepared to handle most any standard format, including but not limited to: MS Excel, MS Access, dBase, Text Delimited, Fixed Width. NCOALink™ is programmed for a 48 month look-back period, excluding moves within 3 weeks of processing that may not be recorded in the National Change of Address database. Any errors or omissions while performing CASS Certification, NCOALink™ or other processing techniques are not our responsibility as we rely on high-end, sophisticated software for this purpose.

† Phone support renewal at \$50.00/year

Steven L Rost, Direct Mail Specialist • RightWayMail.com

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2013.12.03