



WASHINGTON FEDERATION OF STATE EMPLOYEES/AFSCME
COUNCIL 28, AFL-CIO
STATE HEADQUARTERS OFFICE
1212 JEFFERSON ST. S.E. SUITE 300, OLYMPIA WA 98501
(360) 352-7603 • (800) 562-6002 • FAX (360) 352-7608

June 24, 2021

TO: Local Union Officers
FROM: Justin Lee, Director of Communications
SUBJECT: Printing & Mailings of Local Union Notices/Flyers/Newsletters

The following outlines the procedure for submitting requests for printing and mailing local meeting notices, flyers, newsletters, etc. We have enclosed a breakdown of the current costs of postage, printing materials and bindery and have included the cost of printing in color.

PROCEDURE FOR SUBMITTING PRINTING AND/OR MAILING REQUESTS

Please submit requests for local union printing and/or mailings using our [online form](#). Printing and mailing requests are handled by our Senior Printer, Brandon Day in the Olympia Headquarters office. Brandon is available from 8:30 AM - 5:00 PM Monday through Friday.

To mail your meeting notice, flyer or newsletter as quickly as possible, we ask that you submit your documents *print-ready*. We have meeting notice templates available to download on our website for your convenience <http://wfse.org/locals/meeting-notice-templates/> and these templates will be updated in the near future. If you have difficulty downloading or using any of our templates, please contact your local field office. Before submitting a request, please work with your council representative and local field office staff in order to ensure your document is print-ready and that dates, times and agenda items are correct. **Submitting your items print-ready will help avoid costly reprinting.**

All timelines must meet AFSCME and your local's constitution requirements for notification of elections, etc.

Once your print-ready document is submitted, you will receive a confirmation email. You will be contacted if we are unable to meet your deadline or if we have questions.

Deadlines:

All print-ready requests must be submitted at least five (5) business days in advance of your target completion or mail drop date.

Brandon and your field staff are working closely together on this process and will make every effort to print and mail your documents according to the timelines above. However, due to periodic high volumes of both local and council print jobs, we may not be able to meet all of your expectations. In those instances, you will be contacted to discuss options.

Local meetings and events will also be placed on the WFSE.org calendar when mailed.

Staff in the WFSE print shop are OPEIU Local 8 members. Union-organized paper manufacturers and/or environmentally friendly options make the majority of the paper we purchase locally. The OPEIU Local 8 union bug will be included on all print jobs. Locals are encouraged to only patronize union printers.

The cost for printing and mailing notices, flyers, newsletters, etc., will be deducted from your local per capita each month. A detail of the charges and copies of the printed items will be included with the report. The prices for printing and mailing are included with this memo.

If you have any questions regarding these procedures, please contact me at justinl@wfse.org.

Thank you.

Encl: Printing and Mailing Cost sheet

WFSE PRINTING AND MAILING COSTS AS OF OCTOBER 2021

POSTAGE PER PIECE (Metered)

| | |
|-----------------------------|--|
| 1ST CLASS LETTER | \$0.53 standard envelope |
| 1ST CLASS POST CARD | \$0.40 quarter-sheet 4 pieces / \$0.53 half-sheet 2 pieces |
| AVERAGE STANDARD BULK RATE+ | \$0.18+ based on zip codes, weight, quantity, etc. |
| BUSINESS REPLY #9 | \$1.41* (Approximate postage & handling charge) |
| BUSINESS REPLY POST CARD | \$1.20* (\$0.35 Postage + \$0.79 USPS Handling Charge) |

+ Bulk mail rates may be less based on the zip sort of each mailing list. Bulk rates apply to 200 or more pieces.

* Locals are only charged for envelopes/postcards that are returned to WFSE.

ENVELOPES EACH

| | |
|--------------------|--------|
| WFSE LOGO #10 | \$0.07 |
| WFSE LOGO 10X13 | \$0.51 |
| BALLOT ENCLOSED #8 | \$0.10 |
| BUSINESS REPLY #9 | \$0.08 |

HANDLING CHARGE FOR ALL PRINTING \$10.00

PRINTING COSTS

| PAPER USED | | | COST PER SHEET | |
|-------------------|----------------|-----------|-----------------------|---------------------|
| 8.5" x 11" | STANDARD | 20# | Black ink: 4 Cents | Color ink: 10 Cents |
| 8.5" x 11" | STANDARD | 70# | Black ink: 5 Cents | Color ink: 11 Cents |
| 8.5" x 11" | BRIGHT "ULTRA" | COLOR 60# | Black ink: 6 Cents | Color ink: 14 Cents |
| 8.5" x 11" | CARD STOCK | 110# | Black ink: 6 Cents | Color ink: 14 Cents |
| 8.5" x 11" | LETTERHEAD | WHITE 24# | Black ink: 16 Cents | |
| 8.5" x 14" | STANDARD | 20# | Black ink: 4 Cents | Color ink: 12 Cents |
| 8.5" x 14" | STANDARD | 70# | Black ink: 5 Cents | Color ink: 13 Cents |
| 11" x 17" | STANDARD | 60# | Black ink: 6 Cents | Color ink: 14 Cents |
| 11" x 17" | STANDARD | 70# | Black ink: 7 Cents | Color ink: 15 Cents |

(Add 2.5 cents for printed second side in Black ink. Add 9 cents for Colored ink.)

All paper is at least 30% post consumer waste-recycled stock.

BINDERY (Per 1000)

| | |
|-------------------------------------|---|
| FOLD | \$5.00 |
| CUT | \$5.00 |
| TABBING (tri-folds & folded flyers) | \$40.00/1000 |
| ADDRESSING | \$45.00 Includes mail processing |
| INSERT (envelope stuffing) | \$80.00 First piece per 1000; each additional insert piece is \$15.00 per 1000 |