

IEEE Mailing Services for Conferences

Non-Profit Mailing through the IEEE Operations Center – Piscataway, NJ

The IEEE Mail Department has the capabilities to handle mailings of all sizes.

- All materials printed and shipped to the IEEE Operations Center for Non-Profit mailing from Piscataway should be printed with the proper postal indicia and IEEE's return address.

Sample

Institute of Electrical and Electronics Engineers, Inc.
(Conference title may be inserted here)
445 Hoes Lane
Piscataway, NJ 08855-1331

Non Profit org
US Postage Paid
New Brunswick NJ
Permit 654

Mailing Label

- **THIRD CLASS NON-PROFIT BULK MAIL:** Consists of 250 or more identical pieces of a non-personal nature. IEEE has an account at the Piscataway Post Office for mailings that qualify at the special bulk rate fee. A sortation requirement of 5-digits, 3 digit, state and mixed state must

be met. The pieces must be bundled and sacked for postal regulations.

- **THE POSTAL RATE FOR NON-PROFIT STATUS IS:**

Letter Mail: \$.157 per mailing piece up to 3.3 oz.

Mailing Pound charges of \$.68 cents per piece + \$.432 cents per pound

Note: Allow 3 weeks for delivery

Non-Letter Mail – Flats: Mailing piece sizes over 6-1/8" x 10-1/2" or any non-automatable piece is \$.389 per piece up to 3.3 oz.

Mailing Pound Charges \$.622 per pound and \$.263 per pc

- **IEEE MAIL DEPARTMENT FEES:**

Labels (avery/cheshire) .06¢ each

Labor rate \$50.00/hour

- **FOR PROFIT RATE:** If you choose to mail outside of IEEE, the regular for profit rate is \$.515¢

per piece for Letter Mail and .389 per piece for Non-Letter Mail. Pound rate is \$.365 per piece and

\$.739 per pound.

FOR ADDITIONAL INFORMATION & COORDINATION OF YOUR MAILINGS CONTACT

IEEE CONFERENCE SERVICES & PRODUCTS

732.562.3878 (phone) / 732.981.1769 (Fax)

conference-services@ieee.org