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

<table>
<thead>
<tr>
<th>Institute of Electrical and Electronics Engineers, Inc.</th>
<th>Non Profit org</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Conference title may be inserted here)</td>
<td>US Postage Paid</td>
</tr>
<tr>
<td>445 Hoes Lane</td>
<td>New Brunswick NJ</td>
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<tr>
<td>Piscataway, NJ 08855-1331</td>
<td>Permit 654</td>
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</tbody>
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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
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