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Re: 3FNJ-C1-00-0001-B Refresher 10. GSA# - GS25F0037R

AdvancePost, Incorporated's Solicitation 3FNJ-C1-00-0001-B, Refresher 10, under FSC Group 36, Office, Imaging and Document Solutions..

1. Special Items: 733-2 Mail Presort
733-3 Miscellaneous Mail Services
733-4 Mail Fulfillment
2. Government credit cards are welcomed and accepted for purchasing. No discounts are assigned to credit card purchases.
3. Delivery terms are net 30 days from receipt of order.
4. FOB Point: FOB destination to the 48 contiguous states and Washington D. C. and port of exit to Alaska, Hawaii and Puerto Rico.
5. AdvancePost's standard commercial warranty as stated in the commercial price list will prevail and accepted as part of the contract.
6. Minimum Order: \$25.00
7. Maximum Order: \$1,000,000.00
8. Points of Production for AdvancePost's products are:

Tampa, FL / York, PA / Elk Grove Village, IL
9. Industrial Funding Fee (IFF): Industrial Funding Fee: This clause will be incorporated and made a material part of this contract once award has been made. In accordance with the above clause 552.238-76 (Sep 1999), **AdvancePost's** -shall pay the Federal Supply Service, GSA, an industrial funding fee (IFF) at the end of each quarter. The IFF shall be remitted at the same time as the GSA Form 72A Contractors Report of Sales. The IFF equals 0.75% of the total sales reported on the GSA Form 72A.
10. Discounts: Please see attached Federal Government Discounts on Pricelist dated June 5, 2005
11. Prompt Payment Terms: 2%-20 Days
13. Time of Delivery: 30 Days ARO unless otherwise specified on delivery order.



14. Ordering Address: Same as Contractor

Payment Address: AdvancePost, Inc.
5301 Technology Drive
Tampa, FL 33647

15. **Price Reduction Clause:** In accordance with the Price Reduction Clause 552.238-75 (Sep 1999) **AdvancePost** agreed to predicate this award on all Commercial End Users, who receive discounts off of AdvancePost's commercial pricelist effective date June 5, 2005. AdvancePost further understands that this relationship shall be maintained throughout the contract period. Any changes in AdvancePost's pricing arrangement for this customer, which disturbs this relationship, will constitute a price reduction.

Commercial End Users are identified and agreed upon for the purposes of the price reduction clause.

Best Customer is: Commercial End User

Discount ratio: Please see attached Federal Government pricing

16. **Contract Administrator: Mr. Edwin Klaameyer**
Address: AdvancePost, Incorporated
5301 Technology Drive
Tampa, FL 33647

Telephone Number: 813-971-4300
FAX Number: 813-971-4334
Email Address: eklaa@advancepost.com

For sales please call:

Sales Contact: Mr. Derek Hughes
Address: AdvancePost, Incorporated
8212 Thomas Ashleigh Lane
Clifton, VA

Telephone Number: 703-425-4322
FAX Number: 703-250-4043
Cell Number: 703-929-1743
Email Address: dhughes@advancepost.com



QUALITY MAIL SERVICES THROUGH TECHNOLOGY
GSA# GS25F0037R

www.advancepost.com

QUALITY MAIL SERVICES THROUGH TECHNOLOGY

Company Overview



AdvancePost, Inc.

AdvancePost is a full service international mail and distribution company, providing quality mail solutions through technology. Incorporated in 2002, the company itself is young, but the experience of the management team represents nearly 50 years of express industry experience. You will be taking advantage of AdvancePost's relationships with postal organizations and the business mail software programs that will simplify your mail process.

AdvancePost offers a consultative approach for business, consumer and organizational mail requirements. We strongly believe that our *advanced* technical capabilities will revolutionize the way the industry operates, thus setting new standards to be measured by.

We have a combined team effort of sales, operations and IT management that will provide our customers with the best mail solutions. Our unique approach will allow us to discuss a variety of options that best suit your needs. Along the way, we will show you our technical abilities that will make your job easier, while at the same time, provide you with unique resolutions of your mailings. Our goal is to be your business partner for all of your mailing requirements and create a climate of innovation and integration.

The **AdvancePost** mission is to provide customers with high-quality international and U.S. domestic mailing solutions, and become a market leader in information technology for business mail services. Further, offer superior customer service through the sales process and beyond, while always striving to put the needs of our customer first.

The following information outlines **AdvancePost's** International Mail Service that will provide the reliability, security and flexibility critical for the success of your international mailings.

1 866 SEND-API

QUALITY MAIL SERVICES THROUGH TECHNOLOGY

Mail Services



AdvancePost's international mail service offers customers a high-quality range of services for mailing goods and documents worldwide.



IPA (International Priority Airmail):

Average transit time of 4 to 8 business days.

International Priority Airmail (IPA) is a volume airmail service designed to give you fast, cost effective worldwide delivery. It's ideal for sending invoices, direct mail, catalogues, publications, small merchandise packages, business correspondence—virtually all types of mail weighing up to four pounds.

Your mail receives the official postal handling from the time of acceptance to final delivery. Since it travels directly from the U.S. to destination country by air, it never stops at an intermediate country along the way for posting. Upon arrival in the destination country, it is delivered on a priority basis.

IPA rates offer significant saving off regular airmail postage. Your mail will bear the USPS post mark.

ISAL (International Surface Airlift):

Average transit time of 7 to 14 business days.

International Surface Air Lift is ideal for sending direct mail, catalogues, publications, small packages, invoices, etc...all types of mail weighing up to 4 pounds. Your mail travels directly from the U.S. to the destination country by air and travel by truck, train or boat within its destination country. ISAL bears a USPS post mark

*All undeliverable mail under IPA/ISAL will be returned free of charge directly to your U.S. return address.

Mail Services



Advancements in Technology:

AdvancePost offers a unique approach to the mail industry that will set the trend for future applications. Our sales and IT management are constantly working to develop new web applications that enable our customers quick access to programs created to make their job easier.

- **Electronic Letter of Instructions (ELI):** Allows you to complete your Letter of Instructions on our web site. Upon receipt of the job, a confirmation is transmitted to the customer with follow up notifications through the **AdvanceAlert** system.
- **AdvanceAlert:** Either through an electronic or manual letter of instruction, our customers begin the *AdvanceAlert* process. From check-in to job completion, this system can track each shipment through the mail process.
- **e-paperwork:**

Job reports: complete breakdown of task; which can include country distribution, piece count, piece weight and total weight.

Reports: weekly, monthly, quarterly and annual information available on the website.

AdvanceAutoBill: (2 part electronic invoicing procedure)

- 1) 'instant invoicing': invoices available 1-2 hours upon 'job completion'
- 2) 'email invoicing': a service that compliments 'instant invoicing'.

AdvanceAutoBill provides our customers with accurate and timely invoicing for each job!

Additional website features: www.advancepost.com

- Links to helpful sites: US Government, Postal guideline sites, etc.
- Industry Briefs: The latest developments within the postal world.
- Web Tools: Various postal reference tools for your foreign mailings.



"Quality mail services through technology"

Processing Facility Security:

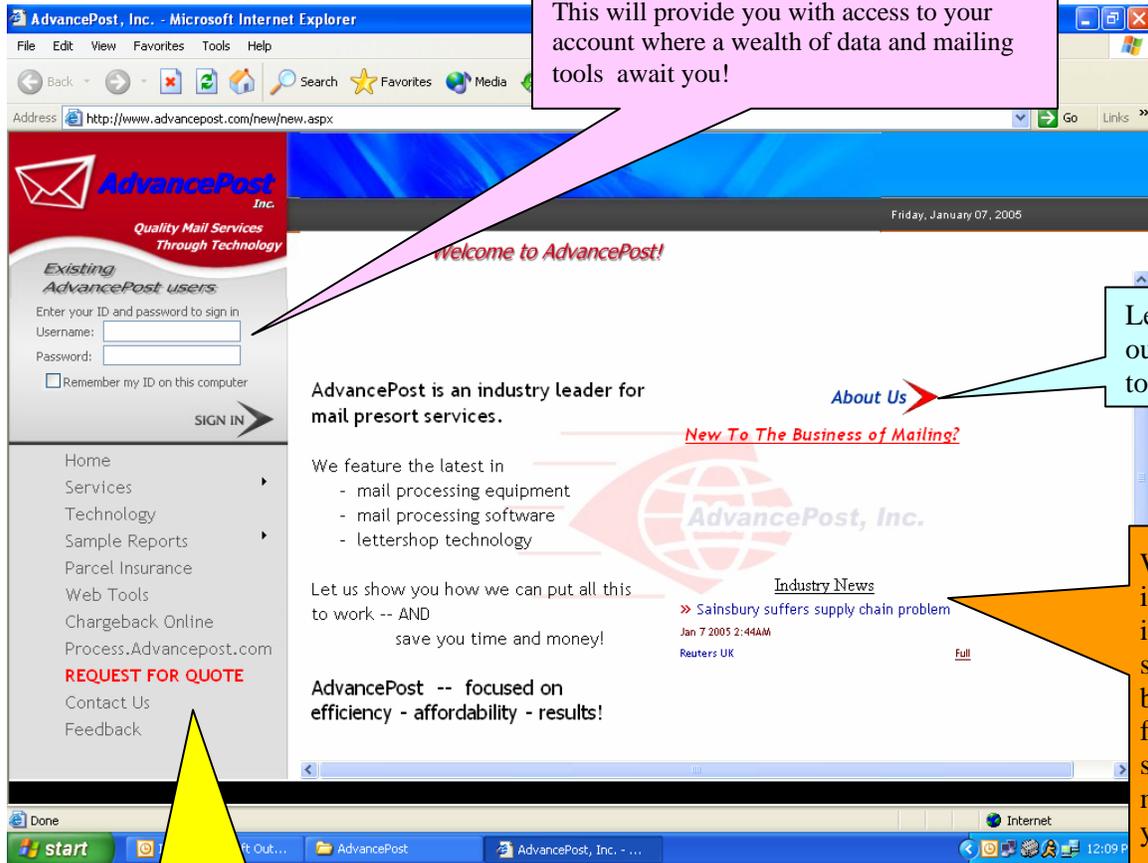
The mail processing facilities have a strict policy of controlling access to employees and authorized visitors. The areas are controlled to prevent the introduction of a threat item into the system. There are internal policies for the reporting of incidents and working with local law enforcement agencies.

The facilities are controlled by standard lock & key processes and reinforced by electronic access control and alarm systems. All systems are checked and tested on a continuing basis. All personnel have a complete background investigation prior to being hired. Additionally, workforce training addresses the importance of shipment integrity, safety and recognition of threat items.

www.advancepost.com

Unique User Name & Password issued to each customer.

This will provide you with access to your account where a wealth of data and mailing tools await you!



Learn more about our commitment to excellence!

We keep you informed of industry news so that you're better prepared for any situation that may affect your business!

Various tabs that will provide you with a clear explanation of our mailing services. Also, view the various links that further illustrate our unique capabilities.



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Federal Government/GSA – International Pricing

Service Level:

USPS IPA

Average Transit Time:

4 to 8 business days

Proposed Rate: \$ 9.98 / pound *

ISAL

7 to 14 business days

Proposed Rate: \$ 8.15 / pound *

**An additional charge of \$0.20 per piece is assessed if the item weight falls below 2.1 ounces*

Statistics provided by customer:

- Item weight: 1.5 oz.
- Total mailing weight: 25 lbs.
- Frequency of mailings: 20x monthly

Destination/Zonal Mix Percentage:

W. Europe:	<u>45</u>	Latin America:	<u>10</u>	Canada:	<u>3</u>
Mexico:	<u>1</u>	Japan/Pac Rim:	<u>10</u>	E. Europe:	<u>1</u>
India/Indonesia:	<u>1</u>	Asia:	<u>15</u>	Mid East:	<u>5</u>
Africa:	<u>5</u>	China:	<u>3</u>	Israel:	<u>1</u>

AdvancePost Representative / date

Federal Government Agency / date

Rates are subject to change for mail shipments with an average item weight or a zone distribution different than stated above. In the event that postal charges or transportation charges increase, AdvancePost, Inc. reserves the right to forward such charges with prior notice to the client named above. Mail shipments are subject to the terms and conditions as stated.

AdvancePost requires a minimum of \$25.00 per bill of lading when AdvancePost makes the pickup)

Postcard Rate: \$0.45/piece (Canada & Mexico), \$0.60 per piece (Rest of World)

*** 2% - 20 Days Prompt Payment Discount applies.**



“Quality mail services through technology”

DOMESTIC FLAT MAIL SERVICE

AdvancePost offers an economical alternative to First Class mail. If your company is sending ‘generic’ material through the USPS’ First Class service, then you may qualify for one of the cost effective work-share programs with the USPS.

AdvancePost’s clients will take advantage of having their qualified mailings move through a state-of-the-art mail processing method. Your company’s mail will be sorted, posted, bagged, tagged and injected at an official USPS mail center. The USPS will then transport the material through their intricate domestic delivery network to the ultimate U.S. destination. All final deliveries are completed by the local USPS Delivery Unit.

AdvancePost will reduce your postage and labor costs while providing you with a quality mail service. In addition, our *AdvanceTrack* system proactively sends an email alert to advise of ‘job receipt’ and notification of ‘job completion’. Each job completion notification has a link to a detailed job report that will provide specific statistics of the mailing, thus assuring job accuracy.

Qualified Mail: Mailings must contain printed matter of a ‘generic’ nature. The only variable can be recipient name and address, as in a nonspecific form letter. Some examples of qualified mail pieces are: brochures, catalogs, magazines, CDs and general literature.

Non-Qualified Mail: Items that are ‘personalized’ in nature must, according to USPS guidelines, be mailed as First Class. Some examples of non-qualified mail pieces are: invoices, hand written/personal correspondences, stock certificates and statements. Any mail piece with a ‘green diamond’ border or marked as ‘First Class’ does not qualify. *AdvancePost will process non-qualified mail as First Class. The First Class rate will be passed along to the shipper along with a handling fee of \$0.20 per piece.*

Average Transit: National Distribution- 4 to 10 business days on average

Standard Domestic Flat Mail Requirements					
Minimum for Letters		Minimum for Flats		Maximum for Letters & Flats	
Item weight	1.1oz.	Item weight	2.1 oz.	Item weight	15.99oz.
Height	3 1/2"	Height, or	6 1/8 "	Height	12"
Length	5 "	Length, or	11 1/2 "	Length	15"
Thickness	* 0.007"	Thickness	1/4 "	Thickness	3/4"

Minimum mailing fee: \$50.00 per bill of lading when AdvancePost provides the pickup.



GS-25F0037R

Standard Flat Mail / Federal Government Pricing

Item Wgt. not over (oz)	USPS First Class	Standard Flat Mail Service	Savings % (per item)	Savings \$ (per item)
1.1 - 2.0	\$0.63	\$0.58	7.9%	\$0.05
<i>There is a minimum of 1,000 pcs for 1.1 - 2.0 ounce items.</i>				
3 oz.	\$0.87	\$0.65	25.3%	\$0.22
4	\$1.11	\$0.79	28.8%	\$0.32
5	\$1.35	\$0.98	27.4%	\$0.37
6	\$1.59	\$1.14	28.3%	\$0.45
7	\$1.83	\$1.22	33.3%	\$0.61
8	\$2.07	\$1.36	34.3%	\$0.71
9	\$2.31	\$1.50	35.1%	\$0.81
10	\$2.55	\$1.58	38.0%	\$0.97
11	\$2.79	\$1.71	38.7%	\$1.08
12	\$3.03	\$1.84	39.3%	\$1.19
13	\$3.27	\$1.98	39.4%	\$1.29
14	\$4.05	\$2.20	45.7%	\$1.85
15	\$4.05	\$2.20	45.7%	\$1.85
15.99 oz.	\$4.05	\$2.20	45.7%	\$1.85

Transit: Regional Distribution - 4 to 7 days & National Distribution - 5 to 10 days

Minimum shipment charge = \$25.00 for any Domestic Standard Mailing (unless noted)

Standard Flats Applications: Manuals, Pricelists, Pamphlets, Booklets, Videos, Catalogs, Posters, Magazines, Newsletters, Software & other "**Generic**" items.

Items containing "**Personal**" information, must be sent as **First Class Mail**.
(A service fee of **\$0.15** per item **plus** First Class USPS postage will be levied for all mail items sent which do not qualify for Standard Flat Service.)

Standard Domestic Flat Mail Requirements					
Minimum for letters		Minimum for Flats		Maximum letters & flats	
Item weight	1.1oz.	Item weight	2.1 oz.	Item weight	15.99oz.
Height	3 1/2"	Height, or	6 1/8 "	Height	12"
Length	5 "	Length, or	11 1/2 "	Length	15"
Thickness	* 0.007"	Thickness	1/4 "	Thickness	3/4"

*** 2% - 20 Days Prompt Payment Discount Applies ***



“Quality mail services through technology”

Bound Printed Matter- Package Service

AdvancePost offers an economical alternative to Priority Mail. If your company is sending bound printed matter (BPM) with or without sample merchandise through the USPS’ Priority Mail service, then you may qualify for one of the cost effective work-share programs with the USPS.

AdvancePost’s clients will take advantage of having their qualified mailings move through a state-of-the-art mail processing method. Your company’s mail will be sorted, posted, bagged, tagged and injected at an official USPS mail center. The USPS will then transport the material through their intricate domestic delivery network to the ultimate U.S. destination. All final deliveries are completed by the local USPS Delivery Unit.

AdvancePost will reduce your postage and labor costs while providing you with a quality mail service. In addition, our *AdvanceTrack* system proactively sends an email alert to advise of ‘*job receipt*’ and notification of ‘*job completion*’. Each job completion notification has a link to a detailed job report that will provide specific statistics of the mailing, thus assuring job accuracy.

Qualified BPM Mail: Mailings must consist of printed matter that is bound by staples, glue, spiral or stitching. Some examples are: catalogues, books, print advertising, booklets, directories and annual reports.

- OR -

Qualified BPM Package Mail: Mailings must consist of BPM **and** sample merchandise. The printed matter piece must be bound by staples, spiral, glue or stitching. Some examples of qualified package mail pieces are: loose inserts for manuals, printed matter attached by one staple, sample merchandise, etc...that must be included with the BPM.

Non-Qualified Mail: Items that are ‘personalized’ in nature must, according to USPS guidelines, be mailed as Priority Mail. Some examples of non-qualified mail pieces are: invoices, hand written/personal correspondences, stock certificates. Any mail piece with a ‘green diamond’ border or marked as ‘First Class’ does not qualify. *AdvancePost will process non-qualified mail as Priority Mail. The Priority Mail rate will be passed along to the shipper along with a handling fee of \$0.20 per pound.*

Minimum mailing fee:
\$50.00 per bill of lading when *AdvancePost* provides the pickup.

**Certain BPM Package mail may require review with the USPS postal inspector to get an ultimate ruling.*

Bound Printed Matter Package Requirements		
	Minimum	Maximum
Item weight	1 lb.	15 lbs.
Height	3 inches	17 inches
Length	6 inches	34 inches
Thickness	1/4 inches	17 inches



Standard BPM Parcel Rate Schedule for *Federal Government Pricing*

Wgt not over (lbs.)	Local, 1 & 2			Zone 3			Zone 4			Zone 5			Zone 6			Zone 7			Zone 8		
	USPS Priority	Standard BPM	\$ Savings	USPS Priority	Standard BPM	\$ Savings	USPS Priority	Standard BPM	\$ Savings	USPS Priority	Standard BPM	\$ Savings	USPS Priority	Standard BPM	\$ Savings	USPS Priority	Standard BPM	\$ Savings	USPS Priority	Standard BPM	\$ Savings
1	\$ 4.05	\$ 2.56	\$ 1.49	\$ 4.05	\$ 2.56	\$ 1.49	\$ 4.05	\$ 2.60	\$ 1.45	\$ 4.05	\$ 2.70	\$ 1.35	\$ 4.05	\$ 2.78	\$ 1.27	\$ 4.05	\$ 2.89	\$ 1.16	\$ 4.05	\$ 3.08	\$ 0.97
1.5	\$ 4.20	\$ 2.79	\$ 1.41	\$ 4.20	\$ 2.79	\$ 1.41	\$ 4.80	\$ 2.86	\$ 1.94	\$ 5.15	\$ 2.98	\$ 2.17	\$ 5.30	\$ 3.10	\$ 2.20	\$ 5.70	\$ 3.24	\$ 2.46	\$ 6.05	\$ 3.50	\$ 2.55
2	\$ 4.20	\$ 2.94	\$ 1.26	\$ 4.20	\$ 2.94	\$ 1.26	\$ 4.80	\$ 3.00	\$ 1.80	\$ 5.15	\$ 3.13	\$ 2.02	\$ 5.30	\$ 3.25	\$ 2.05	\$ 5.70	\$ 3.38	\$ 2.32	\$ 6.05	\$ 3.65	\$ 2.40
2.5	\$ 5.00	\$ 3.27	\$ 1.73	\$ 5.00	\$ 3.27	\$ 1.73	\$ 6.40	\$ 3.38	\$ 3.02	\$ 7.20	\$ 3.57	\$ 3.63	\$ 7.55	\$ 3.74	\$ 3.81	\$ 8.25	\$ 3.94	\$ 4.31	\$ 9.00	\$ 4.32	\$ 4.68
3	\$ 5.00	\$ 3.41	\$ 1.59	\$ 5.00	\$ 3.41	\$ 1.59	\$ 6.40	\$ 3.53	\$ 2.87	\$ 7.20	\$ 3.72	\$ 3.48	\$ 7.55	\$ 3.89	\$ 3.66	\$ 8.25	\$ 4.09	\$ 4.16	\$ 9.00	\$ 4.47	\$ 4.53
3.5	\$ 5.60	\$ 3.74	\$ 1.86	\$ 5.60	\$ 3.74	\$ 1.86	\$ 7.45	\$ 3.90	\$ 3.55	\$ 8.50	\$ 4.15	\$ 4.35	\$ 8.95	\$ 4.37	\$ 4.58	\$ 9.95	\$ 4.64	\$ 5.31	\$ 10.90	\$ 5.15	\$ 5.75
4	\$ 5.60	\$ 3.89	\$ 1.71	\$ 5.60	\$ 3.89	\$ 1.71	\$ 7.45	\$ 4.05	\$ 3.40	\$ 8.50	\$ 4.31	\$ 4.19	\$ 8.95	\$ 4.52	\$ 4.43	\$ 9.95	\$ 4.78	\$ 5.17	\$ 10.90	\$ 5.30	\$ 5.60
4.5	\$ 6.15	\$ 4.22	\$ 1.93	\$ 6.15	\$ 4.22	\$ 1.93	\$ 8.45	\$ 4.43	\$ 4.02	\$ 9.80	\$ 4.74	\$ 5.06	\$ 10.40	\$ 5.01	\$ 5.39	\$ 11.60	\$ 5.35	\$ 6.25	\$ 12.80	\$ 5.98	\$ 6.82
5	\$ 6.15	\$ 4.37	\$ 1.78	\$ 6.15	\$ 4.37	\$ 1.78	\$ 8.45	\$ 4.57	\$ 3.88	\$ 9.80	\$ 4.89	\$ 4.91	\$ 10.40	\$ 5.15	\$ 5.25	\$ 11.60	\$ 5.50	\$ 6.10	\$ 12.80	\$ 6.12	\$ 6.68

Transit average: National Distribution - 4 to 10 days

Minimum shipment charge = \$25.00 for any Domestic Standard Mailing (unless noted)

Standard BPM Applications: Generic printed matter such as: advertising, manuals, booklets, catalogs.
(BPM must be permanently bound by fasteners such as staples, spiral binding, glue or stitches.)

Items containing "Personal" information, will be sent as First Class or Priority Mail.

(Without prior arrangements, a service fee of \$0.15 per pound plus First Class or Priority USPS postage will be levied for all mail items which do not qualify for Standard BPM Parcel Mail Service.)

Standard Domestic BPM Parcel Mail Requirements		
	Minimum	Maximum
Item weight	1 lb.	15 lbs.
Height	3 "	108" in length and girth combined*
Length	6 "	
Thickness	1/4 "	

* Length is the distance of the longest dimension, and girth is the distance around the thickest part of the mailpiece.

Must exceed at least 1 minimum

* 2% - 20 Days Prompt Payment Discount applies.

Endorsement Service Requested: <Type Endorsement Service Request or "NONE" here>

Effective Date: June 6, 2005



United States Postal Service BPM Zone Chart (Effective Date: August 8, 2005)

3-digit ZIP Code prefix is 173. The first 3-digits of your destination ZIP Code determine the zone.
173 is the zip to our AdvancePost Mail Sort Facility

ZIP Code Prefix	Zone						
005	3	218	2	458..497	4	716..717	5
006..009	7	219	1	498..509	5	718	6
010..017	3	220..232	2	510..513	6	719..729	5
018..026	4	233..237	3	514	5	730..731	6
027..029	3	238	2	515..516	6	733..741	6
030..059	4	239..241	3	520..528	5	743..748	6
060..069	3	242	4	530..532	4	749	5
070..079	2	243	3	534	4	750..768	6
080..084	2*	244	2	535	5	769	7
085..104	2	245..253	3	537..551	5	770..782	6
105..109	3	254	1	553..564	5	783..785	7
110..114	2	255..266	3	565..567	6	786..792	6
115	3	267..268	2	570..577	6	793..794	7
116	2	270..279	3	580..587	6	795..796	6
117..128	3	280..284	4	588	7	797..816	7
129	4	285	3	590..595	7	820..831	7
130..136	3	286..314	4	596..599	8	832..838	8
137..139	3*	315..342	5	600..609	4	840..844	8
140..154	3	344	5	610..617	5	845..847	7
155..159	2	346..347	5	618..619	4	850	8
160..165	3	349..352	5	620	5	852..853	8
166	2	354..369	5	622..631	5	855..857	8
167	3	370..374	4	633..641	5	859..860	8
168	2	375	5	644..658	5	863..864	8
169	2*	376..379	4	660..662	5	865	7
170..176	1*	380..384	5	664..668	5	870..875	7
177	2*	385	4	669..681	6	877..885	7
178..179	1*	386..398	5	683..693	6	889..891	8
180..194	2*	399..418	4	700..701	6	893..895	8
195..199	1*	420	5	703	6	897..898	8
200..209	2	421..427	4	704	5	900..908	8
210..212	1	430..436	4	705..708	6	910..928	8
214	1	437..447	3	710..711	6	930..986	8
215..216	2	448..456	4	712	5	988..998	8
217	1	457	3	713..714	6	999	8



“Quality mail services through technology”

AdvanceParcel Service

AdvancePost offers an economical alternative to your Common Carrier Ground Service or Priority Mail. If your company is sending general merchandise material via Ground or through US Priority Mail Service, then you may qualify for one of our cost-effective work-share programs with the United States Postal Service.

AdvancePost's clients will take advantage of having their qualified mailings move through a state-of-the-art mail processing method. Your company's mail will be sorted, posted, bagged, tagged and injected at an official USPS mail center. The USPS will then transport the material through their intricate domestic delivery network to the ultimate U.S. destination. All final deliveries are completed by the local USPS Delivery Unit. Unlike Common Carrier Ground Service, there are never any residential delivery fees for your parcels routed through AdvancePost.

AdvancePost will reduce your postage and labor costs while providing you with a quality mail service for your qualified parcels. In addition, our *AdvanceTrack* system proactively sends an email alert to advise of 'job receipt' and notification of 'job completion'. Each job completion notification has a link to a detailed job report that will provide specific statistics of the mailing, thus assuring job accuracy.

Qualified Mail: Mailings may consist of general merchandise, product samples or printed matter that is **not permanently 'bound'**. Some examples of qualified parcel mail pieces are: loose inserts for manuals, 3-ring binders, printed matter attached by one staple and general merchandise or products. * *For printed matter items that are permanently bound, please ask about AdvancePost's BPM service.*

Non-Qualified Mail: In addition to packages that contain bound printed matter, items that are 'personalized' in nature must, according to USPS guidelines, do not meet the minimum qualifications of this parcel program. Some examples of non-qualified mail pieces are: invoices, hand written/personal correspondences, stock certificates. Any mail piece with a 'green diamond' border or marked as 'First Class' does not qualify. *AdvancePost will process non-qualified mail as Priority Mail. The Priority Mail rate will be passed along to the shipper along with a handling fee of \$0.25 per pound.*

Weight/Size Limits:

Minimum mailing fee:
**\$50.00 per bill of lading when
 AdvancePost provides the pickup**

AdvanceParcel Service Requirements		
	Minimum	Maximum
Item weight	1 lb.	70 lbs.
Height	3 inches	130" in
Length	6 inches	length & girth
Thickness	1/4 inches	combined

“QUALITY MAIL SERVICES THROUGH TECHNOLOGY”



"Quality mail services through technology"

(ATTACHMENT # 3)

Federal Government-GSA Pricing

GS-25F-0037R

The following rate quote for your **Domestic Parcel Select Mail** that consists of the following when utilizing AdvancePost:

Item Weight – Between 1 to 10 pounds

Minimum of 1,000 pieces

Rates below reflect pricing per piece

Weight In Pounds-	Rate per piece-
1 pound	\$ 3.58
2 pounds	\$ 4.37
3 pounds	\$ 5.62
4 pounds	\$ 6.91
5 pounds	\$ 7.83
6 pounds	\$ 8.71
7 pounds	\$ 9.56
8 pounds	\$ 10.35
9 pounds	\$ 11.12
10 pounds	\$ 11.86

The above rates are all inclusive including inland transportation, sorting, posting and tendering to the USPS for delivery. If there is any fulfillment involved, an extra charge is assessed.

Minimum shipment charge = \$25.00 for any Domestic Standard Mailing (unless noted)

** 2% - 20 Days Prompt Payment Discount applies.*



SIN 733.4 Miscellaneous Mail Services (Fulfillment and Lettershop)

<u>Description-</u>	<u>Government Price-</u>	<u>Commercial Price-</u>	<u>Government Discount %-</u>
Inserting 1 st -	\$ 0.03 per piece	\$ 0.03 per piece	0 %
Additional insert	\$ 0.02 per piece	\$ 0.03 per piece	50 %
Addressing	\$ 0.03 per piece	\$ 0.04 per piece	35 %
Labeling	\$ 0.02 per piece	\$ 0.03 per piece	50 %
Folding- Single	\$ 0.02 per piece	\$ 0.03 per piece	50 %
Double	\$ 0.03 per piece	\$ 0.04 per piece	35 %
Triple	\$ 0.04 per piece	\$ 0.05 per piece	25 %
Wrapping	\$ 0.15 per piece	\$ 0.18 per piece	20 %
Sealing Envelope	\$ 0.03 per piece	\$ 0.04 per piece	35 %
Tabbing- Single	\$ 0.02 per piece	\$ 0.03 per piece	50 %
Double	\$ 0.03 per piece	\$ 0.04 per piece	35 %
Triple	\$ 0.04 per piece	\$ 0.05 per piece	25 %



AdvancePost Skill Set Milestones:

- AdvancePost would pickup the boxed or skidded mail from the Agency via a scheduled transportation company (I.E.- OverniteTruck, Eastern Connection, UPS/FedEx Ground).
- The mail would arrive at our facility overnight and AdvancePost will notify the Agency via email that their mail has arrived and is on hand for processing.
- The mail is weighed, pre-sorted by zip code or by country, bagged, tagged and prepared for the United States Postal Service (this is for both domestic and international mail). We have at any given time, over 80 processors that will handle the Agencies mail and have 3 daily shifts as well.
- When the mail is completed and ready to be tendered to the USPS, AdvancePost does an audit to make sure that our weights and piece count equals to what's been tendered to us. When the audit is complete, a report is generated and emailed to the respective Agency that provides the total piece count, average item weight and if it's international, a country breakout report.
- From that, AdvancePost rates the mail to the Agency based on if it was domestic or international. If the mail was domestic, it will be charged by the item weight. If the mail was international, then the mail rated on a per pound basis of the total mailing.

The AdvancePost website is: www.advancepost.com



Terms and Conditions

Terms and Conditions

- About our terms and conditions
- Security and privacy
- Website exclusions and limitations
- Content changes
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- Links from the AdvancePost website
- Software
- AdvancePost, Inc. trademark and copyright notices
- Claims
- Limitation of liability release and indemnity
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- General

AdvancePost, Inc. (hereinafter collectively known as the “Company”) agrees to provide products and services subject to the terms and conditions stated herein unless otherwise agreed to in writing by The Company. Acceptance or use of one or more product or service offered by the Company in any form constitutes the full acceptance of, and agreement with, the terms and conditions stated herein.

About our terms and conditions

These terms and conditions are subject to warranties and liabilities that cannot by law be disclaimed. Conditions not specifically stated herein shall be governed by established trade customs (see General). When you tender a shipment to us, you accept our terms for you, the sender and for anyone else who has an expressed interest in the shipment. Our terms and conditions also protect anyone who we may contract to collect, transport or deliver or process your shipment. No employee of AdvancePost, Inc. or anyone else has any authority to change any of our terms and/or conditions, or make any promises on our behalf. The terms and conditions of this document shall govern in the event of any inconsistencies that might exist in any other documents accompanying your shipment. You agree that all shipments may be carried by any means, including air, road or any other carrier unless you give us specific instructions to the contrary.

Security and privacy

AdvancePost, Inc. takes the security and privacy of its systems and its customers' data very seriously. We constantly review our systems and data to ensure the best possible service to our customers. U.S. Federal and state governments have created specific offences for unauthorized actions against mail services, computer systems and data integrity. The Company will not knowingly engage in any illegal mailing activity through its services. It is understood that it is illegal to use The Company or any of the AdvancePost services to facilitate the transport of stolen items, illegal drugs, firearms and cash for money-laundering purposes. We do not accept as a shipment anything that is considered a restricted article or hazardous material by the Department of Transportation (DOT), International Air Transport Association (IATA), or the International Civil Aviation Organization (ICAO). If any of the aforementioned activities is discovered by AdvancePost, Inc., the account will be cancelled without notice (see Termination). It is understood that in the event of a legal violation that requires AdvancePost, Inc. to take legal action to address said violation, its customer agrees to reimburse The Company for any time and legal expenses involved. AdvancePost, Inc. will investigate any such actions with a view to prosecuting and/or taking civil proceedings to recover damages against those responsible. The Company will not release a customer's personal information to investigators, attorneys or government agencies unless directed to do so by a court of law or unless the customer commits a crime against The Company. It is understood that AdvancePost, Inc. may have to release appropriate personal information – limited to only that which is necessary and only for specific services demanded by the Customer – to persons/companies that perform specific outsourcing tasks for AdvancePost, Inc.

Website exclusions and limitations

The information contained on the AdvancePost, Inc. website is provided on an “as is” basis. The fullest extent permitted by law, AdvancePost, Inc., a Florida corporation,

- (a) excludes all representations and warranties relating to the website and its contents, including in relation to any inaccuracies or omissions in this website; and
- (b) excludes all liability for damages arising out of or in connection with your use of this website. This includes, without limitation, direct loss, loss of business or profits (whether or not the loss of such profits was foreseeable, arose in the normal course of things or you have advised us of the possibility of such potential loss) or any indirect, consequential and incidental damages.

The above exclusions and limitations apply only to the extent permitted by law. None of your statutory rights as a consumer are affected.

Content changes

AdvancePost, Inc. may make changes to the contents of the website, including to the descriptions and process of goods and services advertised, at any time and without notice. For up to date information use the “Contact AdvancePost” icon.

Links to the AdvancePost website

You may not create a link to any page of The Company's website without our prior written consent of AdvancePost, Inc. If you do create a link to a page of the website you do so at your own risk and the exclusions and limitations set out above will apply to your use of this website by linking to it.

Links from the AdvancePost website

AdvancePost, Inc. does not monitor or review the content of other party's websites which are linked to/from this website. Opinions expressed or material appearing on such websites are not necessarily shared or endorsed by AdvancePost, Inc. should not be regarded as the publisher of such opinions or material.

Software

Although we make every reasonable effort to ensure that any software made available by it on this website is suitable for downloading, installation and use by third parties, all such software is provided "as is", without any warranty of whatsoever nature. Specifically, and without limitation, AdvancePost, Inc. does not warrant that any such software is virus free, without defects, compatible with other software or operating systems or suitable for any specific purpose.

AdvancePost, Inc. accepts no liability for any loss or damage of whatsoever nature caused by the downloading, installation or use of any such software.

Trademark and copyright notices

AdvancePost, Inc. uses various names for services featured on the website and in publications and advertisements. All intellectual property on the AdvancePost website, publications and advertisements belongs to AdvancePost, Inc. or its licensors, and Customers obtain no interest in that property. Customers or Users may not do anything which interferes with or breaches those intellectual property rights.

Claims

If you wish to submit a claim for a shipment, the Customer must:

- submit the claim in writing
- the claim must be received within 30 days from the date of receipt by AdvancePost, Inc.

Limitation of liability release and indemnity

We will make every effort to process shipments according to our regular schedules. The Company is not liable for any shipment delays in:

- picking up a shipment
- transporting a shipment (including delays caused by diversions)

The Company will not be liable for any loss or damages (including direct, indirect, consequential, incidental and exemplary).

The Company is not liable if a shipment is lost or damaged because of circumstances beyond our control. These circumstances include:

- an “Act of God”, for example an earthquake
- “Force Majeure” for example a plane crash or war
- any defect or characteristic to do with the nature of the shipment
- any action or omission by anyone outside of AdvancePost, Inc.
- the postal service, another company or a third party who we contract with even if the shipper did not ask for or know about a third party agreement

The Company is not liable for the following, whether they arise in contract or any other form of civil action, including negligence:

- consequential or special damages or loss
- other indirect loss
- breach of other contracts

Consequential damages or loss include, but are not limited to lost:

- income, profits, interest, markets or use of contents

To the maximum extent permissible by law, The Company expressly disclaims all conditions and warranties, express or implied, in respect of the service pursuant to this agreement. Where the law precludes such exclusion and implies certain conditions and warranties into this agreement, the liability of AdvancePost, Inc. for breach of such condition or warranty shall be limited, at the option of AdvancePost, Inc., to any one or more of the following:

- supplying the service again; or payment of the cost of having the service supplied again; or US \$50; or the actual amount of the loss or damage; or the actual value of the documents or parcels. This does not include any commercial utility or special value to the shipper or any other person.

Terms of payment

Standard terms of payment are C.O.D., prepayment, payable upon receipt or net within thirty (30) days from the date of invoice (subject to credit approval). All exceptions must appear in this document.

Termination

AdvancePost, Inc. may, in its sole and absolute discretion, terminate any agreement and/or any approval granted to a customer to use our services, effective immediately, on written notice to the customer where:

- the customer breaches or otherwise acts in a manner contrary to these Terms and Conditions (including this document)
- the customer fails, refuses, neglects or otherwise omits to properly discharge and perform any of its obligations under this document
- the customer fails, refuses, neglects or otherwise omits to remedy any breach of this document as and when required to do so by AdvancePost, Inc.
- an insolvency event occurs in relation to the customer

AdvancePost, Inc. may, without cause, in its sole and absolute discretion, terminate this document and/or any approval granted to a customer to use our services on 30 days written notice to the customer. These Terms and Conditions may be varied or added to from time to time by AdvancePost, Inc. by notice in writing to the customer.

- Any notice required to be served by or under these Terms and Conditions shall be sufficiently given to the customer if left at or sent by post addressed to the customer at its last known or usual place of address.

General

These Terms and Conditions shall not constitute or imply any agreement between AdvancePost, Inc. and the Customer (or any undertaking or obligation whatsoever on the part of AdvancePost, Inc.) with respect of the carriage of any postal article. The regulations and the United States Postal Service Terms and Conditions and other written instructions published by the United States Postal Service from time to time shall apply to the carriage of articles issued pursuant to the services except to the extent that they are inconsistent with this document.

The Terms and Conditions contained herein will be governed by, and construed, in accordance with the laws of the State of Florida, which are intended to supersede any choice of laws or rules which might otherwise be applicable. We consent to the jurisdiction of the courts of the State of Florida, whether Federal, state, or local with respect to any actions that may arise out of, or relate to, this document.