



North Carolina Department of Administration

Pat McCrory, Governor

Bill Daughtridge, Jr., Secretary

March 22, 2013

TO: Agency Heads, Chancellors and Community College Presidents

FROM: Bill Daughtridge, Secretary, Department of Administration *B.D.*
Dee Jones, Chief Operating Officer, Department of Administration *DJ*

SUBJECT: Change in Mail Service Center Rates

The Mail Service Center (MSC) was established in 1999 to serve the incoming and outgoing mail and courier needs of ALL State agencies, colleges, and universities. Since that time, MSC has operated the program without a rate increase despite regular increases in postage and fuel (approximately 39%). The MSC has closed the past several years with a negative cash balance. While we have cut our costs as far as we can, we recognize that we can no longer manage customer expectations without fully recovering our costs and replacing aged equipment.

Therefore we are informing you today of a rate increase that will be effective with billing that occurs after April 1, 2013. The rate changes reflect a more accurate representation of the costs of services provided to you, our valued customer. Most agencies will experience an increase of less than \$2,000 in costs because these costs are spread across activities in the 100 counties.

The changes are as follows:

Category	Current Rate	Increase %	New Rate
Surcharge for packages over 50 pounds	\$ 10	20%	\$ 12
Surcharge for transport of Biohazard material	\$ 5	20%	\$ 6
Auto-sort fees to a 3-digit zip code	\$ 6/1,000 pieces	17%	\$ 7/1,000 pieces
Auto-sort fees to a 5-digit zip code	\$ 8/1,000 pieces	13%	\$ 9/1,000 pieces
State Accountable Mail (SAM)	\$ 3	17%	\$ 3.50

Mailing Address:
1301 Mail Service Center
Raleigh, N.C. 27699-1301

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Location:
116 West Jones Street
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An Equal Opportunity/Affirmative Action Employer

USPS-MSC Box Fees	\$ 550	20%	\$ 660
Courier Discount on US Postage	65%	8%	70%
Courier-Interoffice Discount on US Postage	50%	20%	60%

Please share this with your Chief Fiscal Officer and any other senior staff as needed.

Cc: Speros Fleggas, Deputy Secretary, Government Operations
Robin Diehl, DOA Chief Fiscal Officer
Felix DeSantis, Director, Mail Service Center