

## Mail Services

### Mail Services

Provides complete mailing services, including custom labeling, pressure sensitive labels, CASS and NCOA certification and bar-coding of documents. Mail Merge is also available. Service includes handling of all incoming and outgoing U.S. Mail, collating, inserting and variable data, parcel services and related mail services that include:

1. First Class, presorted
2. Standard Mail
3. Special handling
4. Consolidation
5. Parcel Services

### 2011-2012:

Estimates and consultation available upon request.

### Proposed 2012-13:

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

### Interagency Mail and Messenger Services

Service includes pickup and delivery of mail, as well as the delivery and hauling of boxes (for state offices only within the greater Sacramento area). For additional information, contact the Office of State Publishing at (916) 327-5203 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

### 2011-2012:

Estimates and consultation available upon request.

### Proposed 2012-13:

Estimates and consultation available upon request.

### Shipping and Receiving Services

Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. Multiple drop shipments to various locations.

### 2011-2012:

Estimates and consultation available upon request.

### Proposed 2012-13:

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 445-6652.*