

Home Office Mailing Services

While most contact with your members will be through email or your website, some groups do mail newsletters, either to all members or just to those without email addresses. You can request a list of addresses or sticky mailing labels to send your newsletters, or you can ask the membership team at Home Office to mail it for you.

Here's an example of the cost to send mail to 35 interest group members without email. Included are Home Office services on a cost-recovery basis as well as postage and HST.

Home Office Mailing Services	Unit Price	Number	Subtotal
Black -One Sided Copies	\$0.03	0	\$0.00
Black - Two Sided Copies	\$0.06	0	\$0.00
Colour-One Sided Copies	\$0.06	0	\$0.00
Colour-Two Sided Copies	\$0.12	35	\$4.20
Letterhead	\$0.12	0	\$0.00
Paper – White & Coloured	\$0.05	280	\$14.00
Paper – 11” x 17”	\$0.10	0	\$0.00
Cover Stock – White & Coloured	\$0.10	0	\$0.00
Envelopes - Letter Size	\$0.15	0	\$0.00
- Kraft 9” x 12”	\$0.25	35	\$8.75
- Kraft 10” x 13”	\$0.25	0	\$0.00
Stuffing & Collating	\$20.00	0.5	\$0.00
Labels - Free	Free	35	\$0.00
Electronic list	Free	0	\$0.00
Chapter/Interest Group Discount of Total	-15%		(\$4.04)
Associated Groups Discount of Total	-10%		
Affiliated Groups Discount of Total	-5%		
Home Office Mailing Services Total			\$22.91
Postage			
First Class postage from Canada Post	\$1.25	35	\$43.75
HST		13%	\$5.69
Postage total			\$49.44

To request mailing services, contact Carrie Edwards at cedwards@rno.ca or ext. 222