

## **Printing and Mailing Services TOURNAMENT HOSTS AND DIRECTORS:**

YOU MUST E-MAIL OSYSA A MINIMUM OF 10 BUSINESS DAYS PRIOR TO YOUR EXPECTED MAILING DATE TO ARRANGE TO BE SCHEDULED FOR YOUR MAILING. OSYSA MUST HAVE THE FINISHED PIECE AND ADDRESS LABEL REQUESTS BEFORE THE 10 DAY TIMER BEGINS. OSYSA WILL EXERCISE THEIR BEST EFFORTS TO CONFIRM THE SCHEDULE AND MAILING DATES YOU HAVE REQUESTED BASED UPON ESTABLISHED OFFICE PRIORITIES. IF YOUR MAILING NEEDS TO BE MAILED OUT BEFORE THE ESTABLISHED TEN DAYS, OSYSA WILL CHARGE AN ADDITIONAL 20% TO THE TOTAL COST OF THE MAILING NOT INCLUDING THE POSTAGE. PRIOR TO PRINTING YOU MUST E-MAIL , FAX OR MAIL A PROOF OF MAIL PIECE TO THE OSYSA OFFICE FOR APPROVAL. REMEMBER, THE FOLD MUST BE AT THE BOTTOM WHEN LOOKING AT THE ADDRESS BLOCK AND THE TABS MUST BE AT THE TOP!!!!

Ohio North, Indiana, and Kentucky charge .10 cents per address label.

Current approximate mailing counts for each state are as follows:

Ohio South mailing for U9-U19 Boys and Girls: 4075  
U9-U14 Boys and Girls: 2855  
Ohio North mailing for U9-U19 Boys and Girls: 2769  
Kentucky mailing for U9-U-19 Boys and Girls: 602  
Indiana mailing for U9-U19 Boys and Girls: 2890

OSYSA is pleased to provide mailing and printing services for your tournament. You may do as much or as little as you like...You are required to complete and submit camera ready art if we print for your tournament. If you create your own mail piece, you must use the permit as provided by OSYSA. If the piece does not qualify as non-profit, we are able to provide a standard mail permit number. You must insure that the piece will qualify as an Automation Compatible Standard Mailing. For example, when looking at the address block, the piece must be folded with the folds on the bottom and the open end at the top. If it is an 11 x 17 self mailer, the folds must be at the right and the bottom with the open ends at the top and left as you look at the address block. You must also confirm with an OSYSA employee that you are using the correct permit for your mailing and your format complies with the automation standards established by the US Postal Service. The non profit permit should appear as below, and Ohio South's name and address must be used for the return address.

NON-PROFIT ORG US POSTAGE PAID MILFORD, OH PERMIT #491
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You may e-mail your copy to us in Microsoft Word (v. XP or earlier) or as a PDF file. We also accept Pagemaker (v 6.0 or earlier). The pieces may be created as a self-mailer or inserted into an envelope. If you want insertions, we can place 2 ( 8 ½ x 11) or 2 ( 8 ½ x 14) pages into an envelope. Self-mailers may be created as either a single (8 ½ x 11) or (8 ½ x 14) page or a single 11 x 17 page.

**Mailing Rules:**

OSYSA will not agree to do any mailing until we have reviewed the piece for accuracy and mailability.

**OSYSA will not process “Glossy” finish paper or cards**

The following costs apply per piece, as ordered;

**1) Printing 2 sided**

8 ½ x 11 .039

8 ½ x 14 .043

11 x 17 .062

**2) Folding .017**

Folding 11 x 17 (2 folds) .035

Fold and insert 1 sheet .035

Fold and insert 2 sheets .05

**3) Tabbing (for self mailers) .019**

or Printing envelopes .051

**4) Mailing Sort, Label, and Tray for Tournaments .035**

Mailing Sort, Label and Tray for Tryouts, and other .042

Labels for mailing .10 (charged if going through a Bonded Mailhouse)

**5) Move Update Processing .012**

**6) HP Ink Cartridges 28.95 for 1000 or per 5000**

**7) Courier Delivery to Milford PO 25.00**

**8) Postage will be charged at rate charged by USPS. (For nonprofit mailings you can use 18 cents per piece as an approximation.)**