

# Cost Saving Tips

- Fold and save!
- Unfolded pages in a large envelope cost more than folded pages in a letter envelop.
- Print front and back of forms to reduce weight and thickness.
- Reduce large envelopes when possible.
- Consider 6 X 9 or # 10 envelopes.
- Review designs of all current and planned mailings to ensure that they are cost effective.
- Shape-based pricing does not effect non-profit, standard or Media Mail.

