

Dartmouth College Office of Alumni Relations Regional Affairs

Club Newsletter Subsidies

September 9, 2016

The Communities has agreed to subsidize 2 club newsletters each fiscal year, produced and mailed through the Dartmouth Design Printing and Mailing Services Office.

This subsidy includes the following:

- (1) 8-1/2 X 11 double-sided, black and white copy
- Folding, stuffing and addressing of the mailing
- 3rd Class Non-Profit (without advertisements) USPS rate mailing

Additional items and upgrades available:

- Additional pages -- \$.07/each
- Return addressed envelopes -- \$.25/each
- Postcards or dues cards -- \$.12/each
- Wallet envelopes (top inside flap has the dues information; envelope is the dues return envelope) -- \$.25/each
- Color upgrade -- \$.50/each
- Upgrade to 1st class USPS mail service -- \$.29/each
- Upgrade to 3rd Class Non-Profit if advertisements in newsletter -- \$.11/each

With all mailings, there is a 7-9 business day turn-around time from the time the file arrives in our office until it is mailed. Third (3rd) class mail can take up to 4 weeks to reach its destination and 1st class mailing arrives in 3-7 business days.

Please contact [Anita Brown](#) (603-646-3497) for an estimate and additional information.