



OSP Interagency Mail Service

Price List

Fiscal Year
2025–2026

Interagency Mail Service (Prescheduled)

RATE	DESCRIPTION	MONTHLY FEE
Rate A	1 pick up per day—Customer Pick up	\$612
Rate B	1 pick up/delivery per day—Small Office	\$941
Rate C	1 pick up/delivery per day—Large Office	\$1,037
Rate D	2 pick ups/deliveries per day—Small Office	\$1,413
Rate E	2 pick ups/deliveries per day—Large Office	\$1,507
Rate F	1 pick up/delivery per day—Distance	\$1,074
Rate I	3 pick ups/deliveries per day	\$1,887

SMALL OFFICE
1–3 items per pick up

LARGE OFFICE
More than 3 items per pick up

DISTANCE
Estimated pricing for agencies outside the Sacramento area (currently only servicing Elk Grove and Rancho Cordova)

Special Services (As Needed)

RATE	DESCRIPTION	FEE
Rate O	Hand carriers—rate per delivery/per unit	\$42
Rate P	Special pick ups for boxes—hourly rate per person*	\$197

SHIPPING MATERIALS
A cost of \$15 per pallet will be charged for any necessary shipping pallet used or requested by the customer.

* More than 100 boxes or one pallet may require an additional helper. Additional helper will be billed at the \$165 hourly rate.

Contact Us!

Interagency Mail & Messenger Service
Office of State Publishing
1700 National Drive
Sacramento, CA 95834

(916) 928-6129 | OFFICE
IMMS@dgs.ca.gov | EMAIL
Steven Edwards | MANAGER
David Paulsen | SUPERVISOR



Office of
State Publishing
CALIFORNIA DEPARTMENT OF GENERAL SERVICES