

Unit	Item Description	Quantity			
		Metro Manila	Luzon	Visayas	Mindanao
	Courier & Mailing Services:				
grams	Express letter:				
	* Maximum of 100 grams	80	80	80	87
	* In excess of 100 grams or a fraction thereof	20	20	20	20
pounds	One (1) pounder:				
	* Minimum of 500 grams	9	10	10	70
	* In excess of 500 grams or a fraction thereof	8	8	10	10
pounds	Three (3) pounder:				
	* Minimum of 1,500 grams (1.5 kilos)	10	10	10	40
	* In excess of 500 grams or a fraction thereof	8	8	7	7
pounds	Five (5) pounder:				
	* Minimum of 2,500 grams (2.5 kilos)	10	9	10	10
	* In excess of 500 grams or a fraction thereof	9	9	10	10
	General cargo				
kilo	* Minimum of 3 kilos	5	5	1	20
kilo	* In excess of 1 kilo or a fraction thereof	5	5	1	22

		NOTE:					
		* The quantity of documents mailed & cost per destination will be base on the actual mailing of documents. Whenever there is excess in the billing, the office will notify the JRS and pay the outstanding balance					
		* <u>Payment will be on monthly basis</u> upon submission of proof of mailing services rendered					

