

SECTION 3 Project Cost

* Refer to the Project Cost table provided.

Provide a cost proposal for print and mail development, implementation, and ongoing maintenance. This section adheres to the provided table form. Identify all costs to be billed to the project, including out-of-pocket expenses such as travel and office support.

Initial and Ongoing Professional Services Fees		
One-Time Implementation Fee Includes all phases of the project prior to the production phase: initial programming, testing, and implementation.	\$ WAIVED	One-Time Fee
Professional Services Charges For requested programming changes after initial implementation.	\$150.00	Per Hour

Cost of Materials		
Statement Paper Stock Cost 8.5x11", 24 pound paper stock with a micro-perforation, and template as shown in Exhibit B.	\$0.015	Per Sheet
Outgoing Envelope Cost This is for our standard double window #10 envelope only. Pre-return addressed single window #10 envelope in green, blue, pink and grey.	\$0.017	Per Envelope
Return Envelope Cost This is for our standard single window #9 envelope only. Pre-addressed single window #9 envelope in green, blue, pink and grey.	\$0.015	Per Envelope
Flat Envelope Cost Applies only to multi-page bills that do not fit in the standard single window #10 envelope.	\$0.17	Per Envelope

Service Fees		
Per Page Bill and Letter Service Fee Includes file transmission, data processing, presorting, duplex printing, mail preparation (folding, inserting the bill or letter page and the return envelope into an outgoing envelope), and delivery to the USPS. Additional pages priced at the same rate (envelopes are priced separately in the materials section above). Please provide pricing for each type of printing listed. The number 1 means black or grey. 1/0 represents one color (black), simplex printing. 2/2 represents two color (black plus one highlight color) duplex printing. 4/1 is full color printed on the front, greyscale on the back. 4/4 is full color duplex printing.	\$0.084 \$0.084 \$0.089 \$0.094 \$0.099	Per Page 1/0 or 1/1 2/0, 2/1, or 2/2 3/1, 3/2, or 3/3 4/1 4/4
Inline Inserting Printing, per page Use above color tiers, subtract 0.02, add paper fee. price for inserts printed on demand as additional pages.	\$see left	Per Inline Insert
Handwork Fee For householding when there are too many pages to be inserted by machine. For example if multiple bills are grouped together into one envelope or box to reduce the average per page postage amount. These high page count sets can either be inserted into a #10 envelope, flat 9x12" envelope or a box.	\$0.30	Per package
Optional Marketing Insert Fee Charge for inserting client-provided marketing insert. For example: Newsletter.	\$0.01	Per Additional Insert

Optional Move Update Service Fees NCOALink or ACS service.	\$0.35	Per Reported Change
Optional Archive Fee As an optional retention period, price is 0.01 for 12 month storage Images must be stored in PDF format for 24 months.	\$0.017	Per Archived PDF
Optional Electronic Inserts Cost to include image of the inserts in the archive PDF	\$0.01	Per Insert
Optional USPS Outbound Mail Tracking This is included with archiving fee above. Cost to provide outbound mail tracking	\$included With Archiving	Per Mail Piece