

Thank You Letter Program



You know the importance of rapid gift acknowledgement to your organization—it increases donor satisfaction and retention. But many organizations struggle to send thank you letters in a timely manner, risking precious donor loyalty.

Introducing Five Maples' Thank You Letter Program.

Let us take personalized thank you letters off your plate – **saving your staff valuable time and ensuring your donors are sent a grateful acknowledgement within two days of receiving your recent gift file.**

Here's how it works

1. Choose a Thank You Letter Package that's right for you:
 - All 3 packages include a one sided, full color **letter** and a full color **outer envelope**.
 - Then decide if you'd like to include: a regular **reply envelope**, a two-sided **remit envelope**, or no reply device.
2. Choose how often you'll need to mail based on the quantity of donations you typically receive:
1 File, 2 Files, or 3+ Files per week
3. Send your files to thankyou@fivemaples.com

If files arrive by end of day... the letters will mail on...

Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday-Sunday	Tuesday

That's it! We promise reliable, prompt service in showing your donors the gratitude they deserve.

Program terms

The fixed monthly price is billed at the beginning of each month.

Monthly price is based on an estimated total quantity for a 12-month period. Variation in the actual quantity mailed for the 12-month period will result in a credit/charge if the average monthly quantity did not meet/exceeded the original estimate, at the end of the 12-month period.

The program can be changed from 1, 2, or 3 mailings per week by notifying your Project Manager one week prior to the start of a new month.

Cancellation requires a two-month notice, or payment of two months.

Scheduled postal holidays may affect 2-day turnaround time.

Pricing includes First-Class Postage

Excel file format will be set at program purchase. Each file must include the same fields, and only those fields, when sent to Five Maples. If an individual mailing includes more than one letter version, the lists for each version should be in separate tabs within one file, or a column in the file indicates which letter version to use.

Client must ensure that all information in the file, including salutations and addresses, are correct when sent. If the file or any records contain errors, it will be returned to the client for correction. A file received back after data correction by the client will mail in the NEXT cycle.

Letter is personalized and may include multiple variable fields. Each mailing may include more than one letter version, if agreed upon in advance. Letter copy and design are fixed; they may be changed once with each new solicitation mailing.

Envelopes will be preprinted by Five Maples in 6-12 month quantities at a time, at our discretion.

Approved InDesign files for all elements of the package are required prior to the beginning of the program.

Requests for changes to the standard packages described below may result in additional charges.

Package pricing

Package 1

Letter // 8.5 x 11, 4/0, 70# Finch Digital Opaque

Outer envelope // #10 regular, 4/0, 24# white wove

Reply envelope // #6-3/4 or #9 regular, K/0, 24# white wove

1 File per Week			2 Files per Week			3 Files per Week		
Annual Quantity Over	Monthly Price	Price per piece	Annual Quantity Over	Monthly Price	Price per piece	Annual Quantity Over	Monthly Price	Price per piece
500	\$184.00	\$4.41	500	\$312.00	\$7.49	500	\$447.00	\$10.73
1000	\$236.00	\$2.83	1000	\$367.00	\$4.41	1000	\$499.00	\$5.99
2000	\$340.00	\$2.04	2000	\$471.00	\$2.83	2000	\$603.00	\$3.62
3000	\$444.00	\$1.77	3000	\$575.00	\$2.30	3000	\$707.00	\$2.83
4000	\$548.00	\$1.64	4000	\$679.00	\$2.04	4000	\$811.00	\$2.43
5000	\$652.00	\$1.56	5000	\$783.00	\$1.88	5000	\$915.00	\$2.20
6000	\$756.00	\$1.51	6000	\$887.00	\$1.77	6000	\$1,019.00	\$2.04
7000	\$860.00	\$1.47	7000	\$991.00	\$1.70	7000	\$1,123.00	\$1.93
8000	\$964.00	\$1.45	8000	\$1,095.00	\$1.64	8000	\$1,227.00	\$1.84
9000	\$1,068.00	\$1.42	9000	\$1,199.00	\$1.60	9000	\$1,331.00	\$1.77
10000	\$1,172.00	\$1.41	10000	\$1,303.00	\$1.56	10000	\$1,435.00	\$1.72

Package 2

Letter // 8.5 x 11, 4/0, 70# Finch Digital Opaque

Outer envelope // #10 regular, 4/0, 24# white wove

Reply envelope // #6-3/4 or #9 remit, 2/2, 24# white wove

1 File per Week			2 Files per Week			3 Files per Week		
Annual Quantity Over	Monthly Price	Price per piece	Annual Quantity Over	Monthly Price	Price per piece	Annual Quantity Over	Monthly Price	Price per piece
500	\$187.00	\$4.49	500	\$319.00	\$7.65	500	\$447.00	\$10.73
1000	\$243.00	\$2.91	1000	\$374.00	\$4.49	1000	\$499.00	\$5.99
2000	\$354.00	\$2.12	2000	\$485.00	\$2.91	2000	\$614.00	\$3.68
3000	\$468.00	\$1.87	3000	\$596.00	\$2.39	3000	\$728.00	\$2.91
4000	\$579.00	\$1.74	4000	\$707.00	\$2.12	4000	\$842.00	\$2.53
5000	\$693.00	\$1.66	5000	\$825.00	\$1.98	5000	\$957.00	\$2.30
6000	\$804.00	\$1.61	6000	\$936.00	\$1.87	6000	\$1,061.00	\$2.12
7000	\$915.00	\$1.57	7000	\$1,047.00	\$1.79	7000	\$1,175.00	\$2.01
8000	\$1,030.00	\$1.54	8000	\$1,158.00	\$1.74	8000	\$1,290.00	\$1.93
9000	\$1,141.00	\$1.52	9000	\$1,269.00	\$1.69	9000	\$1,404.00	\$1.87
10000	\$1,255.00	\$1.51	10000	\$1,387.00	\$1.66	10000	\$1,518.00	\$1.82

Package pricing, continued

Package 3:

Letter // 8.5 x 11, 4/0, 70# Finch Digital Opaque

Outer envelope // #10 regular, 4/0, 24# white wove

Reply envelope // none

1 File per Week			2 Files per Week			3 Files per Week		
Annual Quantity Over	Monthly Price	Price per piece	Annual Quantity Over	Monthly Price	Price per piece	Annual Quantity Over	Monthly Price	Price per piece
500	\$177.00	\$4.24	500	\$305.00	\$7.32	500	\$437.00	\$10.48
1000	\$225.00	\$2.70	1000	\$354.00	\$4.24	1000	\$489.00	\$5.87
2000	\$322.00	\$1.93	2000	\$451.00	\$2.70	2000	\$582.00	\$3.49
3000	\$416.00	\$1.66	3000	\$548.00	\$2.19	3000	\$676.00	\$2.70
4000	\$513.00	\$1.54	4000	\$645.00	\$1.93	4000	\$770.00	\$2.31
5000	\$610.00	\$1.46	5000	\$742.00	\$1.78	5000	\$874.00	\$2.10
6000	\$704.00	\$1.41	6000	\$832.00	\$1.66	6000	\$967.00	\$1.93
7000	\$801.00	\$1.37	7000	\$929.00	\$1.59	7000	\$1,061.00	\$1.82
8000	\$894.00	\$1.34	8000	\$1,026.00	\$1.54	8000	\$1,154.00	\$1.73
9000	\$991.00	\$1.32	9000	\$1,123.00	\$1.50	9000	\$1,248.00	\$1.66
10000	\$1,089.00	\$1.31	10000	\$1,220.00	\$1.46	10000	\$1,352.00	\$1.62