

## ESTIMATE COMMENTS FORMAT (WITH NOTES):

\*This estimate is subject to change based on review of live data, material, and actual quantities.\*

MAIL FILE: One list supplied in Excel or CSV format. Additional lists/tabs are \$15 each.

CLIENT SUPPLIED MATERIALS: *list any materials to be supplied by client*

MATERIALS SUPPLIED BY FIVE MAPLES: *list any materials to be supplied by Five Maples (not including paper stock for printing)*

VARIABLE PRINTING: *copy from the wizard*

STATIC PRINTING: *copy from the wizard*

POSTAGE: *Identify the mail class, postage method, drop and max weight*

ESTIMATED TURNAROUND TIME: *if specifying turnaround time, determine based on receipt of data and materials.*

CLIENT SERVICES: *describe/copy from the wizard*

OPTIONAL SERVICES: *include any optional services (with prices) here, for example:*

- To remove duplicates from list, add \$65.
- Additional letter versions, \$25 each
- For 4/4 printing, add \$--
- Additional charge to return materials to client.
- Any Foreign has additional preparation and postage cost
- Data Work: Creation or correction of salutations or other data clean-up work is additional. We will estimate cost and not proceed without prior approval from client if clean-up is needed.

### TERMS:

You may cancel or make changes to this program at any time. Cancellation will result in billing for work done as of the date of the cancellation.

Design pricing includes two rounds of author's alterations. Additional rounds of changes

charged at \$85/hr. Changes to files sent as “print-ready” and changes at variable proofing stage are charged at \$85/hr.

Removal or correction of names at your request from lists after the list work has started will result in additional charges.

Payment is due 30 days from invoice date, which is the date of the mailing.

If estimated postage is more than \$1000, an estimated postage invoice will be sent and is due prior to the mailing. Any difference to the actual final postage will be adjusted on the final invoice. Postage that is less than \$1000 is billed on the same invoice as the other services and is not due in advance.

Mailings are picked up and audited at the Five Maples plant by the USPS.

An additional postage discount may be available in some cases if Five Maples transports the mailing to a USPS sorting facility. If so, we will pass the postal discount on to you, net of preparation and transportation.

Fees are a combination of fixed step-up charges and price-per-piece. Variation in the amount of records in the lists or number of pieces printed and mailed will result in a variation in the price.

## **ESTIMATE COMMENTS FORMAT (WITHOUT NOTES):**

\*This estimate is subject to change based on review of live data, material, and actual quantities.\*

MAIL FILE: One list supplied in Excel or CSV format. Additional lists/tabs are \$15 each.

CLIENT SUPPLIED MATERIALS:

MATERIALS SUPPLIED BY FIVE MAPLES:

VARIABLE PRINTING:

STATIC PRINTING:

POSTAGE:

ESTIMATED TURN AROUND TIME:

CLIENT SERVICES:

OPTIONAL SERVICES:

- To remove duplicates from list, add \$65.
- Additional letter versions, \$25 each
- For 4/4 printing, add \$--
- Additional charge to return materials to client.
- Any Foreign has additional preparation and postage cost
- Data Work: Creation or correction of salutations or other data clean-up work is additional. We will estimate cost and not proceed without prior approval from client if clean-up is needed.

TERMS:

You may cancel or make changes to this program at any time. Cancellation will result in billing for work done as of the date of the cancellation.

Design pricing includes two rounds of author's alterations. Additional rounds of changes charged at \$85/hr. Changes to files sent as "print-ready" and changes at variable proofing stage

are charged at \$85/hr.

Removal or correction of names at your request from lists after the list work has started will result in additional charges.

Payment is due 30 days from invoice date, which is the date of the mailing.

If estimated postage is more than \$1000, an estimated postage invoice will be sent and is due prior to the mailing. Any difference to the actual final postage will be adjusted on the final invoice. Postage that is less than \$1000 is billed on the same invoice as the other services and is not due in advance.

Mailings are picked up and audited at the Five Maples plant by the USPS.

An additional postage discount may be available in some cases if Five Maples transports the mailing to a USPS sorting facility. If so, we will pass the postal discount on to you, net of preparation and transportation.

Fees are a combination of fixed step-up charges and price-per-piece. Variation in the amount of records in the lists or number of pieces printed and mailed will result in a variation in the price.

## EXAMPLES

### **Example 1: No printing, all client supplied materials.**

\*This estimate is subject to change based on review of live data, material, and actual quantities.\*

MAIL FILE: One list supplied in Excel or CSV format. Additional lists/tabs are \$15 each.

#### CLIENT SUPPLIED MATERIALS:

- 4-page brochure - folded to 8.5 x 11
- 9 x 12 booklet envelope

POSTAGE: non-profit standard, flat, weight less than 3.3 oz., mailing from Putney, VT

#### OPTIONAL SERVICES:

Any Foreign has additional preparation and postage cost

### **Example 2: Variable printing**

\*This estimate is subject to change based on review of "live" data, material, and actual quantities.\*

MAIL FILE: One list supplied in Excel or CSV format. Additional lists/tabs are \$15 each.

#### VARIABLE PRINTING:

- Letter: 8.5" x 11", no bleeds, 3/4, Five Maples Stock, 70# Finch Digital Opaque White, PDF to client
- Reply Form: 7" x 8.5", no bleeds, 4/2, Five Maples Stock, 70# Finch Digital Opaque White, PDF to client

POSTAGE: non-profit presort, letter, weight less than 3.3 oz., mailing from Putney, VT

#### OPTIONAL SERVICES:

Any Foreign has additional preparation and postage cost

**Example 3: Variable & static printing, Client Services (this is made up)**

\*This estimate is subject to change based on review of live data, material, and actual quantities.\*

MAIL FILE: One list supplied in Excel or CSV format. Additional lists/tabs are \$15 each.

**VARIABLE PRINTING:**

Letter: 8.5" x 11", no bleeds, 4/0, Five Maples Stock, 70# Finch Digital Opaque White, one version, PDF to client

**STATIC PRINTING:**

Envelope, 4/0, Color Match, PMS Match, Five Maples Stock, #10 Regular, 24# ww, PDF to client

POSTAGE: first class presort, letter, weight less than 3.3 oz., mailing from Putney, VT

**CLIENT SERVICES:**

Update letter design, add board of directors and advisors, PDF to client.

**OPTIONAL SERVICES:**

To remove duplicates from list, add \$65.

Additional letter versions, \$25 each

Any Foreign has additional preparation and postage cost

Data Work: Creation or correction of salutations or other data clean-up work is additional. We will estimate cost and not proceed without prior approval from client if clean-up is needed.