mailbox

Mailbox DM
165 Scudamore Road
Leicester
LE3 1UQ

Tel: 0116 240 5712

Client:	Diamond Print Ltd
	Trent Business Centre
	Canal Street
	Lonmg Eaton
	Nottingham
	NG10 4HN
Project:	Newsletter
Quantity:	12,000
Our Ref:	Q09928
Date:	07 November 2025

Pricing totals

1	Envelopes	£587
2	Print	£0
3	Data Processing	£75
4	Personalisation	£229
5	Finishing	£0
6	Enclosing	£255
7	Postage/Delivery	£6,387
	Total Price	**£7,533**

P/1000 cost   *£627.79*

There is a breakdown of individual costings on the following page(s)

Notes

1 Data work carried out by DMC Encore Ltd ta Mailbox DM is undertaken on the understanding that the Client is registered as a Data User under the Data Protection Act for the purpose for which personal data is to be held or used.

2 A production schedule shall be agreed between the Client and DMC Encore Ltd ta Mailbox DM at the time of order reciept. Any deviation from this schedule may result in delays to the final mail date, which may be greater than the number of days lost to the schedule depending upon production loadings

3 Any additional data cells, proofing or re-proofing requirements that are not stipulated within this quote will be subject to additional charges.

4 Print, personalisation and enclosing pack proofs are supplied to the Client for final approval before production will commence. It is the Clients responsibility to thouroughly check and approve supplied proofs for accuracy of content. Production will not commence prior to Client approval of proof items.

5 All prices quoted that include the use of Client supplied items are subject to sight of materials and their suitabiltiy for the intended process. Machine specifications can be supplied upon request.   Any descrepancies will be flagged and may incurr additional charges or require an alternative production process.

6 All client supplied goods must be supplied in accordance with the DMC Encore Ltd ta Mailbox DM goods in specification, which is avilable upon request. Any goods supplied out of this specification may be refused or subject to re-work charges.

7 All client supplied goods are signed for as unchecked. The reliance of accurate deliveries will in all cases, rest with the supplier. Shortfalls will be advised at the earliest opportunity, but may not be spotted until the end of the production process.

8 Stock overs will be subject to storage charges 14 days from the job delivery date. Materials held in storage will be charged at £5 per pallet per week. Materials converted to waste will be charged at £20 per tonne. Goods are not insured, although extra cover can be arranged at an additional cost.

9 If included, any postage prices DMC Encore Ltd ta Mailbox DM provide are quoted subject to sight of data, design and pack content.

10 The paper, polythene and general material prices are based on prices at the time of this quotation and are subject to any increase. Polythene origination is charged extra at cost.

11 This quotation is valid for 28 days and is subject to our standard terms and conditions

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Item	Pricing Breakdown	quantity	price/k	total
2	**Print**			
3	**Data Processing**			
	Receive 1 data file, reformat, produce live proofs. Standard set up for 1 cell.	1	*£75.00*	£75
	Total for data processing minimum charge £175			**£75**
4	**Personalisation**			
	Set up Inkjet	1	*£50.00*	£50
	Inkjet C4 outer with address details	12.800	*£14.00*	£179
	Total for laser printing			**£229**
5	**Finishing**			
6	**Enclosing**			
	Initial enclosing line set up	1	£50.00	£50
	Enclose supplied A4 20pp Newsetter into C4 outer.	12.800	*£16.00*	£205
	Total for Enclosing			**£255**
7	**Postage**			
	Postage via DMC - 2-3 day service. Large letter, Admail, under 100g.	12800	*£0.499*	£6,387
	Admail price subject to sight of content. Business Mail rate is £0.755 per item			
	Total for Postage			**£6,387**

Item		Date	AM/PM
8	**Schedule**		