



**Client:** Joe Billingham  
Belmont Press

Mailbox DM  
165 Scudamore Road  
Leicester  
LE3 1UQ

Tel: 0116 240 5712

**Project:** Travel Mailer - 150gsm Envelope Option  
**Quantity:** 52,000  
**Our Ref:** Q8078-1  
**Date:** 31 January 2025

### Pricing totals

1	Envelopes	£2,939
2	Print	£0
3	Data Processing	£125
4	Personalisation	£1,016
5	Finishing	£160
6	Enclosing	£788
7	Postage/Delivery	£13,468
<b>Total Price</b>		<b>£18,496</b>

*P/1000 cost* £355.70

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 receipt. 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 thoroughly 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 suitability for the intended process. Machine specifications can be supplied upon request. Any discrepancies will be flagged and may incur 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 available 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



**Client:** Joe Billingham  
Belmont Press

Mailbox DM  
165 Scudamore Road  
Leicester  
LE3 1UQ

Tel: 0116 240 5712

**Project:** Travel Mailer - 150gsm Envelope Option  
**Quantity:** 52,000  
**Our Ref:** Q8078-1  
**Date:** 31 January 2025

Item	Pricing Breakdown	quantity	price/k	total
<b>1</b>	<b>Envelopes</b> Outer Envelope - C5, 150gsm, printed 2/0, 1 version	53.000	£55.46	£2,939
	<b>Total for envelopes</b>			<b>£2,939</b>
<b>2</b>	<b>Print</b>			
<b>3</b>	<b>Data Processing</b> Receive and load file, set text, provide live proof, reformat print image <i>£20 per file for up to 5 files, £10 per file thereafter</i>	1	£125.00	£125
	<b>Total for data processing</b> <i>minimum charge £150</i>			<b>£125</b>
<b>4</b>	<b>Personalisation</b> Set up laser printer Laser simplex supplied A4 letter (supply 2up) Set up Inkjet Inkjet address details and PPI to C5 envelope	1 52.000 1 52.000	£50.00 £8.00 £30.00 £10.00	£50 £416 £30 £520
	<b>Total for laser printing</b>			<b>£1,016</b>
<b>5</b>	<b>Finishing</b> Set up folder Fold A4 letter to A5	1 52.000	£30.00 £2.50	£30 £130
	<b>Total for Finishing</b>			<b>£160</b>
<b>6</b>	<b>Enclosing</b>			
	Initial enclosing line set up Enclose letter and supplied 4pp A5 into C5 outer. Letter and Outer to machine match.	1 52.000	£60.00 £14.00	£60 £728
	<b>Total for Enclosing</b>			<b>£788</b>
<b>7</b>	<b>Postage</b> DSA Admail Mailmark, letter under 100g, 2-3 day service. Fixed price per item (no additional charges) subject to sight of content.	52000	£0.259	£13,468