

FIRM NAME: First Class Direct, Inc.

INSERT MAILING & COURIER SERVICE
#5643
ADDENDUM #4
BID SCHEDULE

UTILITY BILLING:

REGULAR.
FOLD STATEMENT,
INSERT STATEMENT, REPLY ENVELOPE, NEWSLETTER, AND 1 ADDITIONAL INSERT
SEAL
MAILS ON PERMIT #1 \$ 39 /M

ELECTRONIC FUNDS TRANSFER.
SAME AS ABOVE WITHOUT RETURN ENVELOPE
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE \$ 92 /M

FINAL BILLS.
FOLD STATEMENT,
INSERT STATEMENT, REPLY ENVELOPE,
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE. \$ 92 /M

DELINQUENT NOTICE.
FOLD STATEMENT,
INSERT STATEMENT, REPLY ENVELOPE,
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE. \$ 92 /M

PROPERTY OWNER NOTICE.
FOLD STATEMENT,
INSERT STATEMENT,
SEAL
MAILS AT FULL RATE. \$ 37 /M

NEW CUSTOMER LETTERS.
FOLD PERSONALIZED LETTER,
INSERT LETTER, WATER & WASTEWATER RATES, RESIDENTIAL ELECTRIC RATE
BROCHURE,
SEAL
MUST BE PRESORTED TO QUALIFY FOR AUTOMATED 3 DIGIT RATE. \$ 92 /M

ADDITIONAL INSERT REQUIRING FOLDING \$ 17 /M

ADDITIONAL INSERT NOT REQUIRING FOLDING \$ 5 /M

COST TO ADDRESS, TAB, SORT LETTER SIZE SELF MAILER.
NOT REQUIRING FOLDING \$ 87 /M

COST TO ADDRESS, TAB, SORT LETTER SIZE SELF MAILER
REQUIRING FOLDING \$ 101 /M

SALES TAX MAILINGS:

2,500 MAILED APPROXIMATELY NOVEMBER TO DECEMBER,
 CONSISTING OF 1 8 1/2 X 11 SHEET AND ONE REGULAR WINDOW
 ENVELOPE INSERTED INTO A #10 ENVELOPE.
 SEAL \$ 94 /M

MONTHLY RETURNS.
 2,500 MAILED IN JANUARY:
 SEPARATE INTO GROUPS OF 12 FORMS,
 INSERT 12 FORMS, 12 RETURN ENVELOPES INTO 9/12 ENVELOPE.
 SEAL \$ 432 /M

QUARTERLY RETURNS.
 2,500 MAILED IN JANUARY:
 SEPARATE INTO GROUPS OF 4 FORMS,
 INSERT 4 FORMS, 4 RETURN ENVELOPES, INTO 9/12 ENVELOPE.
 SEAL \$ 288 /M

COURIER SERVICE:
 PRPA TO VENDOR \$ 15 /Ea. Trip
 PRPA TO UTILITY BILLING \$ 15 /Ea. Trip
 UTILITY BILLING TO VENDOR \$ 15 /Ea. Trip

WAREHOUSING \$ 17 /pallet/M

Will a City representative be allowed to inspect your facility, if requested? YES NO

FIRM NAME: First Class Direct, Inc.

ADDRESS: 1409 E. Olive Ct. Unit E
Ft. Collins CO 80524

PHONE/FAX: 970-224-5066 970-224-5099