



City of Fort Collins

Date: 01/15/04

BLANKET

Purchase Order Number: 4400463

Page Number: 1

Vendor: 103061 FIRST CLASS DIRECT INC. 760 SE FRONTAGE RD FORT COLLINS CO 80524	Ship To: CUSTOMER INFORMATION & SERVICES CITY OF FORT COLLINS 330 S COLLEGE AVE FORT COLLINS CO 80524
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Delivery Date: 12/31/04

Buyer: CAREY, DAVID

Purchase Order number must appear on invoices, packing lists, labels, bills of lading, and all correspondence.

Note: THIS PURCHASE ORDER IS FOR THE PROCUREMENT OF GOODS AND/OR SERVICES, AS NEEDED DURING THE CURRENT CALENDAR YEAR. DOLLAR AMOUNTS SPECIFIED ARE ESTIMATES AND NOT A PROMISE TO PURCHASE ANY MINIMUM AMOUNT OF SUCH GOODS AND/OR SERVICES.

Line	Qty/Units	Description	Extended Price
1		BLANKET PO FOR 2004 POSTAGE FOR MAILING UTILITY STATEMENTS, BILLS, NOTICES AND LETTERS.	75,000.00
2		BLANKET PO FOR 2004 PROCESSING FEES TO PREPARE UTILITY STATEMENTS, BILLS, NOTICES AND LETTERS FOR MAILING.	55,000.00
3		BLANKET PO FOR 2004 COURIER SERVICES AS REQUESTED BY UTILITIES CUSTOMER SERVICE. ***** FOR LINE ITEMS 1-3: RATES, TERMS AND CONDITIONS PER BID #5643 SERVICES AGREEMENT. REPLACES 2003 BLANKET PO# 3300220.	13,000.00
Total			\$143,000.00

City of Fort Collins Director of Purchasing and Risk Management
This order is not valid over \$2000 unless signed by James B. O'Neill II, CPPO, FNIGP

City of Fort Collins Purchasing, PO Box 580, Fort Collins, CO 80522-0580
Phone: 970-221-6775 Fax: 970-221-6707 Email: info@ci.fort-collins.co.us

City of Fort Collins
Accounting Department
PO Box 580
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