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www.themastersstouch.com

Proposal for:

Lake County Treasurer, Illinois

Real Estate Tax Mailing Special Adjustments – Approx. 450 parcels

Preprinted items included for mailing:

- #10 universal window envelope, prints black on 24# WW = Incl.
- #9 regular reply prints black face and back on 24# WW = Incl.

Statement printing and Mail processing - Description:

- CASS Certify to validate addresses
- Perform NCOA (National Change of Address) to identify moves and comply with USPS move update requirement for postal discounts.
- Report defective addresses and moves to client via Excel files.
- Presort customer address list to obtain lowest postage.
- Image tax information in color to face and back of 8 ½ x 11 on 24# white bond with perforations.
- Fold and insert tax bill and insert into #10 window envelope.
- Add two (2) #9 reply envelopes
- Seal and presort for best automation discount postage.
- Insert same name & address statements into common envelope(s).
- Quality check and take to the USPS Sectional Center Facility

Real Estate Special Adjustments Tax mailing Mail Service, Printing, Outer and Reply Envelopes \$300.00 + automation postage

- Postage is additional, to be charged at current automation rates.
- A 9 x 12 window envelope will be used for same name and address parcels where thickness exceeds what will fit in three (3) #10 window envelopes
- One time setup fee – waived with agreement by 3/31/2021
 - PDFs or Data map and data descriptions required.
- Printed prices are valid for at least 60 days
- One PDF file with a copy of all statements provided for free!
- These prices are valid through 12/31/2022.
 - Paper increases are an exception. If paper rises, documentation from the paper mills will be provided.

Todd Claussen
Regional Sales Executive
March 17, 2021

Accepted _____
Date _____