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www.themasterstouch.com

Proposal for:

Lake County Treasurer, Illinois

Real Estate Tax Mailing – Approx. 262,000 parcels

Preprinted items used for mailing:

- #10 universal window envelope, prints black on 24# WW = 2.9 cents ea.
- #9 regular reply prints black face and back on 24# WW = 2.5 cents ea.
- 9 x 12 window envelope used only for large packets when multiple parcels mail to the same taxpayer = 40 cents each

Note: Total number of envelopes will be fewer than total parcel count when combining parcels that mail to the same taxpayer.

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.
- Image 8 ½ x 11 insert in color to face and back on 24# white bond
- 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 Tax mailing

Mail Service and Printing = \$.0995 + automation postage

- Postage is additional, to be charged at current automation rates.
- A 9 x 12 window envelope will be used for large multi groups where thickness exceeds what will fit in three (3) #10 window envelopes
- One time setup of \$700 – waived with agreement by 3/31/2021
 - PDFs or Data map and data descriptions required.
- One PDF file with a copy of all statements provided for free!
- IMb Trace to track mail to taxpayer – Free for 2021 mailing.
- These prices are valid through 12/31/2022.
 - Paper increases are an exception. If paper rises, documentation from the paper mills will be provided.

Jim Cote'
President
February 6, 2021

Accepted _____
Date _____