

**2026 v7.0 Impress Automate Bundles AppPack***NOTE: Presales engagement is required for each qualified opportunity with sample data*

Sales Representative Information	
*Name:	Kandice Conner
*Title:	Solutions Analyst
*Office/District/Dealer:	West District
*Telephone:	419-204-5339
*Cell Number:	
*Email:	k.conner@quadient.com
*Solution Analyst Name:	
*Solution Analyst Email:	

Account/Customer Information	
*Customer Name:	City of Frostburg
*Address:	37 S. Broadway
Address 2:	
*City, State Zip	Frostburg, MD
*Phone:	(301) 689-6000 x103
*Website:	https://www.frostburgcity.org/
*Contact Name:	Amy Phillips
*Title:	Finance Director
*Contact Email: This is the contact that receives the licensing information	aphillips@frostburgcity.org
IT Contact Email:	<i>NOTE: Required if including IMP-BUND-AGG ADDON and/or IMP-BUND-PR ADDON</i>
*Phone:	(301) 689-6000 x103 Ext
Cell:	
*Average Monthly Page Count:	5200
*Average Monthly Envelope Count:	2600
What's the frequency of mail being sent?	Monthly and Yearly
*Data testing to confirm it is in readable PDF or can be printed to the Distribute virtual printer?	TESTED BY (PreSales Engineers Only): __Ryan Doyen__ TESTED DATE: __9/3/2026__ FILE NAMES: Cycle 1 RE Tax Bills 07.01.26.pdf, Utility Bills Books 07-10-26.pdf <i>NOTE: Orders where data has not been tested will be rejected. All fields are all required. Must include 100 unique addresses (if DATA QUALITY ADDON is included).</i>
*Configuration completed by Presales? PSO Training Only.	No

Customer Background and Goals (any requirements identified here MUST fit within the scope defined below)	• The City of Frostburg will upload utility bills and tax bills in PDF format directly to the Impress Automate dashboard • Inserts are added on occasion, so a multi upload form template will be configured • An Impress Automate address page will be generated for utility bills and tax bills ◦ The City of Frostburg will be trained on how to manage and maintain address pages so they can add messaging to it when they desire • Output to Distribute for print and mail fulfillment ◦ Everything prints black and white, simplex, with no reply envelope • Distribute settings ◦ Recipient - AddressLine 1 ◦ Subject - DocType - Account Number ◦ Custom1 - Filename ◦ External Customer ID - Filename
---	---

A Base Bundle must be added from the options outlined below. Additional options can be added based on the licenses being ordered.

IMPRESS DISTRIBUTE OUTPUT- add section for Print Output and delete section that is not applicable

Will your customer use Distribute? If yes, complete this section and please reference Address Window Position Specifications below (all fields are required to be completed):	
Are the address block and return address in consistent locations on the first page of a document? If not, is the customer aware that a cover page will be generated if output is to Distribute?	Yes
Are attachments required? (must be PDF; same attachment for all recipients with Evolve Package)	Yes
Will you do a mail merge of mailing addresses?	No
Do you track by cost center for a job?	No
Include BRE?	No
Are there any International mailings? (International handling must include full country name or ISO 2 only on the last line of the address block to be considered in scope)	Yes
Simplex or Duplex Print?	Simplex
What envelope size(s) do you use?	Auto Select
Archive required? Duration?	3 Months
Color or Grayscale? <i>NOTE: Toner Coverage on any one page can be 30% or less (includes attachments)</i>	Grayscale
Postage rate?	Presort

Impress BASE Bundle includes the following base implementation:

Requires Impress Basic Plus or higher

1. Create up to two (2) document configuration workflows
 - a. Required data samples and requirements must be defined by the start of the project in order to be included.
 - b. For example: Statements and Invoices
 - c. PDF ONLY (Pre-composed compatible / readable PDF data)
 - i. Input directly to the Impress platform by dragging and dropping to the Impress Platform dashboard input folder
 - ii. Page 1 identifier must be on page 1 and in a static non shifting/moving location
2. Configure merging and grouping to combine documents going to the same recipient;
 - a. Based on up to two (2) criteria found in the .pdf source data
 - i. Criteria 1 is fixed and based on delivery address block and criteria 2 can be for example Account Number or Invoice Number match
 - ii. Data must be consistently contained on 1st page of document set - i.e. zero dollar, high dollar
3. Configure up to four (4) simple business rules (**NOTE: Business rules not included with CSV INPUT ADDON**);
 - a. Each conditional item added to a document or workflow will be treated as one business rule and must be supported by the native tools and functionality inherent in the software.
 - b. To Illustrate:
 - i. Incorporating a conditional enclosure based on a single attribute will constitute 1 business rule.
 - ii. Incorporating a conditional enclosure 1 or conditional enclosure 2 based on a single attribute will be recognized as 2 business rules.
 - iii. Suppressing the printing of documents based on a singular attribute, such as a dollar amount, will be classified as 1 business rule.
 - iv. Suppressing the printing of documents based on three distinct attributes will be identified as 3 business rules.
 - v. Implementing the masking of existing information will be considered 1 business rule.
 - c. **NOTE:** Custom reporting and archiving not included
4. Create one (1) inserter barcode profile
5. Send output to one of the following;
 - a. Distribute App (fill out IMPRESS DISTRIBUTE OUTPUT section on next page)
 - i. If IMPRESS DISTRIBUTE OUTPUT section is not filled out completely the default output will be to .pdf
 - b. Create print PDF batch outputs to be downloaded directly from Impress Platform
 - i. For example: 1-5 pages, 6-10 pages, over 11 pages
 - ii. 1-5 sheets can be tri folded into a #10 envelope (or 6x9 envelope without the performance package)
 - c. Printer (requires **PRINTER OUTPUT ADDON**)
6. One (1) Operator training session (up to one (1) hour included for DISTRIBUTE, two (2) hours included for IMPRESS)
 - a. Does not include programming training
 - b. Training session for User/Operator based on defined requirements to operate configuration

Address / Logo Repositioning

Any logo or address that is being relocated to a new position on the same page is included with this app pack as long as it does not impede or impact any other data or require additional layout or document enhancements. If an address is needed to be moved to a specific location and will impede existing data, a cover page will be generated accordingly.

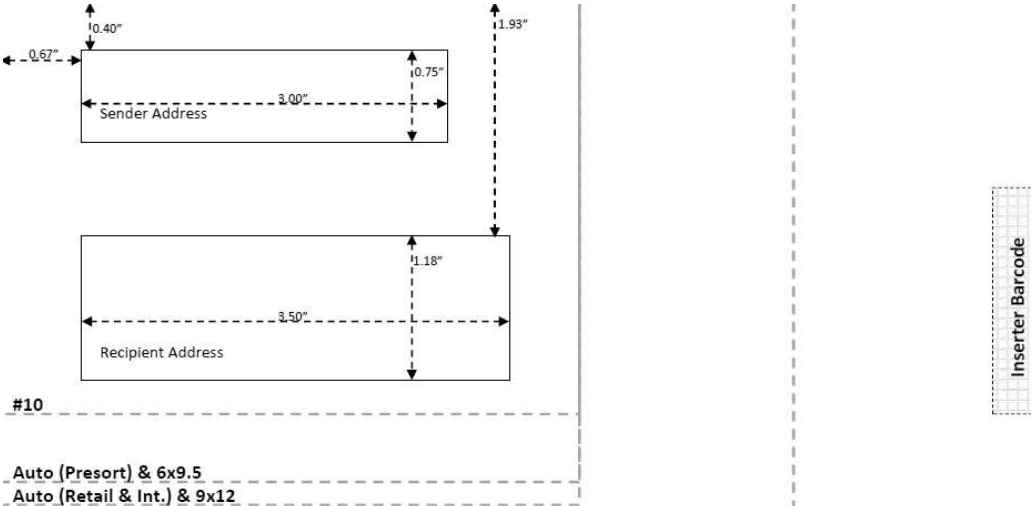
Customer Requirements:

1. Must be able to meet for implementation within 15 days of order submission
2. Activated Cloud Account prior to scheduling
 - a. *You will receive an email from impresscloudservices@quadiant.com make sure this address is whitelisted on your email server. Activate your account prior to implementation.*
3. Have production data readily available during installation
4. Assign a dedicated resource to project
5. Required printer/drivers installed and tested locally prior to installation
6. Have your document business rules ready to go prior to installation
7. Choose which output method prior to implementation

Distribute Envelope Specifications

Window positions for recipient and sender address, barcode location and reserved/safe areas are defined in image 1.1

Image 1.1



#10

Auto (Presort) & 6x9.5

Auto (Retail & Int.) & 9x12

Reserved/Safe Areas
These must not have customer data visible

6x9.5 Certified Mail

Recipient Address Position		Sender Address Position		Inserter Barcode Position	
Horizontal	0.67"	Horizontal	0.67"	Horizontal	8.13"
Vertical	1.93"	Vertical	0.40"	Vertical	1.52"
Height	1.18"	Height	0.75"	Height	1.85"
Width	3.50"	Width	3.00"	Width	0.35"

Reserved/Safe Area Positions			
#10	Height	3.41"	Width 4.75"
6x9.5	Height	3.97"	Width 4.75"
9x12	Height	4.12"	Width 4.75"
Auto (Presort)	Height	0.75"	Width 4.75"
Auto (Retail & Int.)	Height	4.12"	Width 4.75"
6x9.5 Certified Mail	Height	5.32"	Width 6.50"

Margin Clear Space = 0.5" around all edges of page

If addresses do not fall within these areas; or cannot be shifted without compromising document appearance or content, a banner page may be added.

Reserved/Safe areas should not have any customer data visible. Any data that falls into that location may show through the window during mail processing and handling.

For customers include a BRE for documents sent out via Distribute: Number 9 Envelopes are used for a BRE.

Image 1.2

Measurement	3 7/8 x 8 7/8
Window	1 1/8" x 3 5/8" 5/8"L 1/2"B

If your processing requirements go beyond the configuration parameters outlined in this application, you will need to initiate a Work Order Request (WOR) to determine the scope and quantify the effort required.

ADDITIONAL AVAILABLE CONFIGURATION OPTIONS

Check the boxes that apply

AGGREGATOR INPUT ADDON (add IDA-PS Qty 7)

Don't Add ▾

NOTE: Network sharing of Hot Folder or Virtual Printer not supported

1. Add Aggregator management including one (1) of the following (single installation on a single machine):
 - a. Hot Folder Input (includes one (1) remote location and up to two (2) hot folders)
 - b. Virtual Printer Input (includes one (1) virtual printer configuration)

PRINTER OUTPUT ADDON (add IDA-PS Qty 11)

Don't Add ▾

NOTE: Requires IMP-BUND-AGG ADD

1. Add direct output to one (1) printer using default printer settings (does not include dynamic printer controls)

DATA QUALITY ADDON (add IDA-PS Qty 6)

Don't Add ▾

1. Add appropriate BCC Plugin for WEB/CLOUD CASS & NCOA
 - a. 100 unique addresses per input file required for NCOA
 - b. WCASS-NCOA-XX
2. Configure BCC Plugin
3. Add up to two (2) Address Correction business rules
 - a. CASS Failures
 - b. Address Update Changes

ECERTIFY AUTOMATE ADDON (add IDA-PS Qty 8)

Don't Add ▾

1. Configure eCert Plugin
2. Configure up to three (3) Address Carrier pages based on envelope
3. Configure up to five (5) custom fields to be passed to ConnectSuite eCertify
4. Configure an exclusion workflow for documents with 'bad' addresses that cannot be sent via Certified Mail
5. Configure ConnectSuite Automate Downloader if existing or purchased

DISPATCH ADDON (add IDA-PS Qty 8)

Don't Add ▾

NOTE: if CASS is required please speak to PreSales for an SOW

1. Create up to three (3) templatesSupport up to 3 mailing types
 - a. Output to .pdf or Distribute
 - b. Manual Banner Page or Address on Page 1 availability
2. Setup up to five (5) users
3. Up to two (2) hours training session

CSV INPUT ADDON (add IDA-PS Qty 9)

Don't Add ▾

NOTE: CSV to populate cover page only with a static document to follow

1. This ADDON will allow for one (1) of the two (2) available document configurations provided with the BASE PACKAGE BUNDLE (if both documents require CSV, use a quantity of two (2) of this ADDON) to utilize a standardized CSV input as is described below:
 - a. CSV will contain the following headers and data: Address Line 1, Address Line 2, Address Line 3, Address Line 4, Address Line 5, Address Line 6
 - i. Each field not to exceed 50 characters
 - ii. One record per line
2. A cover page will be utilized to display Recipient Address in a single location (required), a static Return Address in a single location (optional) and a single static logo (optional and to be provided by Customer)
3. One (1) static PDF/MS WORD enclosure will be appended to each cover page
 - a. PDF/MS WORD enclosure will contain appropriate white space/clear area for barcode (if applicable)
4. Workflow will utilize the Multi-Upload input function to manually process files through Impress Automate interface
5. No additional business rules are supported

Option can be selected if customer wants BASIC DISTRIBUTE TRAINING in addition to their AUTOMATE configuration

BASIC DISTRIBUTE SET UP AND TRAINING (add qty 5 of IDA-PS to be sold with contract)

Don't Add ▾

1. Maximum of 5 users in training session
2. If required, installing the Quadient Virtual Printer on one workstation
3. Print/upload a document to the Quadient platform
4. Training on splitting a document for batch processing and defining attributes. (**Data must be in a static location for data capture.**)
5. Training on adding logo and hiding content supporting up to two (2) changes
6. Training on the document address selection and mail settings
7. Training on batch processing. **Data must be in a static location for data capture.**
8. Save a job based on the printed document.
9. Creating a Client or importing a client list (USING CLIENT MANAGEMENT DATABASE)
10. View jobs
11. Creating a new user
12. Creating presets
13. Overview of the Homepage (modifying homepage view)

Additional training outside of what has been listed above will require the purchase of additional professional services.

Customer Approval			
Customer Name:		Date of Approval:	
Signature:			