

## Darwin McClary

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**From:** mtek116@aol.com  
**Sent:** Tuesday, March 11, 2025 2:22 PM  
**To:** Sonja Stout; Darwin McClary  
**Cc:** Lynsey Blough  
**Subject:** Re: Inquiry Regarding Mailer Services and Pricing

Sonja,

Here are some numbers based on the info I had from previous quote:

Mailing roughly 1200 addresses to a 11x17 newsletter folded down to finished size of 5.5 x 8.5.

Services quote if customer list supplied in excel format:

List setup: \$ 35  
NCOA list: \$ 50  
Apply 2 tabs to newsletters: \$ 50  
Inkjet address newsletters, sort, tray: \$ 65  
Deliver to Post Office: \$ 50

Services: Net 10 days

Postage, presorted standard rates: roughly \$ .36/ea

(note: all postage funds are due before delivery of mail to the Post Office)

We accept business checks and all major credit cards for remittance ( Credit card payments will have an added 4 % surcharge for postage amounts and any applicable taxes and a \$ 1.00 transaction fee)

Newsletters must meet postal specs as far as folding requirements. Would need a PDF of address side of newsletter and know where the folds are before printing. We would need our permit imprint added to the address side before printing also.

All materials must be delivered, if overs are needed back you must make arrangements for picking up or we would charge to ship back.

Turnaround after we get list and materials in house 1 to 3 working days to get to the Post Office.

You can call me if you have any questions.

Sincerely,

Richard  
Mail-Tek  
248-536-5575