

**Cost Analysis / Proposal:**

**200 N HILL ST POPLAR GROVE, IL 61065**  
**BPN: 0015916309**

Existing System:  
 F3Z2:Relay 4500 Base Unit

**Relay 5000 Inserting System**

Whether it's sending out monthly bills to existing customers or direct mail to build your business, your mail is critical to the success of your company. And you don't have time to spend double-checking to make sure it's right. It just needs to be perfect the first time, every time. The Relay 5000 inserter is specifically designed to deliver accurate, reliable processing of up to 62,500 pieces a month, respectively. So you can be confident your mail is not only getting out on time, but the right information is getting to the right customer. Every single month, every single time.

System Features:  
 Flexible Tower Feeder (4 total feeders)  
 3 Sheet/Insert Feeders, 1 Envelope Feeder  
 Power Guard



**Lease Options:**

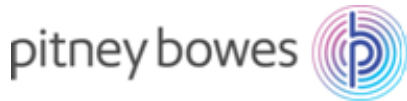
36-Month Term:	\$875.85 Monthly
48-Month Term:	\$736.77 Monthly
60-Month Term:	\$655.13 Monthly

**Lease Options w/Add-On Items:** Vertical Power Stacker & 60" Height Adjustable Table

36-Month Term:	\$1,073.57 Monthly
48-Month Term:	\$896.60 Monthly
60-Month Term:	\$792.68 Monthly

**Contract Includes:**

- State of Illinois Master Agreement Pricing
- NASPO Value Point ADSPO16-169897
- All equipment shipping & handling, installation
- Extensive onboard training for software and equipment
- Full Maintenance Included w/Lease (all parts, all labor)**
- Customer Satisfaction Guarantee (see attached)



## Customer Satisfaction Guarantee

Pitney Bowes Sending Technology Solutions is committed to providing our customers with the finest products backed by the highest quality care and service. As long as you continually maintain coverage with a Pitney Bowes Service Level Agreement for hardware and a software maintenance agreement for software after warranty, Pitney Bowes promises to provide you the following:

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### GUARANTEED PRODUCT PERFORMANCE

For all new and remanufactured Pitney Bowes<sup>®</sup> branded products provided by Pitney Bowes in the U.S., we guarantee performance to our specifications for the initial term of the lease or three years if purchased. If, during that period, the product does not perform to our specifications, and we cannot repair it, we will replace it with a comparable product. If during the first ninety days after installation the replacement product does not perform as specified, you will be entitled to a refund of payments made to us for the replacement product. If the original or replacement product fails to perform due to the use of a non-Pitney Bowes consumable supply or unapproved software/hardware modification, this guarantee will not apply.

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### GUARANTEED NATIONWIDE SERVICE

Our nationwide service force will respond to service and preventative maintenance requests as part of your maintenance agreement for hardware. If we find that we cannot return your Pitney Bowes branded equipment to a satisfactory operating condition within a reasonable time, where appropriate, we will provide you with a loaner at no additional cost.

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### HELP LINE SUPPORT

For customers with products that are supported through our Diagnostics Center, toll-free telephone technical assistance is available Monday through Friday, 8:00 A.M. until 8:00 P.M. ET exclusive of holidays.

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### RATE CHANGE PROTECTION

With our ability to accommodate a wide range of carriers, we are your rate data source. Also, should you select any of our plans that include software rate protection, we guarantee that you will not be charged for unexpected rate changes within the scope of your plan.

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### OPERATOR PRODUCTIVITY AND TRAINING EXCELLENCE

For all products that we install, our skilled professionals will effectively deliver the agreed upon installation and training services.

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### PURCHASE POWER<sup>®</sup> SERVICE

The Pitney Bowes Bank, Inc. provides postage advances to all qualified customers in good standing. You will not have to pay for postage in advance. You can mail now and pay later when you get your bill.

At Pitney Bowes, we are committed to maintaining long-term partnerships with our customers. If our sales and service support team has been unable to satisfy you, I would like to hear from you. Please call my office at 1-800-622-2296.

We won't be satisfied until you are satisfied.

*Harris Warsaw*

Harris Warsaw

Senior Vice President Global Sales, Global Sending Technology Solutions



Mailing  
Inserting

Relay® 5000 inserter

# Fast, reliable, and flexible technology for your mail.



# Simplify complex mail

The Relay® 5000 inserting system is designed on a fast, reliable folding and inserting platform that helps ensure that the right contents get into the right envelope.

## Improve productivity without risking precision.

Mail continues to be critical to the success of your company, from sending monthly bills to existing customers to building your business via direct mail. Achieving accuracy, security and speed isn't merely important. It's necessary. Until now, it's been difficult to identify an ideal solution that can keep your mailing process precise and accurate.

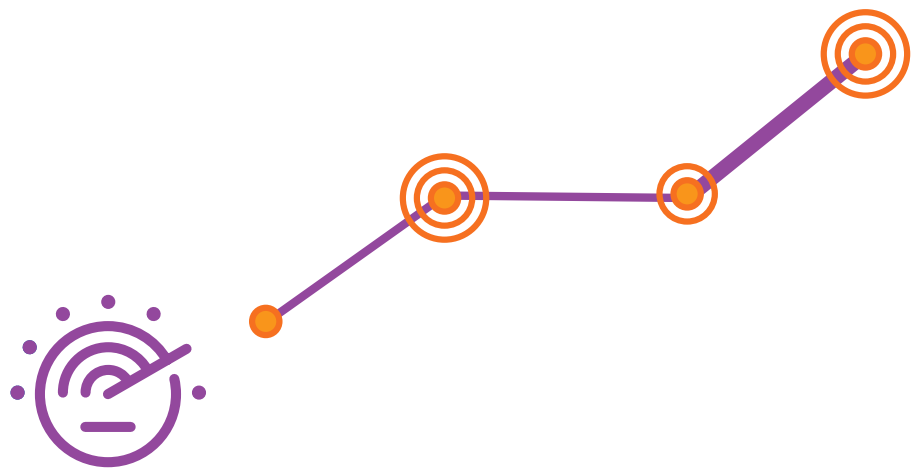
## Keep your mail moving with outstanding flexibility and efficiency.

The Relay 5000 inserter enables fast, consistent production of both simple and complex jobs. The proven reliable chassis uses the same straight paper path design found on our top of the line inserters. The Relay 5000 also gives you the flexibility to handle letters or flats, without any manual changeover. That saves you time and effort.

## The Relay® 5000 does the work... so you don't have to.

Set and start your mail runs in seconds with the intuitive user interface. With the ability to program your jobs with real names—not just numbers—you can switch settings such as form letters to flats or single page letters to variable page bills with a simple press of a button. The simple-to-follow onscreen user guides walk you through the loading of paper, inserts, and envelopes. With guesswork eliminated, the Relay 5000 is easy enough to use for even casual operators.

- Finish up to 4,000 envelopes per hour.
- Process monthly volumes up to 62,500 finished envelopes.
- Multiple output options to suit your workflow.
- Optional ergonomic height-adjustable table.



Reliable and flexible design keeps your documents and envelopes moving quickly.

# Relay 5000 features

## Envelope feeder

Easily switch between flats and letter-size envelopes, load on-the-fly without stopping the job.



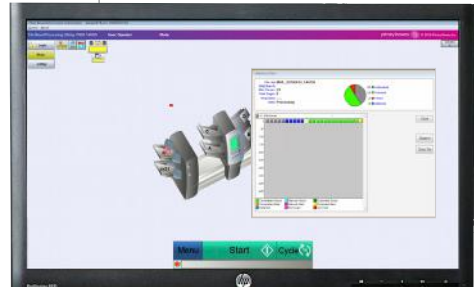
## Control panel

Provides straightforward job creation and selection, with job status display all in one convenient user interface.



## File-based processing

Mail piece integrity option that provides total control, visibility and reporting for your mail production process.



## High-capacity sheet feeder

Each high-capacity sheet feeder has two 1000-sheet capacity feeder trays (2000 total) to keep your production moving.



## Tower feeders

One dedicated outer envelope feeder for either letter or flat envelopes combined with 3 flexible feeders for either inserts or sheets.

## Folder

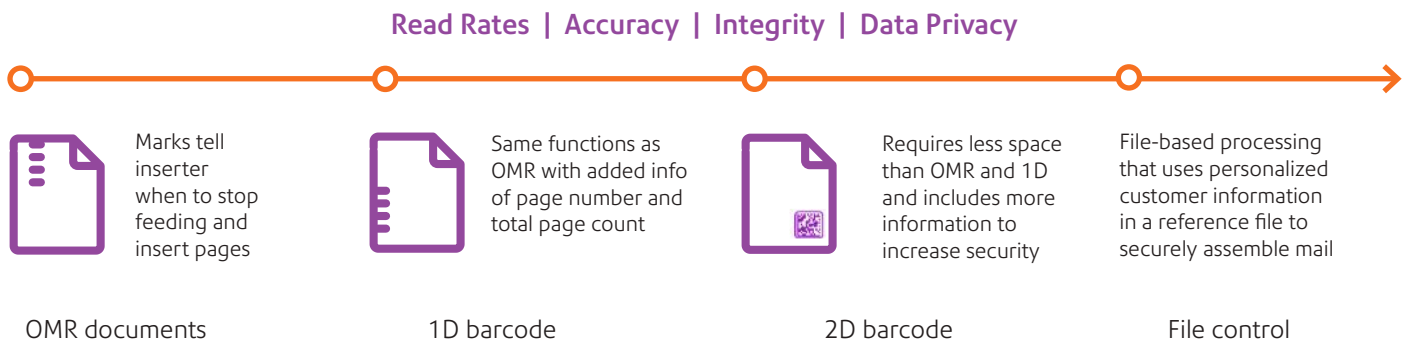
Folds collated sheets into C-fold, Z-fold, Single-Fold, or Double-Fold. No fold for flat envelopes.

## Reverse accumulator

Ensures the address shows properly in the window of an envelope whether the address is on the top, middle, or bottom of the page.

# Your production is only as good as the accuracy it provides.

Information privacy, marketing campaigns, incoming revenue, and customer retention, all rely on superior mail accuracy when a customer opens it. The Relay 5000 includes flexible barcode scanning options such as OMR, 1D and 2D. This technology lets you accurately assemble your variable page mail, thus eliminating the need to manually sort documents by page count.

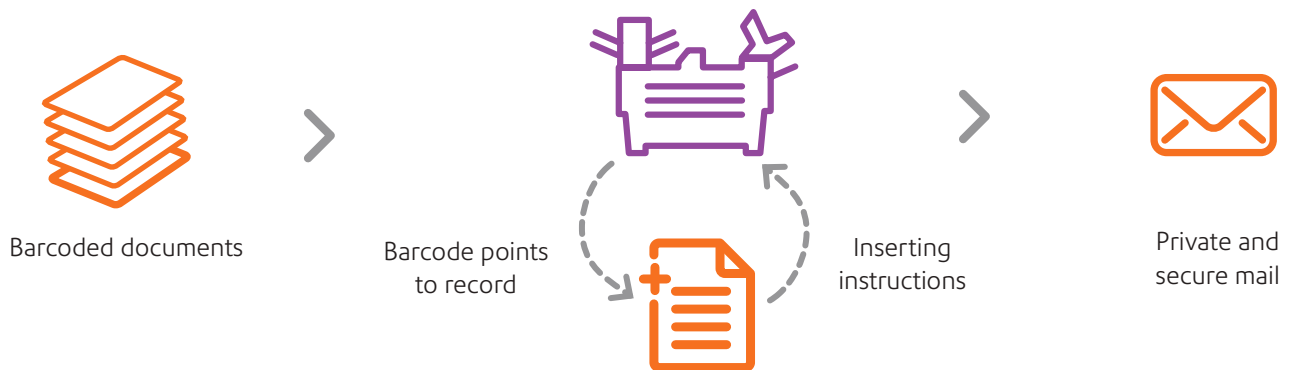


## File control (file-based processing)

The Relay® 5000 goes beyond barcode scanning. Now, Pitney Bowes offers our world-class file-based processing capabilities in a mid-volume inserting

system. File-based processing checks and cross-checks every page in your mailing. This gives you total visibility to each mail piece and helps

prove that you've safeguarded the private information that your customers entrust you with.

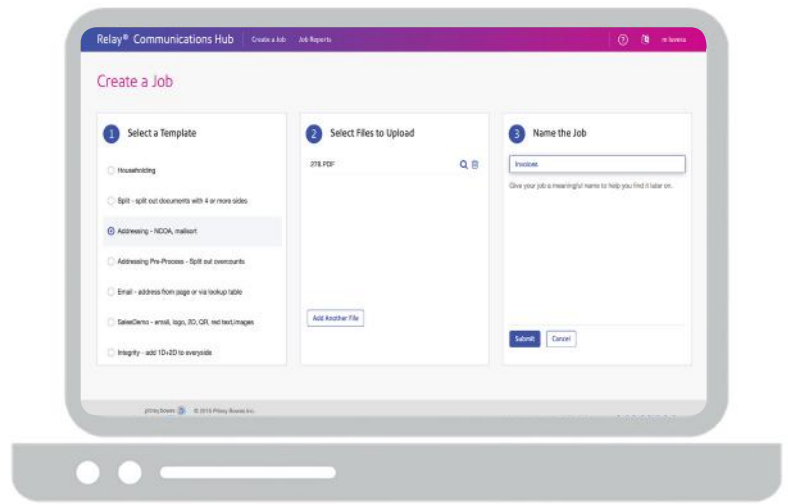


The reference file is used to control and constantly verify pages are accurately folded and inserted.

# Relay hub from the Pitney Bowes Commerce Cloud

Protect private customer data the easy way.

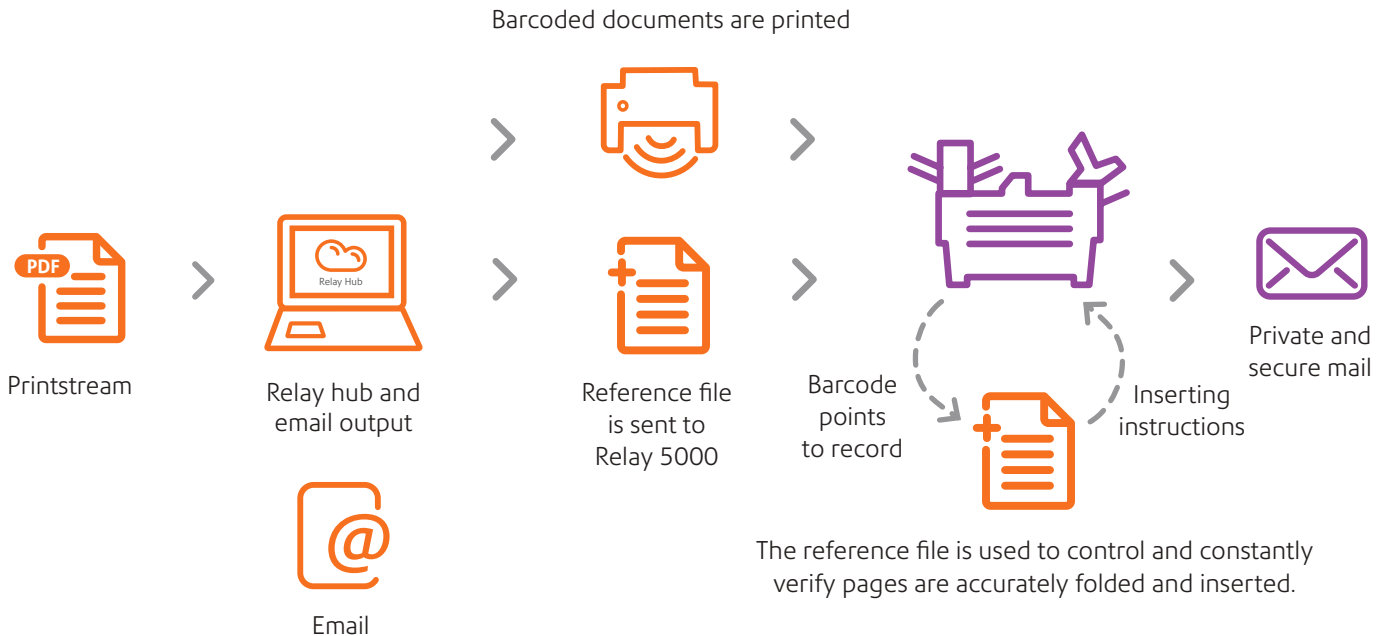
The Relay hub leverages the simplicity and speed of SaaS to help you add security to your mail and workflow, without interrupting your current systems.



The Relay hub is a powerful, simple, secure cloud solution that works with your existing print streams to add scan codes to existing documents. It also

helps you transition documents to email when you're ready to send. For customers wanting more digital communication options, the Relay hub

can seamlessly shift print streams used for physical mail and adapt it to digital channels. This includes email sending and archiving.

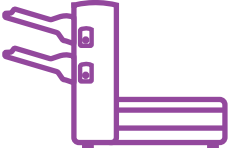

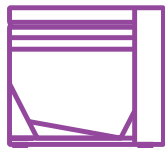
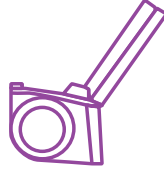



**We're here to help.** At Pitney Bowes, we believe that every document should be treated with the same level of scrutiny, regardless if you're sending communications using physical or digital mail, producing them in-house or outsourcing your production.

## Specifications

Throughput	4,000 per hour
Monthly capacity	62,500
Maximum number of feeders	7 (4 High-capacity Sheet Feeders + 3 Sheet/Insert feeders)
Fold options	C, Z, Half, Double, No Fold
Integrity options	OMR, 1D, 2D, exit scanning, file-based processing
Programmable jobs	24
<b>Tower sheet trays</b>	
Capacity per feeder	350 sheets
Paper sizes	Minimum 5" (127 mm) width x 5.31" (135 mm) length Maximum 9.84" (250 mm) width x 14" (356 mm) length
Paper weights	Minimum 16 lb (60 gsm) to 44 lb (175 gsm)
<b>High-capacity sheet feeder</b>	
Capacity per feeder	Optional (up to 2 per base system) 2000 sheets (1000 per feeder tray)
Paper sizes	Minimum 7.99" (203 mm) width x 9.15" (232 mm) length Maximum 8.5" (216 mm) width x 11.69" (297 mm) length
Paper weights	Minimum 20 lb (75 gsm) to 24 lb (90 gsm)
<b>Insert feeder</b>	
Capacity	350 inserts
Sizes	Minimum 2.83" (72 mm) height x 5" (127 mm) length Maximum 6" (153 mm) height x 9.84" (250 mm) length
Thickness, compressed	Minimum 0.003" (0.076mm) to maximum 0.1" (2.54 mm)
<b>Envelope feeder</b>	
Capacity	250 Letter (100 Flat)
Letter-sized	Minimum 3.5" (89 mm) height x 6.37" (162 mm) length Maximum 6.5" (165 mm) height x 10.5" (266 mm) length
Flat-sized	Minimum 6.37" (162 mm) height x 6.5" (165 mm) length Maximum 10.5" (266 mm) height x 13" (330 mm) length
Envelope weights	Letter: Minimum 18 lb (70 gsm) to maximum 24 lb (90 gsm) Flats: Minimum 20 lb (80 gsm) to maximum 24 lb (90 gsm)
<b>Physical dimensions (includes tower feeder trays)</b>	
Length	60.5" base, 89.5" overall length (base unit fits on 60" table)
Depth	22.8"
Height	31"
Weight	326.5 lbs

## Accessory physical specifications

	<b>High capacity sheet feeder</b>			<b>Horizontal belt stacker</b>	
	Height	31"		Height	18"
	Table-length requirement	30"		Table-length requirement	N/A
	Installed Length	49"		Installed length (floor)	22"
	<b>Exit transport</b>			<b>Vertical power stacker</b>	
	Height	16"		Height	31"
	Table-length requirement	18"		Table-length requirement	N/A
	Installed length	18"		Installed length	14"
	<b>Flats sealer</b>				
	Height	31"			
	Table-length requirement	12"			
	Installed length	12"			

Relay<sup>®</sup> 5000 inserter  
system precisely folds  
inserts and seals up to  
4,000 pieces per hour.



**United States**

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For more information,  
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