

Appendix 1- Pricing document

Print costs

Item	Quantity	Details	Cost
A4 tenants newsletter	3,900	16 pages. Double sided, full colour, 130gsm silk.	
A4 rent statements	3,900	Up to 3 pages - doubled sided) printed black onto letterhead	
A4 letterhead	10,000	Double-sided, side 1: full colour side 2: full colour, 120gsm	
C4 window mailing envelopes	4,000	white	
C5 window mailing envelopes	4,000	white	
Rent review A4 customer letter	3,900	Printed black onto letterhead. Three sides	
A5 4-page leaflet	1000	Full colour, 130gsm silk	
A5 single-sided flyer	1000	Full colour, 130gsm silk	
Stickers	1,000	Size: 210 x 148mm landscape. One background colour, white text. Material: Removable self-adhesive vinyl. Finish: Gloss over laminate	

Mailing costs

Item	Quantity	Details	Cost
Mailout & fulfilment of <ul style="list-style-type: none"> tenants newsletter (16 page) Inserted into a white C4 envelope (please do not include postage costs) 	4,000	<ul style="list-style-type: none"> Tenants newsletter 16-page @ 130gsm silk. Full colour 	
Mailout & fulfilment of the following:	4,000	<ul style="list-style-type: none"> Tenants newsletter 16 page @ 130gsm silk. Full colour 	

<ul style="list-style-type: none"> • tenants newsletter (16 page) • 1 A4 'Your rent statement explained' • up to 3 page A4 annual rent statement <p>(please do not include the postage costs)</p> <p>Inserted into C4 window envelopes with the tenants address on the A4 rent statement pages</p>		<ul style="list-style-type: none"> • Rent statements – double-sided. • Your rent statement explained – single-sided. 	
<p>Mailout & fulfilment of the following:</p> <ul style="list-style-type: none"> • up to 2 x A4 doubled-sided letters <ul style="list-style-type: none"> • A5 4-page leaflet, 130gsm • A5 8-page leaflet, 130gsm silk <p>(please do not include the postage costs)</p> <p>Inserted into a C5 window envelope envelope with the tenants address on the A4 letter.</p>	4,000		