

Worksheet

Estimating Your Costs to Print & Mail Statements/Dunning Letters/Credit Reports, In-house

Labor:	Total	Per Piece
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- Hourly rate (including benefits) x Number of hours required to coordinate materials, print, stuff and mail documents.
(Divide by total number of statements sent to reach a per-piece cost.)

Materials:

- Postage (average rate)
- Envelope
- Return Envelope
- Paper
- Waste
- Cost of material shortage

Equipment:

- Printer costs (*Is there a per-piece charge?*)
- Toner replacement costs
- Mailing Machine Costs
- Equipment Maintenance
- Space
- Cost of equipment failure

Finance Charges:

- Carrying costs on material
(cost of capital % x raw material costs)
- Finance cost of leasing and maintaining equipment
- Opportunity cost of this capital if not already included

Totals:

Business Issues:

Your current system has many “single points of failure” including when the individual is not in the office, a printer malfunctioning, a mailing machine that does not work, etc.

Printing and mailing statements is NOT your firm’s core competency. Outsourcing enables your firm to focus on adding value for customers – reassign individuals and/or reduce headcount.

Our fast turnaround improves your cash flow – submit files daily for printing and mailing

Professional statements reinforce your firm's professional image – inserts can also be added to sell or educate your customers on other services you offer