

Cost Estimate for Mailing 8-page Summary Booklet

In case we want to mail out 600 copies, here is an estimate of costs, based on Kinko's and other sources:

600 copies of two 11 by 17 sheets, printed both sides,	\$360
folding and stapling	90
600 individual 8 1/2 by 11 cover letters	42
tax	36
Booklet costs	528

600 Mailings of 2 oz. package (no more) via Kinko's	
bulk rate services at 30 cents each (normally 57 cents)	180
600 9 by 12 clasp envelopes Staples #918344	12
Ruth Hibbard's work to stuff, label, sort and mail (7 hrs.)	<u>70</u>
For a total of (\$1.32 / mailing)	\$792

200 mailed copies would cost approximately \$244.00, and 400 about \$518

NOTES

1. The Northridge Project Faculty , Students, Deans and also local Educators are not included in the list as of 1-11-02. The people who did the research and wrote the draft Report have not seen any of this.
2. The original budget allocated \$1,350 for “Translation Fees” to put the full Report on the web and \$1,000 for “Printing,” which included mailing out results. (We received \$9,750 for the Project overall.)
3. We have approximately 200 copies that have slight errors on the front and back covers. (We were undercharged for them by more than half.)