



Fact Finder & Cost Justification Worksheet

PREPARED FOR

Primary Application _____

Secondary Application(s) _____

Current Printing Solution*

Impact/Non-Impact:

Make _____ Model _____

Keeping printer? Yes No

New Printer Information:

Make _____ Model _____

Weekly Document Usage ^A

cost/thousand**

Primary Application _____ \$ _____

Secondary Application(s) _____ \$ _____

_____ \$ _____

Document Usage (total) _____ \$ _____ ^B

(Average)

Envelope Usage (total) _____ \$ _____ ^C

Document Processing Productivity

Position of person(s) responsible
for document processing

Hourly Rate
(with/fringes)

_____ \$ _____

_____ \$ _____

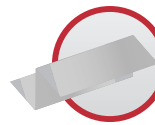
_____ \$ _____ ^D

(Average)

Productivity rate/processing
speed (documents/hour) _____ /Hour ^E

PS Mailer Document

Select all necessary:



STANDARD
Z-FOLD

8 1/2" x 11"

8 1/2" x 14"



ECCENTRIC
Z-FOLD

8 1/2" x 14"



C-FOLD

8 1/2" x 11"



V-FOLD

8 1/2" x 11"

Product Level(s) Required

Select all Applicable:

Stock – Off-the-shelf without personalization

Standard – Personalize in black ink

Standard Plus – Personalize in up to two colors
from a choice of six colors

Recommended Folding/Sealing Equipment

Make _____ Model _____

Productivity Rate _____ Documents/Hour ^F

Capital Investment (Price/Unit) \$ _____ ^G

Annual Service \$ _____ ^H

*PS Mailers require use of non-impact printers

**See back cover for guidelines

Current Document Processing Method

DOCUMENT VOLUME

	Weekly Document Usage A				Annual Document Usage
Primary Application	_____ weekly	X 52	=	_____	_____
Secondary Application(s)	_____ weekly	X 52	=	_____	_____
	_____ weekly	X 52	=	_____	_____
	_____ weekly	X 52	=	_____	_____
Total Document Volume	_____		Sum	_____	1

DOCUMENT COSTS

	Average Document Costs/Thousand				Annual Document Costs
All Applications	B _____ /thousand	(1 ÷ 1000) X B	= \$	_____	_____
Envelopes	C _____ /thousand	(1 ÷ 1000) X C	= \$	_____	_____
Total Document Costs	_____		Sum	\$ _____	2

DOCUMENT PROCESSING PRODUCTIVITY

Average Hourly Rate	D \$ _____ /hour
Productivity Rate/Processing Speed	E _____ documents/hour
Annual Labor Hours	1 ÷ E = _____ hours
Annual Labor Costs	3 X D = \$ _____

TOTAL ANNUAL DOCUMENT PROCESSING COSTS	2 + 4 = \$ _____
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MOVE THIS STUB AT PERFORMANCE

FOLD, CREASE AND REMOVE THIS STUB AT PERFORMANCE

PS Mailer Method

RECOMMENDED FOLDING/SEALING EQUIPMENT

Capital Investment	G \$ _____
5 Year Annualized Capital Costs	G ÷ 5 = \$ _____ 6
Annual Service	H \$ _____
Total Annual Service Costs	6 + H = \$ _____ 7

DOCUMENT COSTS

See back cover for guidelines

	Average Document Costs/Thousand	Annual Document Costs
All Applications	8 \$ _____ /thousand	(1 ÷ 1000) x 8 = \$ _____ 9

DOCUMENT PROCESSING PRODUCTIVITY

Average Hourly Rate	D \$ _____ /hour
Productivity Rate PS Mailers	F _____ documents/hour
Annual Labor Hours	1 ÷ F = _____ hours 10
Annual Labor Costs	10 X D = \$ _____ 11

TOTAL PS MAILERS ANNUAL DOCUMENT PROCESSING COSTS

7 + **9** + **11** = \$ _____
12

ANNUAL SAVINGS **5** - **12** = \$ _____
13

RETURN ON INVESTMENT **G** ÷ **13** = _____ years
14

PRODUCTION GAINS **3** - **10** = _____ hours
15

15 ÷ 40 = _____ week
16

REMOVE STUBS AT LEFT & RIGHT
FOLD, CREASE AND REMOVE THIS STUB AT PERFORATION

AVERAGE RETAIL PRICES FOR DOCUMENTS

REMOVE SIDE STUBS
FOLD, CREASE AND REMOVE THIS

Not Actual Prices

Use as guideline only – actual prices should be used when available.

LASER CHECKS	RETAIL	LASER FORMS	RETAIL
500	\$ 90.00/lot	500	\$70.42/lot
1,000	105.25/m	1,000	85.17/m
2,000	73.27/m	2,000	57.63/m
2,500	66.60/m	2,500	52.20/m
3,000	62.17/m	3,000	48.47/m
4,000	56.92/m	4,000	43.85/m
5,000	56.60/m	5,000	41.47/m
7,500	50.20/m	7,500	38.97/m
10,000	47.02/m	10,000	37.75/m
15,000	46.25/m	15,000	36.67/m
20,000	45.00/m	20,000	35.00/m

PS MAILERS – STOCK	RETAIL	PS MAILERS – STANDARD	RETAIL
500	\$ 76.25/lot	500	\$245.18/lot
1,000	110.25/m	1,000	297.25/m
2,000	110.25/m	2,000	226.78/m
2,500	96.75/m	2,500	199.00/m
3,000	96.75/m	3,000	184.65/m
4,000	96.75/m	4,000	156.83/m
5,000	88.25/m	5,000	144.67/m
7,500	80.50/m	7,500	123.93/m
10,000	74.97/m	10,000	115.83/m
15,000	72.75/m	15,000	99.53/m
20,000	71.33/m	20,000	87.67/m
25,000	68.75/m	25,000	81.92/m
40,000	65.83/m	40,000	75.60/m
50,000	64.82/m	50,000	74.50/m

PS MAILERS – STANDARD PLUS	RETAIL	ENVELOPES	RETAIL
500	\$341.23/lot	500	\$30.00/lot
1,000	367.50/m	1,000	46.67/m
2,000	268.00/m	2,500	42.00/m
2,500	233.75/m	5,000	40.33/m
3,000	212.17/m	10,000	36.67/m
4,000	199.83/m		
5,000	165.07/m		
7,500	141.97/m		
10,000	122.83/m		
15,000	105.98/m		
20,000	95.20/m		
25,000	88.13/m		
40,000	79.58/m		
50,000	77.00/m		

Use a full year's usage for laser documents and a half year's usage for PS Mailers.