

## **Renewal and Acknowledgement Fulfillment**

### **SCOPE OF WORK**

CBF mails a monthly, eight-part renewal series to members that are about to expire (approximately 20,000 monthly). Additionally, we mail weekly acknowledgements thanking members for their donation (1,000 – 2,000 weekly).

Scope of work includes but is not limited to:

- Process data files and provide setups for eight distinct Renewal packages (plus test packages) on a monthly basis
  - Laser, insert and mail renewal notices by the 1st of each month
  - Cost to mail Renewals, including postage, to range on average from \$.32 - \$.42 per piece each month
- Process data files and provide setups for eight distinct Acknowledgement packages on a weekly basis
  - Laser, insert and mail acknowledgement notices within three business days of receiving data files
  - Cost to mail Acknowledgements, including postage, to range on average from \$.45 - \$.55 per piece.
- Manage and report on inventory for both programs
- Maintain postage escrow account
- Provide five samples of each package after every mailing