



January 30, 2023

Laura Reams
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

11 Sand Creek Road
Albany, New York 12205
518.489.3233 • 800.777.3233
fortorangeexpress.com

Dear Ms. Reams:

Fort Orange Press is pleased to provide the City of Hyattsville with the following proposal for your 2023 **Vote-By-Mail Ballot Mailing**.

Description	Envelopes	Ballot Size	Single or Double Sided	Quantity	Unit Price	Extended Price
Price for Vote-By-Mail Packet: Includes 3 Envelope Set, 1 Ballot (Postage Not Included)	To be created by Fort Orange Press (Forward, Oath and Return)	11"	Double	10,700	\$1.30	\$13,910.00
Price for Election Day Ballots loose, shrink-wrapped in 50s		11"	Double	1,000	\$4.50	\$4,500.00
						Total: \$14,360.00

- Mail list data file set up fee per election: \$2,500.00
- All ballots will be produced on Sub 80lb white opaque to specification. Above grid reflects current paper prices.
- Pricing includes shrink wrapping election day ballots in 50's packed by precinct and delivered to city board of elections.
- Delivery to Post Office Distribution Center in Maryland: \$1,250
- 5.5" x 9" carrier sheet with 2" x 2" round I voted label for vote by mail quantity of 11,500 - \$4,255.00
- Folded Ballots for office use quantity 100: \$85.00
- Additional 3 envelope sets with unique inks for office use quantity 100: \$175.00
- If needed, 5 additional ink colors, unique color per ward plus 1 additional ink included on the forward envelope: \$3,810.00
- Pricing is effective through December 31, 2023 and based on the current paper market price index which is subject to change based on market conditions.

Schedule: We will get the I Voted Sticker proof to you by 2/15/23 and need it approved by 2/18/23. Envelope proofs will be sent to you by 3/1/23 - 3/4/23 and will need approval by 3/15/23. We will need the Ballot file and Mail file by 12pm on 3/20/23. Ballot and Mail file proofs will be sent to you by 3/22/23 and will need approval by 3/24/23. Fort Orange Press will mail the week of 4/3/23. If there are any delays in adhering to the printing/mailling schedule, Fort Orange Press will notify the City within 3 business days.

Please do not hesitate to contact me should you have any questions.

Thank you for considering Fort Orange Press!

Sincerely,

Fort Orange Press, Inc.

Daniela VanVeghten
Director of Election Strategy

Accepted By: _____

Name/Title: _____

Date: _____