

Clare Daley
Morrow Communications
Hanwood House
Pavilions Office Park
Kinnegar Drive
HOLYWOOD
BT18 9JQ

Quantity: 344
Type: Insertion
Size: Letter
Est. Weight: 60g

Dear Clare

YOUR MAILING: Mutual Energy Mailer

Thank you for asking for a quote. Below is our understanding of what you want us to do and the cost for doing it. If any element is not correct please let us know and we will quickly revise the quote for you.

DATA PREPARATION

- Specific additional data work as discussed.
- Individual addresses generated from a list of Roads provided by the Client

Our secure file transfer solution offers you peace of mind when sending and receiving large files and sensitive data.

MAILING PACK CONTENTS

1. Mutual Leaflet (A5)

Supplied by you

PROCESS

The item above will be inserted into a Envelope [EC5P001]

Supplied by us

Overprinted by us (Inkjetted in 1 Pass)

PPI

*If undelivered return to:
Morrow Communications
Hanwood House
Pavilions Office Park
Kinnegar Drive
HOLYWOOD
BT18 9JQ
United Kingdom*

Fulfilment Charge: £124.77

NOTES

- Return Address can be changed to Mutual's - Ormeau Road or Ballylumford
 - Overs will be returned to you and charged.
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MAILING SERVICES

Postage charges are dependent on the quality of your data (including postcode accuracy) and its geographical spread. The estimated postage charges below are based on good quality data being supplied. Your data will be analysed as part of Data Preparation and we will let you know, before proceeding, if additional work would be cost-effective. By using Publishing mail contracts you confirm that you have complied with Royal Mail's terms and conditions.

344 to GB can be sent with the following service(s):

Whistl Flexmail, 3 working days

£167.53

Total Postage Charge: £167.53

Total Job: £292.30

We trust you find this estimate to be clear and accurate but please contact us if we have misunderstood your requirements or you would like any further information.

If you would like to proceed please either call or email to confirm your acceptance.

Yours sincerely



John Rodgers
Director

TERMS & CONDITIONS (SYNOPSIS)

ASBOF: Where appropriate, the compulsory 0.2% ASBOF (Advertising Standards Board of Finance) levy on mailsort services is included in any postage amounts quoted.

ADVERTISING: In accepting an Advertising or Admail mailing service you are confirming that your Mailing Pack meets the appropriate criteria, please see www.tricord.co.uk for full details.

ARTWORK: Changes to artwork supplied by you may result in an additional charge - where Tricord is supplying litho or digital print proofs will be supplied for approval.

DATA: Your data is yours and we will only use it for the purposes of this job.

DATA RETENTION: The data you supply for a mailing job will be deleted six months after the job is mailed, unless otherwise agreed.

DEADLINE: To help us meet your deadline you need to supply us with all items, files, information and approvals without undue delay.

E&OE: Applies to all estimates.

ESTIMATE: This Estimate is valid for 30 days.

FULFILMENT: Price includes data preparation, mailing items and processes as detailed.

INVOICING: Our Fulfilment Charge is subject to Vat at 20%. The Postage Charge is also subject to Vat at 20% except for items sent via Royal Mail outside the EU.

LIABILITY: In accepting this estimate you confirm that our liability is limited to the value of our Fulfilment Charge and in no circumstances shall we be liable for consequential loss.

MATERIALS: This estimate is subject to sight of any materials you supply as a Client to ensure that they have been correctly assessed to run on our machines. For all materials you supply please include a minimum of 5% above the agreed quantity for the job. This is to ensure that your deadline is not missed due to a shortage of materials and to avoid an additional charge should the production of your job be split.

POSTAGE: Where items are sent on our postal accounts a financing charge may be added to your invoice which can be deducted if payment is made in full within 30 days.

TRANSFER: Securely send and receive your large and sensitive files using our secure file transfer solution. Please ask us for more details.

PAYMENT: Timely payment of our invoices will ensure service continuity.