

# AIS COST ANALYSIS SURVEY

Please furnish as much information as possible. This will help us to determine your needs.

*This Survey is completely secure and confidential. No information is ever traded or sold.*

## TYPE OF DOCUMENT

If other, please type your form used here:

## QUANTITIES

1. Do you process
2. What is the quantity per occurrence?

## MATERIAL COSTS

1. Form Cost per piece?
2. Outgoing Envelope Cost per piece?
3. Remit Envelope Cost per piece?
4. Do you pay for forms and envelopes as they are released or as you order?

## PRINT COSTS

1. What is your cost per page to operate your laser/dot-matrix printer?  
*(standard utility service costs to operate printer is .015/ea to .03/ea.)*
2. Do you own or lease printers?
3. If leasing, what are monthly payments?
4. What are printer maintenance costs monthly?
5. What are toner cartridge replacements costs?
6. Due to printer malfunction, is "down time" ever a factor?
7. How many pages are processed per cycle?
8. How many cycles per month?
9. What percentage of your mailing are single pages?
10. What percentage of your mailing are multiple pages?

## LABOR PRINT COSTS

1. What is your average hourly labor cost to print forms?
2. How much prep time does it take to batch and format data to make it print ready?
3. How many man hours does it take to print forms?
4. How many people are trained to print forms?
5. Due to an absent employee, is "down time" ever a factor?

## INSERTING/FOLDING/BURSTING COSTS

1. What is your cost per page to operate automated inserter/folder?
2. Do you own or lease equipment?
3. If leasing, what are monthly payments?
4. What are monthly maintenance costs?
5. Do you insert multiple page documents into one outgoing envelope?
6. Do you ever insert marketing material or special notes to your customers?
7. If your answer is NO to # 5, would you like to have the option to insert extra material?
8. Due to an equipment malfunction, is "down time" ever a factor?

## INSERTING/FOLDING/LABOR COSTS

1. What is your average hourly labor cost to insert/fold forms?
2. How much time required to insert/fold forms?
3. How many people are trained to run this equipment?

## POSTAGE COSTS

1. What is your average postage cost per piece (first-class rate)?
2. Do you utilize **CASS** (Coding Accuracy Support System) presort to take advantage of the best possible first-class postal rates?
3. How much time is required to meter mail?
4. How much time is required to prep mail for the post office, seal, tray, band, etc...?
5. Trips to the post office, how many man hours?
6. Vehicle maintenance cost: Gas, Insurance, etc...?

Please fill out contact information below:

Name

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Company

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Phone

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Fax

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Email Address

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