

## Cost Analysis and Outsource Savings

		Historical Cost Range	Average Cost	Your Cost
<b>Hard Costs</b>	<b>Forms</b> Forms, Envelopes, Freight, Tax, Storage,	.09 - .25	.17	_____
	<b>Spoilage and Obsolescence</b> Overtime and Downtime	5 – 20%	.021	_____
	<b>Supplies</b> Toner, Ink, Fuser, Parts, Preventative Maintenance Kits	.09 - .17	.13	_____
	<b>Equipment</b> Printers, Folders, Inserters, Maintenance, Service Contracts, Leases, Depreciation	.07 - .17	.12	_____
	<b>Labor &amp; Overhead</b> Programming, Processing, Printing, Inserting, Benefits	.12 - .27	.195	_____
	<b>Presort Fee</b> Postal Discounts, Barcodes	.02 - .05	.035	_____
	<b>Meter &amp; Delivery</b>	.02 - .10	.065	_____
	<b>Postage</b>	.35 - 39	.39	_____
<b>Sub- Total Soft Costs</b>	<b>Hard Costs</b>	<b>.68 –1.38</b>	<b>1.126</b>	_____
	<b>Improved Cash Flow</b> (Receivables x daily borrowing rate x days)	<b>.153</b>	<b>.153</b>	_____
	<b>Marketing Opportunities</b>	<b>?</b>	<b>?</b>	_____
<b>Total</b>	<b>Hard and Soft Costs</b>			_____