

November 2, 1995

To: Richard H. Roberts  
From: Neal H. O'Connell  
Subject: OSC Printing

Enclosed are invoices from Quality Printers for the jobs I believe you control. As you can see they come rather helter skelter. If it seems necessary to split your Spring and Fall expenses, then it would probably make sense to split Spring and Fall on an arbitrary basis. For instance everything prior to the Spring results could be Spring and Spring results and the Fall first notice and all that follows being Fall. You will have to make your own peace with Ernie on this.

We probably should talk together about what we might do to reduce printing expense. I rather think both our work should go together to help us get attention. If you do not agree then I'll go off on my own as I do not have the critical time element involved with my work that you do with your final Spring and Fall notices. Some thoughts follow:

- 1- Try using copy machines rather than going the photo. plate. printing press process.  
Do it in black ink and print a lot of letterhead with the Off Soundings blue to retain our color scheme.
- 2- Eliminate 2 color work.
- 3- I have asked around about changing the size of the Members book and only received negative comments. What do you think?
- 4- Do we need a folder style document for the final notice?
- 5- If we can communicate by computer do we want to prepare the labels? They cost me about 1/2 cent apiece rather than 5 cents for 7 mailings, which is not a big deal, about \$165 but I expect the office center charges us a couple of times this for changes and an occasional list. It does not make sense not to have more than 1 place have the capability to produce our mailing list. So even though I could do most of it you could get tapped occasionally.

Call me  
Neal

# OSC-1995 Race Secretary Printing & mailing

Date	Invoice	DESCRIPTION	Print Total	Sales Tax	Postage	Total
4/26	15000	ORC sheets	99.45	5.97		105.42
4/26	15001	MENSURER SHEETS	61.68	3.70		65.38
4/26	15007	SPRING ENTRY	142.64	8.56		151.20
4/26	15008	Fall Entry	142.64	8.56		151.20
5/5	15035	Spring First Notice	609.12	36.55	422.53	1068.20
6/29	15328	9x12 Envelopes	391.96	23.52		415.48
6/29	15329	Roberts				
6/19	15234	9x12 Envelopes	98.42	5.91		104.33
6/29	15323	Dickhoff				
6/29	15323	Spring 2nd Notice	1446.05	86.76	447.60	1980.41
8/30	3773	Fall First Notice	756.26	45.38	324.97	1126.61
8/30	3773	Spring Results				
9/21	3828	Dear Ski gear cds	40.00	2.40	15.00	57.40
10/14	15852	Fall 2nd Notice	1701.13	102.07	454.56	2257.76
10/14	15841	Final Results Fall	741.82	44.51	319.97	1106.30
			<b>6231.17</b>	<b>373.89</b>	<b>1984.63</b>	<b>8589.69</b>