

RELOCATION BUDGET 2013-2014

RELOCATION PACKETS:

POSTAGE	1000 Packets x \$6.20 = \$6200.00	
ADDITIONAL POSTAGE (Extra Info)	500 Packets x \$1.24 = \$ 620.00	
PRINTING OF FOLDERS	1000 x Relo Folders \$1.45 = \$1450.00	
PAPER FOR INSERTS	20 Reams x \$27.31 = \$546.20	
INSERTS	10,000 x \$.10 = \$1000.00	
RC DETAILED MAPS	1000 x \$3.00 = \$3000.00	
ENVELOPES	1000 x \$.60 = \$600.00 (Estimate Only)	
1" x 2 5/8" ADDRESS LABELS	1000 x \$.05 = \$500.00	
RETURN ADDRESS LABELS (WITH CHAMBER LOGO)	1000 x \$.22 = \$220.00	
		\$ 14,136.20

RELOCATION INQUIRIES: *Approximately 25 mailed weekly (52)*

POSTAGE	1300 Packets x \$1.05 = \$1365.00	
INQUIRY LIST ON LABELS	1300 x \$.62 = \$806.00	
COPIES OF INQUIRY LIST	1300 x \$.10 = \$130.00	
PAPER FOR COVER SHEETS	3 Reams x \$9.99 = \$29.97	
COVER SHEET COPIES	1300 x \$.10 = \$130.00	
ENVELOPES	1300 x \$.60 = \$780.00	
1" x 2 5/8" ADDRESS LABELS	1300 x \$.04 = \$52.00	
		\$ 3,292.97

***STAFF TIME** 500 hrs x \$14 = \$7000.00 **\$ 7000.00**

SUBSCRIPTION INCOME **\$ 23,929.17**
- **\$ 1,700.00**
\$ 22,229.17

*Staff time includes: labeling, photo copies, phone calls, walk in traffic, inputting data, assembling packets, publication updates, web page administration, posting packets and additional publication retrieval.

PUBLICATIONS:

POSTAGE	\$0.00	Paid by Recipient
COPIES (Yellow Pages, etc.)	\$500.00	5,000 copies x .10 = \$500.00
		\$ 500.00

STUDENT PACKETS (includes postage, packets, staff time) **\$ 5, 639.59**

PUBLICATIONS AVAILABLE ARE LISTED BELOW:

PHONE BOOKS
PROFILE BOOKS
CITY MAPS
CHAMBER DIRECTORY
HOMEFINDER GUIDE
HOME JOURNAL
BLACK HILLS PICTORIAL

SUPPLIES **\$ 4,520.00**

(INCLUDES COPIER TONER, POSTING MATERIALS, AND
COST OF PUBLICATION)

AVERAGE 30 PACKETS SENT EACH WEEK (ABOUT 1400 PER YEAR)
AVERAGE TIME SPENT ON EACH PHONE CALL IS 4 MINUTES

TOTAL **\$ 33,388.76**