RELOCATION BUDGET 2014-2015

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	1000 x $.22 = $220.00
(WITH CHAMBER LOGO)	

$ 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**

$ 24,429.17

RELOCATION LABELS PURCHASED ($150)   - **$ 1,500.00**

$ 22,929.17

*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)   **$ 5,839.59

PUBLICATIONS AVAILABLE ARE LISTED BELOW:
        PHONE BOOKS
        PROFILE BOOKS
        CITY MAPS
        CHAMBER DIRECTORY
        HOMEFINDER GUIDE
        HOME JOURNAL
        BLACK HILLS PICTORIAL

SUPPLIES   **$ 4,820.00**
        (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   **$ 34,088.76**

*This is for research to keep information updated for print materials
**This is for 4th Graders across the nation learning about the states