

Statement of Work A-1

8.1. Set-up Implementation Cost

Our proposal provides development up to 80 hours of programming. This reflects our average timeframe to develop and onboard a typical customer application. A final number of hours will be refined and provided once requirements gathering is completed in our Technical Specifications Document (TSD).

8.2. Postage

Pre-funded postage account required; Matrix will not mail without postage funds present.

8.3. Materials:

Material purchases such as forms, paper, and envelopes are subject to change according to procurement cost fluctuations. Stock replenishment purchase costs, if applicable, will be provided to CLIENT for review as outlined in the Master Services Agreement.

Setup and Implementation	▶ 90-Day Timeline ▶ Dedicated Project Manager ▶ Testing and Training ▶ Post-Live Support	0.00
Statement Container	▶ Data Processing ▶ 8.5 x 11" Paper with Perforated Payment Coupon ▶ Full color CYMK Imaging Front and Back ▶ #10 Window Envelope ▶ #9 Window Return Envelope ▶ Fold, Insert, Presort, and Deliver to USPS	0.1206
Additional Pages	▶ Each new sheet with printing on both sides required after the first page	0.0427
Oversized Bills (8-99 pages)	▶ Includes 9 x 12" Envelope ▶ Inserting of Statements More than 8 Pages	0.35
Oversized Bills (100 + pages)	▶ Includes the Window Box	4.00
Additional Inserts	▶ Client-supplied materials inserted into the statement container (Newsletter, Reports, Buck Slips, etc.)	0.01
Offline Folding for	▶ Client-supplied flat inserts.	0.01
Email Template	▶ Design and implementation for a new email template.	300
Email Notifications	▶ Digital delivery of notifications to customers.	0.025
Monthly API	▶ Provides S&V clients a back-end connection linking their application or website to indexed PDFs in our system.	125

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Matrix View Bill Archive	► Includes 12 Months of Storage, additional years of storage available upon request.	0.0121
Bill Suppressions	► Records included in the file sent but not printed.	0.05
NCOA	► Corrections are provided in our standard reports so you can update your records and prevent future charges.	0.35
Additional Programming	► Client Requested/Approved Change Requests	125
Special Handling	► Overnight + FedEx or UPS Delivery	Cost
Estimated Postage	► Based on a 1-3-ounce piece and the lowest possible 5-digit zip code rate. Actual postage will apply as determined by the USPS.	0.590

Matrix Imaging Solutions, LLC

Name: _____

Title: _____

Signature: _____

Date: _____

CLIENT

Name: Anthony Puccio

Title: Village President

Signature: 

Date: 11/6/25