

Adams Direct Mail Services, LLC

99 Elm Street
Greenfield, MA 01301

Invoice # 22338**Invoice****CUSTOMER**

*Town of Colrain
Planning Board
55 Main Road
Colrain, MA 01340*

DATE*5/8/2024***DUE DATE***6/7/2024***P.O. Number***Lrge Postcards***TERMS***Net 30 Days*

Qty	Item	Description	Amount
<i>1</i>	<i>DISKSmall ...</i>	<i>Create simplified address list and do postal paperwork required for mailing of the 807 "Colrain Solar Action Plan" postcards</i>	<i>25.00</i>
<i>1</i>	<i>MIN</i>	<i>Minimum Fee of \$55.00 for all services (Includes counting and sorting mail by routes, traying, sleeving, and bringing 807 pieces to Greenfield post office and back to our shop.</i>	<i>55.00</i>
		<i>Postage for your mailing, completed and delivered to the Greenfield Post Office for check in on 4/18/24 was \$172.70 and was billed on Invoice 22295.</i>	
		<i>Printing of the Color postcards was \$241.00 and was also billed on Invoice 22295.</i>	
	<i>Discount</i>	<i>The postage amount you paid was \$176.13, while the actual postage was \$172.70, so here is the credit amount of \$3.42</i>	<i>-3.42</i>
		<i>Sales Tax - Resale</i>	<i>0.00</i>
<i>Thank you for letting us serve you.</i> <i>We appreciate your business</i>			
Total			<i>\$76.58</i>
Payments/Credits			<i>\$0.00</i>
Balance Due			<i>\$76.58</i>