

# COPYTHORNE PARISH COUNCIL MEETING

TUESDAY 12 JUNE 2018

## ITEM NO 15: – NEWSLETTER PRINTING QUOTATIONS

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### Introduction

Following the Parish Council Finance Committee meeting in April 2018, it was agreed that an investigation would take place into outsourcing the printing of the Parish Council Newsletter. This was because:

1. The printing in-house was very time consuming for the Clerk and seen as an inefficient use of her time, and
2. The timing of the print run often clashed with other Clerk activities such as the production of the minutes of meetings.

It was agreed to obtain quotes for three print runs at 100 copies; 150 copies, & 200 copies.

It was also agreed to obtain quotes for both 2 page (A4 double sided) and 4 page (A3 double sided and folded) versions, to allow for future ‘bumper editions’, such as that for the Annual Parish Meeting.

Three quotations have been obtained as follows:

Company	100 Copies £s		150 Copies £s		200 Copies £s		Lead Time Days	Delivery Cost £s
	2 pge	4 pge	2 pge	4 pge	2 pge	4 pge		
TLC	N/A**	N/A**	N/A**	N/A**	33.60	46.20	4-5	0
BML Print Romsey	N/A**	N/A**	44.42	49.89	69.59	81.51	2-3	0
Vistaprint	30.71	53.99	N/A**	N/A**	38.58	71.99	*see below	*see below

Quotes are all on 130 gsm quality paper with a silk or gloss finish

\*Vistaprint have different lead times which effect the postage costs as follows: 2 Days - £11.99 / 5 Days - £4.79 / 10 Days - £3.59

\*\* Indicates that there is no pricing available for a run of that number of copies – i.e. the supplier does not offer a run of that length for cost reasons.

**On a balance of both cost and lead time, TLC, at a 200 copy run, would appear to be the best value.**