



MADISON
PUBLIC
LIBRARY

Date: September 11, 2020
To: Our Valued Customers
Subject: Printing Price Increase Effective January 1, 2021

201 W. Mifflin St.
Madison, WI 53703

608.266.6300 ph
608.266.4338 fax

Madison Public Library is pleased to have been providing quality custom printing for many years. With the utilization of the South Central Library System delivery service the product is timely delivered to your doorstep at no additional charge. Our prices have not increased since 2015, and have always been much lower than our actual costs.

We recently completed a full analysis of all costs associated with the printing, including paper prices, printing machine maintenance and supplies and labor costs. This analysis will be performed on a bi-annual basis going forward. The new prices listed below reflect the break-even price point.

Description	New Pricing
Finishing, per hour billed in 1/4 hour increments	\$ 29.47
Black and white copy and envelopes	\$ 0.15
Color copy and envelopes	\$ 0.25

The analysis also included price comparisons with Sprint Print, Dane County Printing Services, Kinko's, Staples and Office Depot to ensure the updated prices listed above are competitive.

If you have any questions about the increase, please don't hesitate to reach out to me directly via phone at 608-266-9632 or email at mbenno@madisonpubliclibrary.org. We appreciate your business, thank you!

Sincerely,

Mark Benno
Facilities Manager

cc: Greg Mickells, Library Director