PROPERTY TAX BILL PRINT SERVICES
For Tax Year 2019
HAV

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PP Parcels:	492	Exempt Parcels:	155
RP Parcels:	3,170	Referral Parcels:	66
Parcel Count:	3,662	**ESTIMATED BILL COUNT:**	**3,441**

Mail Exempt Bills? Print Exempt Bills?

Will you include the COUNTY recycling inserts? YES/NO	NO
Do you want return envelopes? YES/NO	YES
Will vendor be printing return envelopes	NO
what color & quantity?	N/A
Return address line 1	N/A
Return address line 2	N/A
Return address line 3	N/A
Return address line 4	N/A
Return address line 5	N/A
Message printed on outside of return envelopes?	N/A

Who is mailing the bills? VENDOR

***** MUNICIPALITY MAILING BILLS ***** N/A

Do you want bills prefolded?	N/A
Do you want #10 window envelopes supplied?	N/A
If yes, how many?	N/A
Do you want bills inserted in #10 window envelopes	N/A

***** VENDOR MAILING BILLS ***** YES

How many inserts will be included with your bills? 2

***** INSERT DESCRIPTION**

Insert 1 description	REPLY ENVELOPE 3400
Insert 2 description	TAX NEWSLETTER, 8.5X14, PRINT ON WHITE PAPER IN COLOR
Insert 3 description	
Insert 4 description	

Double Window (as used in past) OR Single Window
Text between bill addresses

***** BILL PRINT EMPHASIS OPTIONS *****

HIGHLIGHT this 1st data element
Highlight color

HIGHLIGHT OR COLOR PRINT this 2nd data element
Highlight OR color print (choose one)
Color of highlight/print

ANY leftover BREs from 2018 should be DISCARDED - NOT used.