PROPERTY TAX BILL PRINT SERVICES
For Tax Year 2019
OTWT

MELISSA KLEIN
CLERK / TREASURER TOWN
OF OTTAWA
W360S3337 STATE ROAD 67
DOUSMAN WI 53118-9709

Phone: 262-965-3228
Email: mklein@townofottawa.com
Website: www.tn.ottawa.wi.gov
Fax: 262-965-5131

PP Parcels:	40	Exempt Parcels:	112
RP Parcels:	1,872	Referral Parcels:	29
Parcel Count:	1,912	**ESTIMATED BILL COUNT:**	**1,771**

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 envelope	Yes
what color & quantity?	Blue 1900
Return address line 1	Town of Ottawa Treasurer
Return address line 2	W360S3337 State Road 67
Return address line 3	Dousman, WI 53118
Return address line 4	
Return address line 5	
Message printed on outside of return envelopes?	

Who is mailing the bills? Vendor

***** MUNICIPALITY MAILING BILLS *****

Do you want bills prefolded?	Yes
Do you want #10 window envelopes supplied?	Yes
If yes, how many?	1900
Do you want bills inserted in #10 window envelopes	Yes

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

How many inserts will be included with your bills? 1

***** INSERT DESCRIPTION**

Insert 1 description	Town of Ottawa Tax Collection
Insert 2 description	
Insert 3 description	
Insert 4 description	

Double Window (as used in past) OR Single Window Double
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