PROPERTY TAX BILL PRINT SERVICES
For Tax Year 2019
WAKT

JOAN SIEFERT
DEPUTY CLERK/TREASURER
TOWN OF WAUKESHA
W250S3567 CENTER RD
WAUKESHA WI 53189-7365

Phone: 262-542-5030
Email: deputyclerk@townofwaukesha.u
Website: www.townofwaukesha.us
Fax: 262-542-7870

PP Parcels:	158	Exempt Parcels:	94
RP Parcels:	3,618	Referral Parcels:	17
Parcel Count:	3,776	**ESTIMATED BILL COUNT:**	**3,665**

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	yes
what color & quantity?	green 3620
Return address line 1	Town of Waukesha
Return address line 2	C/O Waukesha State Bank
Return address line 3	PO Box 554
Return address line 4	Waukesha WI 53187-0554
Return address line 5	
Message printed on outside of return envelopes?	no
Who is mailing the bills?	vendor

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

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

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

How many inserts will be included with your bills? 3

***** INSERT DESCRIPTION**

Insert 1 description	Message to Town Board/Invitation
Insert 2 description	Where to Pay/register to vote
Insert 3 description	Reminders/calendar
Insert 4 description	

Double Window (as used in past) OR Single Window 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