

From: [Mercurio, Jim](#)
To: [Deanna Santana](#); [Christine Jung](#); [Ruth Shikada](#); [Kenn Lee](#); [Brian Doyle](#)
Cc: [Mercurio, Jim](#); [Compliance Manager](#)
Subject: SBL Mailing Costs & Invoice
Date: Thursday, January 21, 2021 3:43:33 PM
Attachments: [image001.png](#)
[SBL Invoice No 148161.pdf](#)

Hi Deanna:

You requested copies of the invoices related to the 1/15/2021 mailing of invoices to the SBL customers.

Here is the status of each cost component of that mailing:

- Almaden Press handled the printing of the invoices. Their invoice for that work is attached indicating a cost of \$4,606.34. This included printing the invoices, the envelopes, and the return envelopes for payment.
- The printer delivered those items to the SBL Sales & Service staff at Levi's Stadium. The staff then handled the assembly of the mailings to the customers.
- The invoices were then mailed from the Stadium using USPS postage. They were sent regular mail. The cost of postage was approximately \$4,500. The postage was applied using the Pitney Bowes postage meter. We will send you a report documenting those charges after we get the month end reports from Pitney Bowes.
- Each return envelope also included prepaid return postage, but we are only charged for the cost of the envelopes that are actually returned. We would estimate a return rate of around 25% so we would expect that is a cost of approximately \$1,000. We will provide you with the actual cost after we receive all the payments.

Thanks,

JIM

JIM MERCURIO

Executive Vice President & General Manager

Forty Niners Stadium Management Company

T 408.562-4944 | M 650 642-4909

Levi's® Stadium

4900 Marie P. DeBartolo Way

Santa Clara, CA 95054

**FAITHFUL
to
THE BAY**

#FTTB

49ers.com

2549 SCOTT BOULEVARD, SANTA CLARA, CA 95050
 408.450.7910 • FAX 408.450.7917



Chelsea Marroquin
Forty Niners Football Company LLC
4949 Marie P. DeBartolo Way
Santa Clara CA 95054


Invoice 148161

Date: 01/05/21

SHIP TO:

Forty Niners Football Company LLC
 4949 Marie P. DeBartolo Way
 Santa Clara CA 95054

Almaden Local Truck 1/5/2021

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep	
1753	Chelsea Marroquin				EDN*	House*	
Quantity	Description					Price	
	List 1 = 1 List 2 = 509 List 3 = 11 List 4 = 602 List 5 = 24 List 6 = 20 List 7 = 8066 List 8 = 138						
10,000	#10 window envelope (3-color)					1,025.00	
10,000	#9 Business Reply Envelopes 1-color black					925.00	
10,000	(D) SBL Invoice Mailer Variable Imprint and Perf					1,160.00	
10,000	Invoice shell					966.00	
1	Extra Prep time to fix invoice so that address will appear in window					150.00	
							
Received by _____		Date _____					
Terms	Subtotal	Shipping	Postage	Tax	Total	Paid	BALANCE
Net 30 Days	4,226.00	0.00	0.00	380.34	4,606.34	0.00	4,606.34