

Specialized Purchasing Consultants Inc.

Serving Maine, New Hampshire & Vermont since 1988

RE: SPC Simplified Billing

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Dear Chip:

Why Simplified Billing? Quite simply, our clients were receiving different hard-to-read invoice styles, monthly or quarterly invoicing, partial fleet billing at random times of the year, and other confusing invoicing practices from their vendors. SPC found it necessary to simplify the process to ensure our clients are being charged accurately.

From 1989 to 2012, SPC allowed vendors to handle the billing directly with the client. As mentioned above, vendors had their own way of invoicing, which created a great deal of confusion. Clients would often pay without confirmation of the charges to avoid interruption of service or supplies. We spent numerous administrative hours sorting out the billing for those clients who did question their invoices.

In 2013, we simplified the billing process at no additional cost to you as follows:

- **Invoice #1:** Billed out July 1 for 50% of previous year's usage in advance.
- **Invoice #2:** Billed out January 1 for remaining 50% of usage in advance.
- **Invoice #3:** Reconciliation of actual usage vs. prepaid against Invoices 1 and 2, showing all credits and charges along with corresponding meter reads, usage and cost per print for each machine under contract.

The cycle begins again on July 1 for the next fiscal year. Just three, easy-to-read invoices per year. Simple, and consistent. Both clients and vendors have repeatedly expressed their gratitude as Simplified Billing has expedited the payment process and increased the confidence level to all parties.

Feel free to share your thoughts on the Simplified Billing process, or any of our other free services, with us at any time.

Regards,

Skip Tilton

"Protecting Your Copying Interests"



NHSAU 25 - Bedford School District
2018-2019 / Reconciliation
Summary by Building

Black Prints

Building	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Bedford High	3,535,539	\$13,930.02	1,767,769	\$6,965.01
McKelvie Intermediate	1,555,066	\$6,126.96	777,533	\$3,063.48
Memorial Elementary	783,912	\$3,088.61	391,955	\$1,544.30
Peter Woodbury School	1,019,308	\$4,120.98	509,655	\$2,060.50
Riddle Brook Elementary	1,317,682	\$5,227.27	658,841	\$2,613.64
Ross A. Lurgio Middle	1,930,530	\$7,606.29	965,265	\$3,803.14
SAU 25	122,785	\$483.77	61,392	\$241.88
Black Prints Totals	10,264,822	\$40,583.91	5,132,410	\$20,291.96

Color Prints

Building	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Bedford High	23,439	\$1,121.32	11,720	\$560.68
McKelvie Intermediate	11,073	\$529.73	5,536	\$264.84
Memorial Elementary	20,684	\$989.52	10,342	\$494.76
Peter Woodbury School	22,320	\$1,490.41	11,160	\$745.18
Riddle Brook Elementary	27,177	\$2,133.37	13,589	\$1,066.74
Ross A. Lurgio Middle	26,769	\$1,280.63	13,384	\$640.29
SAU 25	18,286	\$874.80	9,143	\$437.40
Color Prints Totals	149,748	\$8,419.79	74,874	\$4,209.90

Total Pre-Billing Invoice	10,414,570	\$49,003.70	5,207,284	\$24,501.85
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NHSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
Bedford High					
Athletic Admin Room C102	55,773	27,886	0	0	27,886
Canon IR 4245	\$219.75	\$109.87	\$0.00	\$0.00	\$109.87
QHP02786 - GAEDH	\$0.003940		\$0.000000		
Guidance Office	78,459	39,230	0	0	39,230
Canon IR ADV 6255	\$309.13	\$154.57	\$0.00	\$0.00	\$154.57
NMU09328 - GAECT	\$0.003940		\$0.000000		
Library	215,557	107,778	0	0	107,778
Canon IR ADV 6255	\$849.29	\$424.65	\$0.00	\$0.00	\$424.65
NMU09299 - GAEDF	\$0.003940		\$0.000000		
Main Office	54,348	27,174	23,439	11,720	38,894
Canon IR ADV C5255	\$214.13	\$107.07	\$1,121.32	\$560.68	\$667.75
JME08187 - GAEDI	\$0.003940		\$0.047840		
Room B221 Left	657,961	328,980	0	0	328,980
Canon IR ADV 8295	\$2,592.37	\$1,296.18	\$0.00	\$0.00	\$1,296.18
KZZ02838 - GAECF	\$0.003940		\$0.000000		

NHSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
Bedford High					
Room B221 Right	695,902	347,951	0	0	347,951
Canon IR ADV 8295	\$2,741.85	\$1,370.93	\$0.00	\$0.00	\$1,370.93
KZZ02821 - GAECE	\$0.003940		\$0.000000		
Room B328 Left	901,759	450,880	0	0	450,880
Canon IR ADV 8295	\$3,552.93	\$1,776.47	\$0.00	\$0.00	\$1,776.47
KZZ02820 - GAECD	\$0.003940		\$0.000000		
Room B328 Right	691,120	345,560	0	0	345,560
Canon IR ADV 8295	\$2,723.01	\$1,361.51	\$0.00	\$0.00	\$1,361.51
KZZ02853 - GAECI	\$0.003940		\$0.000000		
Special Education Room 229	184,660	92,330	0	0	92,330
Canon IR ADV 6265	\$727.56	\$363.78	\$0.00	\$0.00	\$363.78
NML03053 - GAECU	\$0.003940		\$0.000000		
SUBTOTAL: Bedford High	3,535,539	1,767,769	23,439	11,720	1,779,489
	\$13,930.02	\$6,965.01	\$1,121.32	\$560.68	\$7,525.69

NNSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
McKelvie Intermediate					
Guidance Office	370,778	185,389	0	0	185,389
Canon IR ADV 8295	\$1,460.87	\$730.43	\$0.00	\$0.00	\$730.43
KZZ02871 - GAECH	\$0.003940		\$0.000000		
IT Office	4,258	2,129	0	0	2,129
Canon IR4225	\$16.78	\$8.39	\$0.00	\$0.00	\$8.39
QHJ02389 - GAEDG	\$0.003940		\$0.000000		
Main Office	31,047	15,524	11,073	5,536	21,060
Canon IR ADV C5255	\$122.33	\$61.16	\$529.73	\$264.84	\$326.01
JME08084 - GAEDK	\$0.003940		\$0.047840		
Teachers' Room 1st Floor	535,170	267,585	0	0	267,585
Canon IR ADV 8295	\$2,108.57	\$1,054.28	\$0.00	\$0.00	\$1,054.28
KZZ02605 - GAECG	\$0.003940		\$0.000000		
Teachers' Room 2nd Floor	613,813	306,906	0	0	306,906
Canon IR ADV 8295	\$2,418.42	\$1,209.21	\$0.00	\$0.00	\$1,209.21
KZZ02849 - GAECJ	\$0.003940		\$0.000000		
SUBTOTAL: McKelvie Intermediate	1,555,066	777,533	11,073	5,536	783,069
	\$6,126.96	\$3,063.48	\$529.73	\$264.84	\$3,328.32

NNSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
Memorial Elementary					
Copy Room	401,470	200,735	0	0	200,735
Canon IR ADV 8295	\$1,581.79	\$790.90	\$0.00	\$0.00	\$790.90
KZZ02631 - GAECK	\$0.003940		\$0.000000		
Library	10,785	5,392	0	0	5,392
Canon IR400if	\$42.49	\$21.24	\$0.00	\$0.00	\$21.24
QLA04814 - GAEDT	\$0.003940		\$0.000000		
Main Office	41,360	20,680	20,684	10,342	31,022
Canon IR ADV C5255	\$162.96	\$81.48	\$989.52	\$494.76	\$576.24
JME08316 - GAEE3	\$0.003940		\$0.047840		
Staff Lounge	330,297	165,148	0	0	165,148
Canon IR ADV 8295	\$1,301.37	\$650.68	\$0.00	\$0.00	\$650.68
KZZ02715 - GAECY	\$0.003940		\$0.000000		
SUBTOTAL: Memorial Elementary	783,912	391,955	20,684	10,342	402,297
	\$3,088.61	\$1,544.30	\$989.52	\$494.76	\$2,039.06

NNSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
Peter Woodbury School					
Library	2,002	1,001	2,977	1,488	2,489
Canon IR-C1030iF	\$32.99	\$16.50	\$326.01	\$162.95	\$179.45
NZG05927 - GAEDE	\$0.016480		\$0.109510		
Main Office	44,431	22,216	15,467	7,734	29,950
Canon IR ADV C5255	\$175.06	\$87.53	\$739.94	\$369.99	\$457.53
JME08183 - GAEDJ	\$0.003940		\$0.047840		
Maintenance Office	6,364	3,182	3,876	1,938	5,120
Canon IR-C1030iF	\$104.88	\$52.44	\$424.46	\$212.23	\$264.67
NZG05149 - GAEDV	\$0.016480		\$0.109510		
Teachers' Room	338,836	169,418	0	0	169,418
Canon IR ADV 8295	\$1,335.01	\$667.51	\$0.00	\$0.00	\$667.51
KZZ02875 - GAECN	\$0.003940		\$0.000000		
Teachers' Room	627,675	313,838	0	0	313,838
Canon IR ADV 8295	\$2,473.04	\$1,236.52	\$0.00	\$0.00	\$1,236.52
KZZ02854 - GAACP	\$0.003940		\$0.000000		
SUBTOTAL: Peter Woodbury School	1,019,308	509,655	22,320	11,160	520,815
	\$4,120.98	\$2,060.50	\$1,490.41	\$745.18	\$2,805.67

NHSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
Riddle Brook Elementary					
Copy Room 1st Floor	676,372	338,186	0	0	338,186
Canon IR ADV 8295	\$2,664.91	\$1,332.45	\$0.00	\$0.00	\$1,332.45
KZZ02874 - GAECO	\$0.003940		\$0.000000		
Copy Room 2nd Floor	544,266	272,133	0	0	272,133
Canon IR ADV 8295	\$2,144.41	\$1,072.20	\$0.00	\$0.00	\$1,072.20
KZZ02602 - GAECQ	\$0.003940		\$0.000000		
Library	2,839	1,420	13,511	6,756	8,176
Canon IR-C1030iF	\$46.79	\$23.40	\$1,479.59	\$739.85	\$763.25
NZG05302 - GAEDW	\$0.016480		\$0.109510		
Main Office	94,205	47,102	13,666	6,833	53,935
Canon IR ADV C5255	\$371.17	\$185.58	\$653.78	\$326.89	\$512.47
JME08171 - GAEDM	\$0.003940		\$0.047840		
SUBTOTAL: Riddle Brook Elementary	1,317,682	658,841	27,177	13,589	672,430
	\$5,227.27	\$2,613.64	\$2,133.37	\$1,066.74	\$3,680.38

NNSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
Ross A. Lurgio Middle					
7 South Hall Red Pod	529,849	264,924	0	0	264,924
Canon IR ADV 8295	\$2,087.61	\$1,043.80	\$0.00	\$0.00	\$1,043.80
KZZ02818 - GAECR	\$0.003940		\$0.000000		
7 West Hall Green Pod	492,804	246,402	0	0	246,402
Canon IR ADV 8295	\$1,941.65	\$970.82	\$0.00	\$0.00	\$970.82
KZZ02634 - GA ECS	\$0.003940		\$0.000000		
Guidance Office	46,231	23,116	0	0	23,116
Canon IR 4245	\$182.15	\$91.08	\$0.00	\$0.00	\$91.08
QHP02792 - GAEEC	\$0.003940		\$0.000000		
Main Office	30,788	15,394	26,769	13,384	28,778
Canon IR ADV C5255	\$121.30	\$60.65	\$1,280.63	\$640.29	\$700.94
JME08228 - GAEDO	\$0.003940		\$0.047840		
Media Center Left	421,720	210,860	0	0	210,860
Canon IR ADV 8295	\$1,661.58	\$830.79	\$0.00	\$0.00	\$830.79
KZZ02865 - GA ECC	\$0.003940		\$0.000000		

NHSAU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
Ross A. Lurgio Middle					
Media Center Right	409,138	204,569	0	0	204,569
Canon IR ADV 8295	\$1,612.00	\$806.00	\$0.00	\$0.00	\$806.00
KZZ02817 - GAEDN	\$0.003940		\$0.000000		
SUBTOTAL: Ross A. Lurgio Middle	1,930,530	965,265	26,769	13,384	978,649
	\$7,606.29	\$3,803.14	\$1,280.63	\$640.29	\$4,443.43

NHS AU 25 - Bedford School District

Details	Full Year Projected Black Volume and Cost	50% Pre-Billing Black Volume and Cost	Full Year Projected Color Volume and Cost	50% Pre-Billing Color Volume and Cost	TOTAL Pre-Bill Volume and Cost
SAU 25					
East Hallway	25,460	12,730	0	0	12,730
Canon IR 4245	\$100.31	\$50.16	\$0.00	\$0.00	\$50.16
QHP02791 - GAEEB	\$0.003940		\$0.000000		
Work Room	97,325	48,662	18,286	9,143	57,805
Canon IR ADV C5255	\$383.46	\$191.73	\$874.80	\$437.40	\$629.13
JME08190 - GAEDL	\$0.003940		\$0.047840		
Subtotal: SAU 25	122,785	61,392	18,286	9,143	70,535
	\$483.77	\$241.88	\$874.80	\$437.40	\$679.29
Grand Totals:	10,264,822	5,132,410	149,748	74,874	5,207,284
	\$40,583.91	\$20,291.96	\$8,419.79	\$4,209.90	\$24,501.85

**NHSAU 25 - Bedford School District
2018-2019 / Reconciliation
Summary by Model Type**

**Black Prints
Model Type**

	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Black Photocopier	9,860,113	\$38,848.85	4,930,055	\$19,424.42
Color Photocopier	404,709	\$1,735.06	202,355	\$867.54
Black Prints Totals	10,264,822	\$40,583.91	5,132,410	\$20,291.96

**Color Prints
Model Type**

	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Black Photocopier	0	\$0.00	0	\$0.00
Color Photocopier	149,748	\$8,419.79	74,874	\$4,209.90
Color Prints Totals	149,748	\$8,419.79	74,874	\$4,209.90

Total Pre-Billing Invoice	10,414,570	\$49,003.70	5,207,284	\$24,501.85
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