

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	3,535,539	\$13,930.02
McKelvie Intermediate	1,555,066	\$6,126.96	1,555,066	\$6,126.96
Memorial Elementary	783,912	\$3,088.61	783,912	\$3,088.61
Peter Woodbury School	1,019,308	\$4,016.07	1,019,308	\$4,016.07
Riddle Brook Elementary	1,317,682	\$5,191.67	1,317,682	\$5,191.67
Ross A. Lurgio Middle	1,930,530	\$7,606.29	1,930,530	\$7,606.29
SAU 25	122,785	\$483.77	122,785	\$483.77
Black Prints Totals	10,264,822	\$40,443.40	10,264,822	\$40,443.40

Color Prints

Building	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Bedford High	23,439	\$1,244.85	23,439	\$1,244.85
McKelvie Intermediate	11,073	\$588.09	11,073	\$588.09
Memorial Elementary	20,684	\$1,098.53	20,684	\$1,098.53
Peter Woodbury School	22,320	\$1,654.43	22,320	\$1,654.43
Riddle Brook Elementary	27,177	\$2,368.06	27,177	\$2,368.06
Ross A. Lurgio Middle	26,769	\$1,421.70	26,769	\$1,421.70
SAU 25	18,286	\$971.17	18,286	\$971.17
Color Prints Totals	149,748	\$9,346.83	149,748	\$9,346.83

Total Pre-Billing Invoice	10,414,570	\$49,790.23	10,414,570	\$49,790.23
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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	55,773	0	0	55,773
Canon IR 4245	\$219.75	\$219.75	\$0.00	\$0.00	\$219.75
QHP02786 - GAEDH	\$0.003940		\$0.000000		
Guidance Office	78,459	78,459	0	0	78,459
Canon IR ADV 6255	\$309.13	\$309.13	\$0.00	\$0.00	\$309.13
NMU09328 - GAECT	\$0.003940		\$0.000000		
Library	215,557	215,557	0	0	215,557
Canon IR ADV 6255	\$849.29	\$849.29	\$0.00	\$0.00	\$849.29
NMU09299 - GAEDF	\$0.003940		\$0.000000		
Main Office	54,348	54,348	23,439	23,439	77,787
Canon IR ADV C5255	\$214.13	\$214.13	\$1,244.85	\$1,244.85	\$1,458.98
JME08187 - GAEDI	\$0.003940		\$0.053110		
Room B221 Left	657,961	657,961	0	0	657,961
Canon IR ADV 8295	\$2,592.37	\$2,592.37	\$0.00	\$0.00	\$2,592.37
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	695,902	0	0	695,902
Canon IR ADV 8295	\$2,741.85	\$2,741.85	\$0.00	\$0.00	\$2,741.85
KZZ02821 - GAECE	\$0.003940		\$0.000000		
Room B328 Left	901,759	901,759	0	0	901,759
Canon IR ADV 8295	\$3,552.93	\$3,552.93	\$0.00	\$0.00	\$3,552.93
KZZ02820 - GAECD	\$0.003940		\$0.000000		
Room B328 Right	691,120	691,120	0	0	691,120
Canon IR ADV 8295	\$2,723.01	\$2,723.01	\$0.00	\$0.00	\$2,723.01
KZZ02853 - GAECI	\$0.003940		\$0.000000		
Special Education Room 229	184,660	184,660	0	0	184,660
Canon IR ADV 6265	\$727.56	\$727.56	\$0.00	\$0.00	\$727.56
NML03053 - GAECU	\$0.003940		\$0.000000		
SUBTOTAL: Bedford High	3,535,539	3,535,539	23,439	23,439	3,558,978
	\$13,930.02	\$13,930.02	\$1,244.85	\$1,244.85	\$15,174.87

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
McKelvie Intermediate					
Guidance Office	370,778	370,778	0	0	370,778
Canon IR ADV 8295	\$1,460.87	\$1,460.87	\$0.00	\$0.00	\$1,460.87
KZZ02871 - GAECH	\$0.003940		\$0.000000		
IT Office	4,258	4,258	0	0	4,258
Canon IR4225	\$16.78	\$16.78	\$0.00	\$0.00	\$16.78
QHJ02389 - GAEDG	\$0.003940		\$0.000000		
Main Office	31,047	31,047	11,073	11,073	42,120
Canon IR ADV C5255	\$122.33	\$122.33	\$588.09	\$588.09	\$710.41
JME08084 - GAEDK	\$0.003940		\$0.053110		
Teachers' Room 1st Floor	535,170	535,170	0	0	535,170
Canon IR ADV 8295	\$2,108.57	\$2,108.57	\$0.00	\$0.00	\$2,108.57
KZZ02605 - GAECG	\$0.003940		\$0.000000		
Teachers' Room 2nd Floor	613,813	613,813	0	0	613,813
Canon IR ADV 8295	\$2,418.42	\$2,418.42	\$0.00	\$0.00	\$2,418.42
KZZ02849 - GAECJ	\$0.003940		\$0.000000		
SUBTOTAL: McKelvie Intermediate	1,555,066	1,555,066	11,073	11,073	1,566,139
	\$6,126.96	\$6,126.96	\$588.09	\$588.09	\$6,715.05

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	401,470	0	0	401,470
Canon IR ADV 8295	\$1,581.79	\$1,581.79	\$0.00	\$0.00	\$1,581.79
KZZ02631 - GAECK	\$0.003940		\$0.000000		
Library	10,785	10,785	0	0	10,785
Canon IR400if	\$42.49	\$42.49	\$0.00	\$0.00	\$42.49
QLA04814 - GAEDT	\$0.003940		\$0.000000		
Main Office	41,360	41,360	20,684	20,684	62,044
Canon IR ADV C5255	\$162.96	\$162.96	\$1,098.53	\$1,098.53	\$1,261.49
JME08316 - GAEE3	\$0.003940		\$0.053110		
Staff Lounge	330,297	330,297	0	0	330,297
Canon IR ADV 8295	\$1,301.37	\$1,301.37	\$0.00	\$0.00	\$1,301.37
KZZ02715 - GAECY	\$0.003940		\$0.000000		
SUBTOTAL: Memorial Elementary	783,912	783,912	20,684	20,684	804,596
	\$3,088.61	\$3,088.61	\$1,098.53	\$1,098.53	\$4,187.14

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	2,002	2,977	2,977	4,979
Canon IR-C1030iF	\$7.89	\$7.89	\$361.85	\$361.85	\$369.74
NZG05927 - GAEDE	\$0.003940		\$0.121550		
Main Office	44,431	44,431	15,467	15,467	59,898
Canon IR ADV C5255	\$175.06	\$175.06	\$821.45	\$821.45	\$996.51
JME08183 - GAEDJ	\$0.003940		\$0.053110		
Maintenance Office	6,364	6,364	3,876	3,876	10,240
Canon IR-C1030iF	\$25.07	\$25.07	\$471.13	\$471.13	\$496.20
NZG05149 - GAEDV	\$0.003940		\$0.121550		
Teachers' Room	627,675	627,675	0	0	627,675
Canon IR ADV 8295	\$2,473.04	\$2,473.04	\$0.00	\$0.00	\$2,473.04
KZZ02854 - GAACP	\$0.003940		\$0.000000		
Teachers' Room	338,836	338,836	0	0	338,836
Canon IR ADV 8295	\$1,335.01	\$1,335.01	\$0.00	\$0.00	\$1,335.01
KZZ02875 - GAECN	\$0.003940		\$0.000000		
SUBTOTAL: Peter Woodbury School	1,019,308	1,019,308	22,320	22,320	1,041,628
	\$4,016.07	\$4,016.07	\$1,654.43	\$1,654.43	\$5,670.51

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
Riddle Brook Elementary					
Copy Room 1st Floor	676,372	676,372	0	0	676,372
Canon IR ADV 8295	\$2,664.91	\$2,664.91	\$0.00	\$0.00	\$2,664.91
KZZ02874 - GAECO	\$0.003940		\$0.000000		
Copy Room 2nd Floor	544,266	544,266	0	0	544,266
Canon IR ADV 8295	\$2,144.41	\$2,144.41	\$0.00	\$0.00	\$2,144.41
KZZ02602 - GAECQ	\$0.003940		\$0.000000		
Library	2,839	2,839	13,511	13,511	16,350
Canon IR-C1030iF	\$11.19	\$11.19	\$1,642.26	\$1,642.26	\$1,653.45
NZG05302 - GAEDW	\$0.003940		\$0.121550		
Main Office	94,205	94,205	13,666	13,666	107,871
Canon IR ADV C5255	\$371.17	\$371.17	\$725.80	\$725.80	\$1,096.97
JME08171 - GAEDM	\$0.003940		\$0.053110		
SUBTOTAL: Riddle Brook Elementary	1,317,682	1,317,682	27,177	27,177	1,344,859
	\$5,191.67	\$5,191.67	\$2,368.06	\$2,368.06	\$7,559.73

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	529,849	0	0	529,849
Canon IR ADV 8295	\$2,087.61	\$2,087.61	\$0.00	\$0.00	\$2,087.61
KZZ02818 - GAECR	\$0.003940		\$0.000000		
7 West Hall Green Pod	492,804	492,804	0	0	492,804
Canon IR ADV 8295	\$1,941.65	\$1,941.65	\$0.00	\$0.00	\$1,941.65
KZZ02634 - GA ECS	\$0.003940		\$0.000000		
Guidance Office	46,231	46,231	0	0	46,231
Canon IR 4245	\$182.15	\$182.15	\$0.00	\$0.00	\$182.15
QHP02792 - GA EEC	\$0.003940		\$0.000000		
Main Office	30,788	30,788	26,769	26,769	57,557
Canon IR ADV C5255	\$121.30	\$121.30	\$1,421.70	\$1,421.70	\$1,543.01
JME08228 - GA EDO	\$0.003940		\$0.053110		
Media Center Left	421,720	421,720	0	0	421,720
Canon IR ADV 8295	\$1,661.58	\$1,661.58	\$0.00	\$0.00	\$1,661.58
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	409,138	0	0	409,138
Canon IR ADV 8295	\$1,612.00	\$1,612.00	\$0.00	\$0.00	\$1,612.00
KZZ02817 - GAEDN	\$0.003940		\$0.000000		
SUBTOTAL: Ross A. Lurgio Middle	1,930,530	1,930,530	26,769	26,769	1,957,299
	\$7,606.29	\$7,606.29	\$1,421.70	\$1,421.70	\$9,027.99

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	25,460	0	0	25,460
Canon IR 4245	\$100.31	\$100.31	\$0.00	\$0.00	\$100.31
QHP02791 - GAEEB	\$0.003940		\$0.000000		
Work Room	97,325	97,325	18,286	18,286	115,611
Canon IR ADV C5255	\$383.46	\$383.46	\$971.17	\$971.17	\$1,354.63
JME08190 - GAEDL	\$0.003940		\$0.053110		
Subtotal: SAU 25	122,785	122,785	18,286	18,286	141,071
	\$483.77	\$483.77	\$971.17	\$971.17	\$1,454.94
Grand Totals:	10,264,822	10,264,822	149,748	149,748	10,414,570
	\$40,443.40	\$40,443.40	\$9,346.83	\$9,346.83	\$49,790.23

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

Black Prints

Vendor	Model Type	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Canon Solutions Maine	Black Photocopier	9,860,113	\$38,848.85	9,860,113	\$38,848.85
Canon Solutions Maine	Color Photocopier	404,709	\$1,594.55	404,709	\$1,594.55
Black Prints Totals		10,264,822	\$40,443.40	10,264,822	\$40,443.40

Color Prints

Vendor	Model Type	Projected Volume	Projected Charges	50% Pre-Billing Volume	50% Pre-Billing Charges
Canon Solutions Maine	Black Photocopier	0	\$0.00	0	\$0.00
Canon Solutions Maine	Color Photocopier	149,748	\$9,346.83	149,748	\$9,346.83
Color Prints Totals		149,748	\$9,346.83	149,748	\$9,346.83

Total Pre-Billing Invoice	10,414,570	\$49,790.23	10,414,570	\$49,790.23
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