

TC Consulting

Human beings are strongly guided by first impressions, making critical and complex judgments within about two seconds. Color is the first thing people instinctively register when they are assessing objects. What does your printed material say about you and how you view your business? According to Xerox's CEO Anne Mulcahy, color is now "a strategic competitive advantage no enterprise should be without." Let us help you stay on top of your game!

Welcome Packets

Basic Packet (≤ 20pgs)	\$5.05
Professional Packet (≤ 20pgs)	\$5.60
Basic Plus Packet (≤ 20pgs)	\$6.05
Executive Packet (≤ 25pgs)	\$7.50
Deluxe Packet (≤ 50pgs)	\$17.00
Initial Setup Fee	
Includes Master Welcome Packet and up to 10 page revisions annually	\$40.00

Newsletters

Printing	Collated and top left staple	
	20# paper double-sided	44¢
	24# paper double-sided	49¢
Finishing	Fold, Seal, Label, Stamp, and Mail	
	≤ 12 page newsletter†	67¢
	≥ 13 page newsletter†	82¢

†Per newsletter rate. Mailed with 1st Class postage. Rate subject to change with USPS postage rates.

Postcards

Printing	4 per page on 67# micro-perforated cardstock	
	Single-sided	45¢
	Double-sided	67¢
Finishing	Label and mail with 1st Class postage†	46¢
Personalizing	Personalization of contact information (one-time fee per design)	\$4.00

†Per postcard rate. Mailed with 1st Class postage. Rate subject to change with USPS postage rates.

Specialty Paper

Flyers / Brochures	per printed page*	
8.5x11 White	20# / 96 Bright	22¢
8.5x11 White	24# / 96 Bright	27¢
8.5x11 White	32# / 90 Bright Glossy	76¢
8.5x11 White	67# Cover Stock	26¢
8.5x11 Color	20# Matte	25¢
8.5x11 Color	67# Cover Stock	36¢
8.5x14 White	20# / 92 Bright	26¢
11x17 White	20# / 92 Bright	\$1.10
11x17 White	32# / 95 Bright Glossy	\$2.25

*Based on a 10% color coverage.

Other Products

Tabbed Dividers	Set of 5 or 8	\$3.75
Labels	per sheet	
	10 per page	\$2.00
	30 per page	\$2.00
	80 per page	\$2.00
Folding Fee	Per fold	3¢
Hole-Punch Fee	Per sheet	2¢

Special Services

Personal Service	Personal assistance, per hour	\$20.00
Express Service	Guaranteed shipment within 24 hours	\$10.00
Personalization	Any previously created document or postcard (one-time fee per design)	\$4.00

TC Consulting

General Information

- Prices are based on an overall 10% color coverage per page. The majority of documents will fit into this category. You may use this page as an acceptable guide. Documents with greater color coverage will be priced accordingly. *Prior approval will be requested before sending to print.*
- 3-Business Day turn-around for General Services, 5-Business Day turn-around for new Welcome Packets.
- Documents should be emailed print-ready in PDF format, unless document will need to be edited (additional fee applies). You may download a free PDF converter program from www.dopdf.com. Conversion instructions are available on that site as well as www.mkincolor.com.
- Minimum order: General Products and Services: \$20. First set of Welcome Packets: 10 Packets.

Welcome Packets

Initial Setup

- A Table of Content (TOC) is essential during the Initial Setup and Revision processes. A sample TOC is available upon request.
- Please place the page number as the first character in the name of any file you send to TCC for your Welcome Packet, i.e., 1Cover Page, 2Welcome Letter, 3New Consultant Checklist, etc.
- Kindly proofread and review your content and creation prior to emailing them for assembly into your Welcome Packet.
- Any document that we already have in our system, including those that are found on our website or from another outside source, does not need to be sent. Please identify the source by placing its name next to the applicable line on the TOC, i.e., TCC, Linda Toupin Boot Camp, etc.

Revisions

- All revisions need to be completed in your office. TCC does not acquire your original source files and cannot revise your final PDF documents.
- You may make up to 10 page additions or revisions annually with no additional fee. There is a \$3 per page fee for each additional revised or added page. Page deletions do not count against the 10 allowances.
- If a page revision, addition, or deletion changes the order of your TOC, please submit an updated TOC along with the revised document(s).
- Although we try to “catch” pages that include information or graphics that are outdated, we are not responsible for monitoring the content of your packet. Please let us know if a page from your Welcome Packet needs to be updated when submitting your order.
- Please remember that all revisions must be sent in PDF format.

Shipping Information

- Shipping costs are the responsibility of the Director/Consultant.
- All packages are shipped via the lesser of USPS Priority Mail or UPS.
- \$1.00 will be added for handling.
- Insurance will automatically added to all orders over \$200. For all others, please let us know if you would like to include insurance on your package, as TC Consulting is not responsible for damage during shipping for uninsured packages.

Payment Information

- All orders must be secured by a credit card. Orders over \$200 may be subject to pre-approval.
- Payment options include Visa, MasterCard, Discover, or ProPay “no-fee” transfer.
- Sales Tax will be charged for all orders delivered within the state of Ohio. Actual tax % is based on the county in which package is delivered. There is no Sales Tax for out-of-state delivery.