

United States Senate

OFFICE OF THE SERGEANT AT ARMS
ROOM S-321, THE CAPITOL BUILDING
WASHINGTON, D.C. 20510

July 27, 1984

Dear Senator:

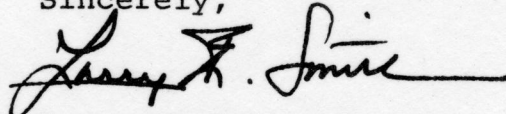
The attached Quarterly Mass Mailing Report (April 1 to June 30, 1984) is submitted to you in compliance with the Regulations Governing Mass Mail which require the Sergeant at Arms to send to each Senator and the Rules Committee a quarterly statement of the costs incurred as a result of mass mailings processed for that Senator.

In addition to this quarterly report, I am supplying you with Monthly Mass Mailing Reports which give you a breakdown of costs by Work Order. The quarterly report is compiled from these monthly reports with the exception of OCR costs which are calculated on a separate work sheet and then added to the quarterly report. A copy of this OCR work sheet is also attached for those Senators who had work processed through OCR.

If you have questions or suggestions regarding your report, please contact Judy Wilbert in the Service Department on extension 4-6138.

Best personal regards.

Sincerely,



Larry E. Smith
Sergeant at Arms

Attachments

QUARTERLY MASS MAILING REPORT
 OFFICE OF SENATOR TSONGAS

PAGE.....1

SUMMARY

FROM 04/01/84 TO 06/30/84

	<u>VOLUME</u>	<u>PAPER USED</u>	<u>PAPER COSTS</u>	<u>POSTAGE COSTS</u>	<u>OTHER COSTS</u>	<u>TOTAL COSTS</u>
TOWN MEETINGS(009).....	528,000	132,000	\$1,980.00	\$47,309.95	\$4,391.65	\$53,681.60
TOTAL.....	528,000	132,000	\$1,980.00	\$47,309.95	\$4,391.65	\$53,681.60
	=====	=====	=====	=====	=====	=====
					ADD IN OCR COSTS	\$0.00
					TOTAL COSTS THIS QUARTER	\$53,681.60
						=====

TOTAL COST PER CAPITA.....\$0.00930

BASED ON STATE POPULATION OF.....5,767,000

MONTHLY MASS MAILING REPORT
 OFFICE OF SENATOR TSONGAS
 FROM 04/01/84 TO 04/30/84

<u>WORKORDER NO.</u>	<u>DATE COMP./ CANCELED</u>	<u>NO. PAGES</u>	<u>NO. COPIES</u>	<u>TOTAL PAPER USED</u>	<u>PAPER COSTS</u>	<u>POSTAGE COSTS</u>	<u>OTHER OPER COSTS SSD/SCC</u>	<u>TOTAL COST PER WORK ORDER</u>
* 84097063 *	04/16	2	172000	43,000	\$645.00	\$15,351.20	\$1,426.02	\$17,422.22
TYPE WORK: TOWN MEETINGS				<u>TYPE PAPER:</u> TOWN MEETING 8 1/2 X 11				
<u>TYPE POSTAGE:</u> THIRD CLASS CARRIER SORT EXPRESS MAIL SURCHARGE								
* 84097064 *	04/13	2	136000	34,000	\$510.00	\$12,011.88	\$1,117.94	\$13,639.82
TYPE WORK: TOWN MEETINGS				<u>TYPE PAPER:</u> TOWN MEETING 8 1/2 X 11				
<u>TYPE POSTAGE:</u> THIRD CLASS CARRIER SORT EXPRESS MAIL SURCHARGE								
* 84115049 *	04/26	2	52000	13,000	\$195.00	\$4,595.67	\$427.67	\$5,218.34
TYPE WORK: TOWN MEETINGS				<u>TYPE PAPER:</u> TOWN MEETING 8 1/2 X 11				
<u>TYPE POSTAGE:</u> THIRD CLASS CARRIER SORT EXPRESS MAIL SURCHARGE								

TOTAL THIS MONTH \$36,280.38

MONTHLY MASS MAILING REPORT
 OFFICE OF SENATOR TSONGAS
 FROM 05/01/84 TO 05/31/84

<u>WORKORDER NO.</u>	<u>DATE COMP./ CANCELED</u>	<u>NO. PAGES</u>	<u>NO. COPIES</u>	<u>TOTAL PAPER USED</u>	<u>PAPER COSTS</u>	<u>POSTAGE COSTS</u>	<u>OTHER OPER COSTS SSD/SCC</u>	<u>TOTAL COST PER WORK ORDER</u>
* 84143064 *	05/30	2	168000	42,000	\$630.00	\$15,351.20	\$1,420.02	\$17,401.22
TYPE WORK: TOWN MEETINGS								
<u>TYPE POSTAGE:</u> THIRD CLASS CARRIER SORT EXPRESS MAIL SURCHARGE				<u>TYPE PAPER:</u> TOWN MEETING 8 1/2 X 11				

TOTAL THIS MONTH.....\$17,401.22