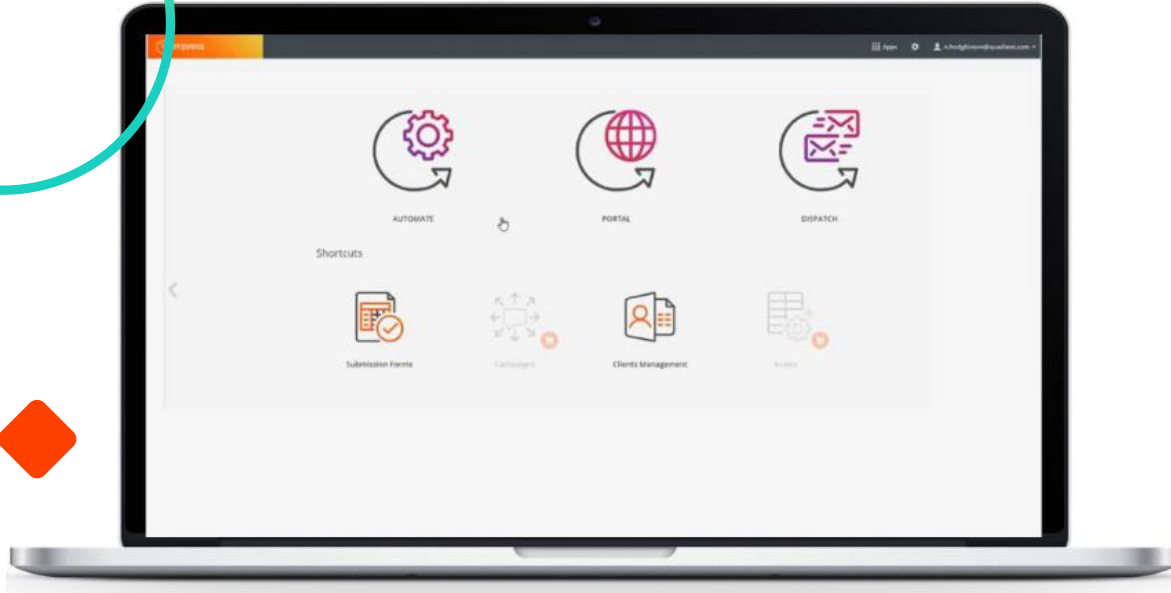




A **document automation platform** that is:

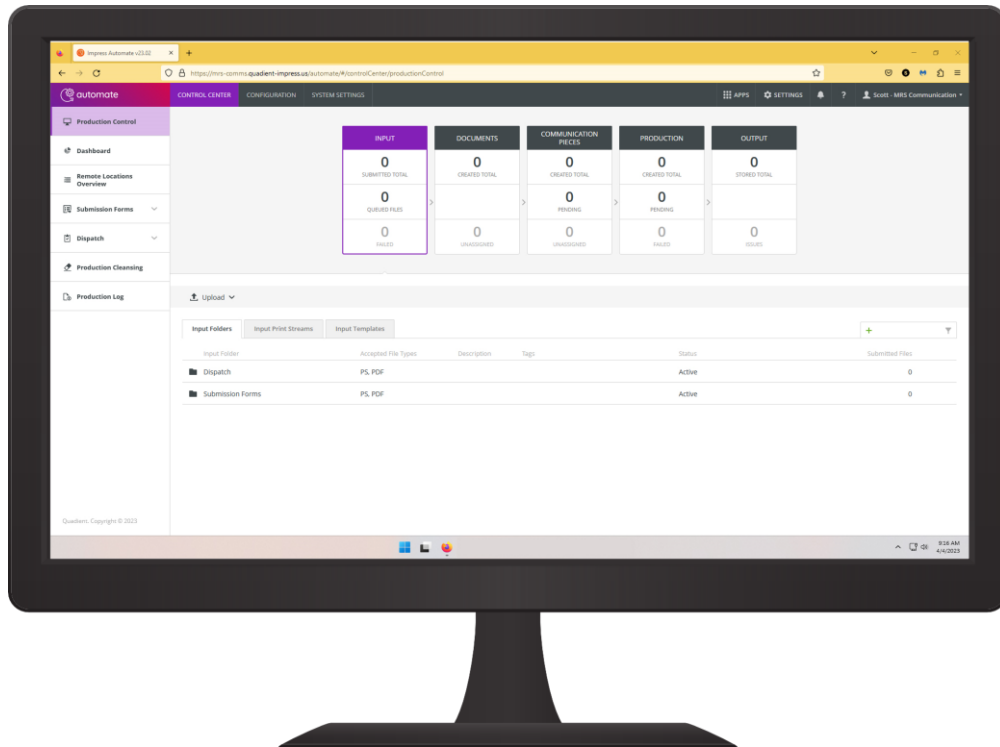
- User-friendly
- Multi-channel
- Capable of supporting your entire customer communication workflow

Quadient Impress SaaS

Customer Communications Platform
G-Cloud 15 Pricing Document



Product Overview

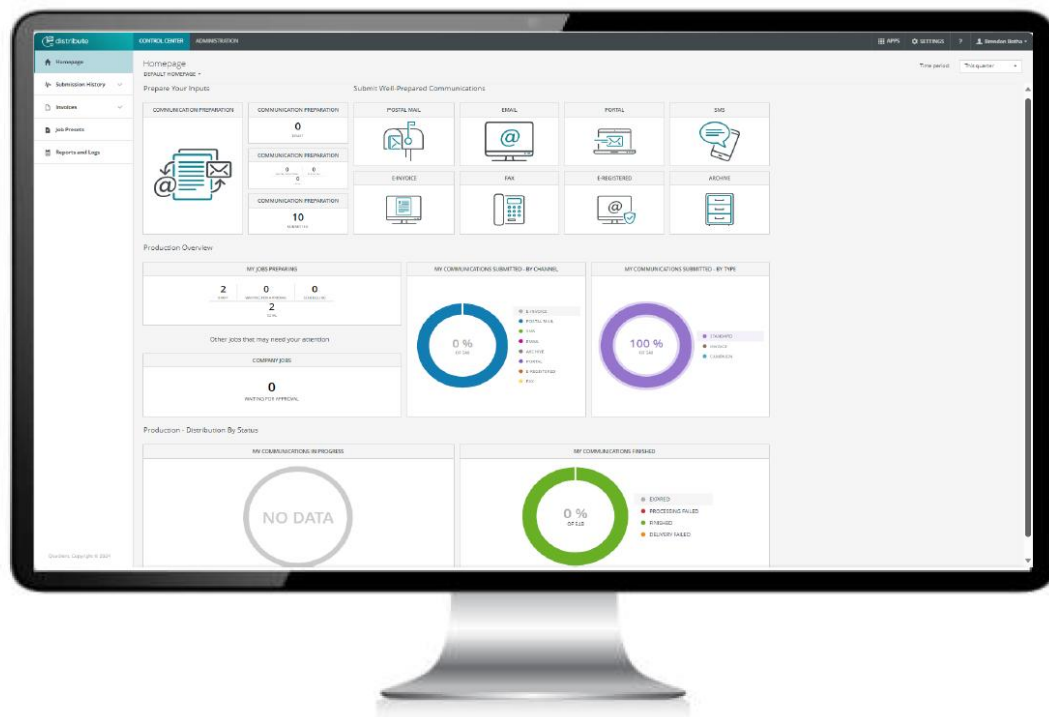


Achieve end-to-end optimisation of outbound document workflows

- Overlay colour and branding elements to improve customer experience
- Automatically separate or remove documents that should not be mailed prior to printing
- Add personalised offers or notifications for customers who meet certain criteria
- Reduce postage costs by merging same-recipient documents into a single envelope
- Barcode documents for custom mail piece assembly by an intelligent folder-inserter
- Output documents in batches according to the size of envelope required
- Enables barcode reading that completely automates variable-page folding/inserting jobs
- Validate and standardize mailing addresses to improve the deliverability of your mail
- Ensure the right pages go into each customer's envelope, every time
- Print documents in postal presort order for the lowest possible mailing rates
- Include an extra enclosure in the envelope for targeted recipients only
- Automated selection of physical or digital delivery based on customer preferences



Product Overview



Prepare and deliver your business communications in just a few clicks

- Cloud-based solution to send physical mail from your computer in minutes
- Send invoices as they're created so they reach customers faster and you get paid sooner
- Simply use your business or office applications to create documents like you normally do
- Manage mailings in the office or remotely – all that's needed is an internet connection
- Virtually print your documents via the user-friendly Distribute print driver
- Document tracing provides real-time processing status of each individual mail piece
- Documents are uploaded to our state-of-the-art mail prep facility for assembly and mailing
- Secure data transfer (SSH) ensures privacy and regulatory compliance
- Print, sort, stuff, meter and deliver the mail to the post office, all without leaving your desk
- Eliminate the distraction of mail preparation to focus on core business activities



Product Overview

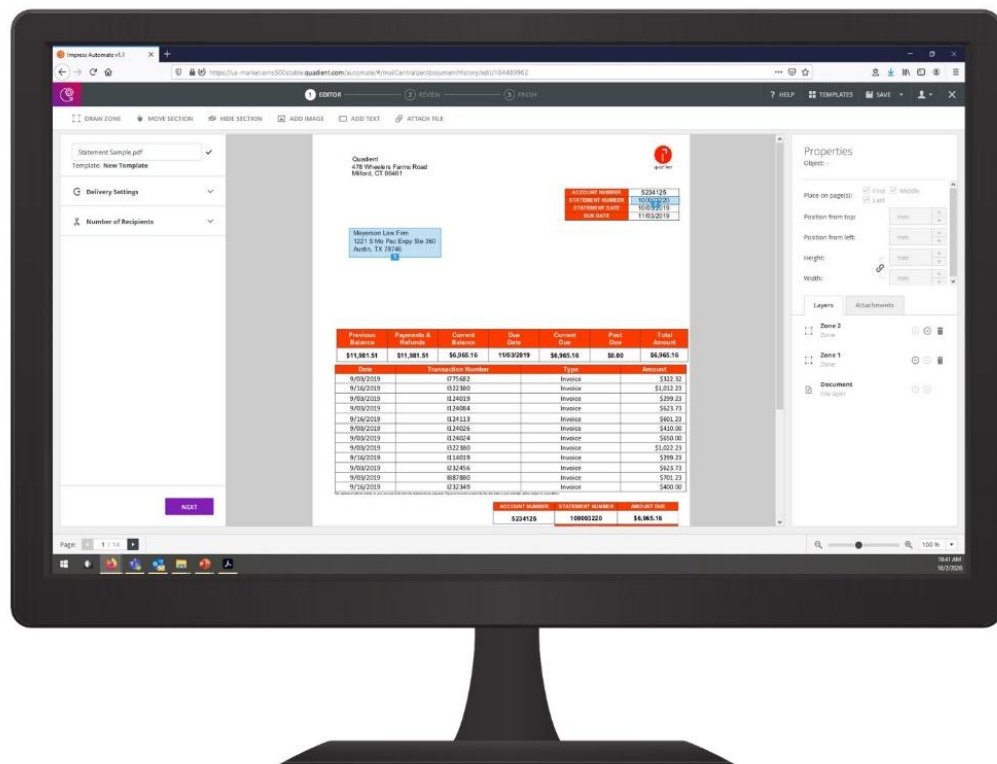


Evolve to multi-channel delivery for your customer communications

- Ready-to-use web portal where your customers can receive digital documents
- Instant delivery that facilitates quicker payments and improved cash flow
- Easily Personalise the look and feel to match your branding requirements
- Drive down paper, printing and postage costs as you convert customers to digital
- Accommodate customers who prefer paperless communications
- Include full-page promotional offers with no increase in cost to send
- Highly-secure digital platform – your customers' personal information is always safe
- Know when any customer has viewed any document so your staff can work smarter



Product Overview



Streamline and secure your ad hoc mailing process

- Centralize customer communications generated outside of your regularly-scheduled mail jobs
- Templates ensure proper branding and reduce distribution to just a few clicks
- Consolidates ad hoc documents generated by on-site and remote employees
- Designated approvers can review communications before they're released
- Routes documents to your mail center, eliminating manual mail prep at the desktop
- Archiving capabilities provide complete visibility to your document history
- Documents can also be routed to Impress Portal for customers who prefer digital delivery
- Seamless integration with Impress Automate to add targeted messaging or attachments

Impress SaaS Pricing – Pay As You Go



Material Code	Description	Subscription (Per Month)	
IMPBASIC	Impress Basic (Monthly)	£	37.90
IMPBASICPLUS	Impress Basic Plus (Monthly)	£	55.50
IMPOFFICE	Impress Office (Monthly)	£	99.00
IMPBUSINESS	Impress Business (Monthly)	£	186.99
IMPPRO	Impress Professional (Monthly)	£	314.99
IMPPROPLUS	Impress Professional Plus (Monthly)	£	495.99
IMPENT	Impress Enterprise (Monthly)	£	669.00
IMPLARGE	Impress Enterprise Plus (Monthly)	£	1,089.00
EMPENTUT	Impress Enterprise Ultimate (Monthly)	£	2,169.00

License provides access to the platform and all apps within.

Usage and Consumption are then charged using the below live rate card:

[Quadient Consumption & Postal Charges](#)

Impress SaaS Pricing – Pre-Pay



Material Code	Description	Subscription (Per Month)	Free % Usage Bonus	Total Value To Be Used Against Invoices (Subscription + Free %)
IMPPREPAID0	Impress Prepaid 0 (Monthly)	£ 49.00	0%	£ 49.00
IMPPREPAID1	Impress Prepaid 1 (Monthly)	£ 99.00	5%	£ 104.00
IMPPREPAID10	Impress Prepaid 1 (Monthly)	£ 199.00	5%	£ 208.95
IMPPREPAID2	Impress Prepaid 2 (Monthly)	£ 299.00	10%	£ 329.00
IMPPREPAID3	Impress Prepaid 3 (Monthly)	£ 499.00	10%	£ 549.00
IMPPREPAID4	Impress Prepaid 4 (Monthly)	£ 749.00	15%	£ 861.00
IMPPREPAID5	Impress Prepaid 5 (Monthly)	£ 1,499.00	20%	£ 1,799.00
IMPPREPAID6	Impress Prepaid 6 (Monthly)	£ 1,999.00	25%	£ 2,499.00
IMPPREPAID7	Impress Prepaid 7 (Monthly)	£ 2,499.00	25%	£ 3,124.00
IMPPREPAY8	Impress Prepay 8 (Monthly)	£ 4,999.00	30%	£ 6,499.00
IMPSUBDIST15	Impress Prepay 15 (Monthly)	£ 7,999.00	20%	£ 9,598.80
IMPPREPAY9	Impress Prepay 9 (Monthly)	£ 9,999.00	30%	£ 12,999.00
Custom Packages Are Available On Request				

License provides access to the platform and all apps within.

100% of the Pre-pay package license fee acts as a credit towards consumption usage (except postage) and each package comes with a free % usage bonus towards consumption usage (excluding postage)

Usage and Consumption are then charged using the below live rate card:

[Quadient Consumption & Postal Charges](#)

Impress SaaS Pricing – Configuration/Implementation



Material Code	Description	Cost (One Off)
615531	Impress Cloud App Pack 1	£ 390.00
614179	Impress SaaS Consultancy (Per Day)	£ 1,095.00

App Pack 1:

- The creation of customer Impress cloud account, including the Distribute module only.
 - Guided navigation through the Impress cloud platform
 - Documents must be pre-formatted in either Word.docx or Pdf
 - Creation of simple business rules (defined on order form).
- Education into how business rules are created and subsequently applied to the customer's documents.
 - Training to illustrate how a document is processed through to production.



Microsoft Word
Document



Sales Representative Information

*Name:	
*Title:	
*District/Dealer:	
*Mobile Number:	
*Email:	

Account/Customer Information NOTE: Contact Name will be used to assign license credentials. Please provide the correct contact's name and email.

*Customer Name:	
*Account Number:	
*Address:	
Address 2:	
City, Post Code	
*Phone:	
*Contact Name:	
*Title:	
*Contact Email for License assignment:	
*Phone:	
Additional Information:	

Requirements

Have files been tested to confirm they are a readable PDF or Word Document can be printed through the Distribute virtual print driver?	Y/N TESTED BY: _____
Is the Customer aware of the data formats accepted and size limits for letters including attachments? (PDF and Word .DOCX files only) (A4 and Portrait Orientation only) PDF 50MB per file Word .DOCX Files - Maximum 1000 pages or 10MB per file Word DOCX files with over 1000 pages must be converted into PDF to be processed)	Y/N
Is this a current Neotouch Customer? (If yes, please review current requirements with your Solutions Consultancy team)	Y/N
Is the Customer aware of the platform parameters around address positioning, barcoding, and address formats?	Y/N
Is there a consistent space for an inserter control barcode in the defined area of every page of document(s) Including Attachments? As per Image 1.2 below.	Y/N
Is the address block in the required consistent location on the first page of the documents? If not, is the customer aware that an address carrier page will be generated?	Y/N
How will documents be submitted?	Direct upload/Virtual Print Driver
Are attachments required? (Must be PDF or a Word document; same attachment for all recipients with Basic Package)	Y/N
Will batched letters sent to multiple recipients be required?	Y/N
Does the customers document contain a fixed attribute which allows the document to be split into communication pieces?	Y/N
What is the anticipated monthly usage? Please also complete MMR Table and submit with order	
What mail class does the customer want to use? (First class or Second Class)	Y/N
Is the customer aware of the PSP Postal SLA?	Y/N
What envelope size(s) does the customer require?	
Archive required? Duration? (90 days included)	Y/N
Is the customer interested in sending communications to Portal? If so, please include an additional 2 PSO hours for the Digital Delivery on Boarding Session.	Y/N

Data Recommendations and Notes:

1. Address and unique identifier field must always be on the first page of the document set.
2. Consistent open space must be provided for barcode locations.
3. PDF data must be readable on the first page of the document set.
4. If sufficient blank space for envelope windows is not available, an address carrier page will be used.
5. PDF and Word .DOCX files only
6. A4 and Portrait Orientation only
7. PDF 50MB per file
8. Word .DOCX Files - Maximum 1000 pages or 10MB per file
9. Word DOCX files with over 1000 pages must be converted into PDF to be processed

ADDITIONAL NOTES

Detailed description of project objectives or requirements. *What is client current process, and problems client has*

BASIC DISTRIBUTE SET UP AND TRAINING: Requires BPA-PSO-IMP to be sold with contract. £390

- Setting up new users, teams, and admin rights
- Client Management Overview (Adding/Uploading Clients)
- Checking layout and formatting of documents, Address positions, barcoding, and valid UK address
- Splitting and Mail Merging documents
- Sending a postal mail through the platform
- Saving Pre-Sets
- Setting up email templates and styles.
- Creation of Address Book in Client Management
- Sending emails through the platform
- Platform Dashboard & Reporting
- Desktop Manager Download and Setup
- Save a job based on the printed document.
- Creating a client or importing a client list (IF USING ADDRESS MAIL MERGE)
- View jobs
- Creating a new user
- Archive for 3 months (90 Days included by default, can be extended at extra cost)
- What's New and Online Help Guide, Quadient Academy registration

If Additional training is necessary, then purchase of additional professional services hours will be required.

OPTIONAL DIGITAL DELIVERY ON BOARDING: 2 Hour training includes an overview of the following items. (2 Hours of BPA-PSO must be sold in addition to the Basic Set up and Training)

- How to set up and import a Client Management Database
- Managing customer preference
- Sending a portal communication
- Sending an SMS communication
- Setting up a communication template

Customer Requirements:

1. Must be able to meet for implementation within 15 days of order submission
2. Activated Cloud Account prior to scheduling
 - a. You will receive an email from impresscloudservices@quadient.com make sure this address is allowed on your email server. Activate your account prior to implementation.
3. Have production data readily available during installation
4. Assign a dedicated resource to project

DISTRIBUTE APP ENVELOPE SPECS

Window positions for recipient and sender address, barcode location and reserved/safe areas are defined in image 1.1. Additional reserved/safe area positions can be found in image 1.2

IMAGE 1.1

If addresses do not fall within these areas; or cannot be shifted without compromising document appearance or content, an address carrier page may be added unless the customer can modify their documents

IMAGE 1.2

Reserved/Safe areas should not have any customer data visible. Any data that falls into that location may show through the envelope window during mail processing and handling.

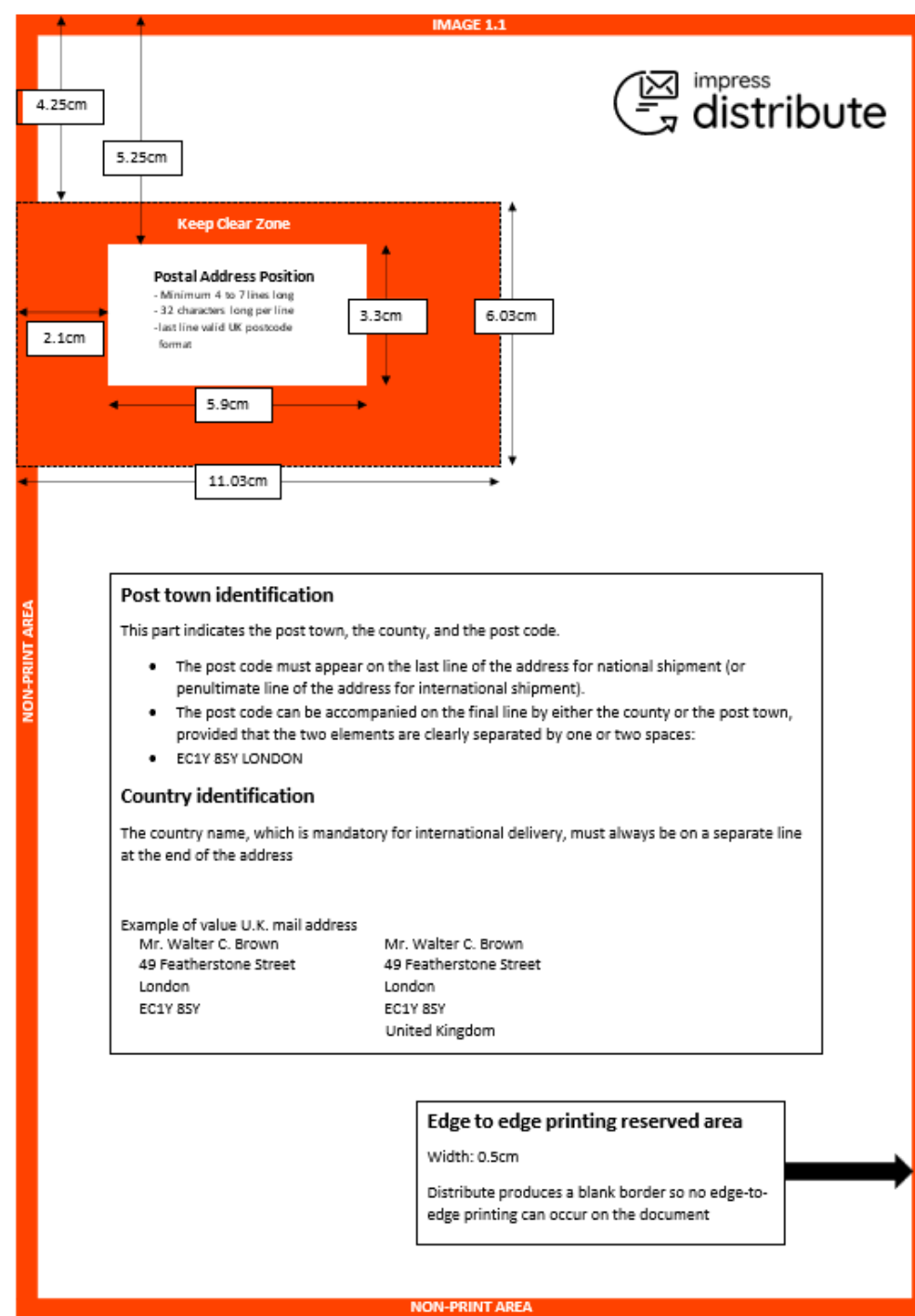
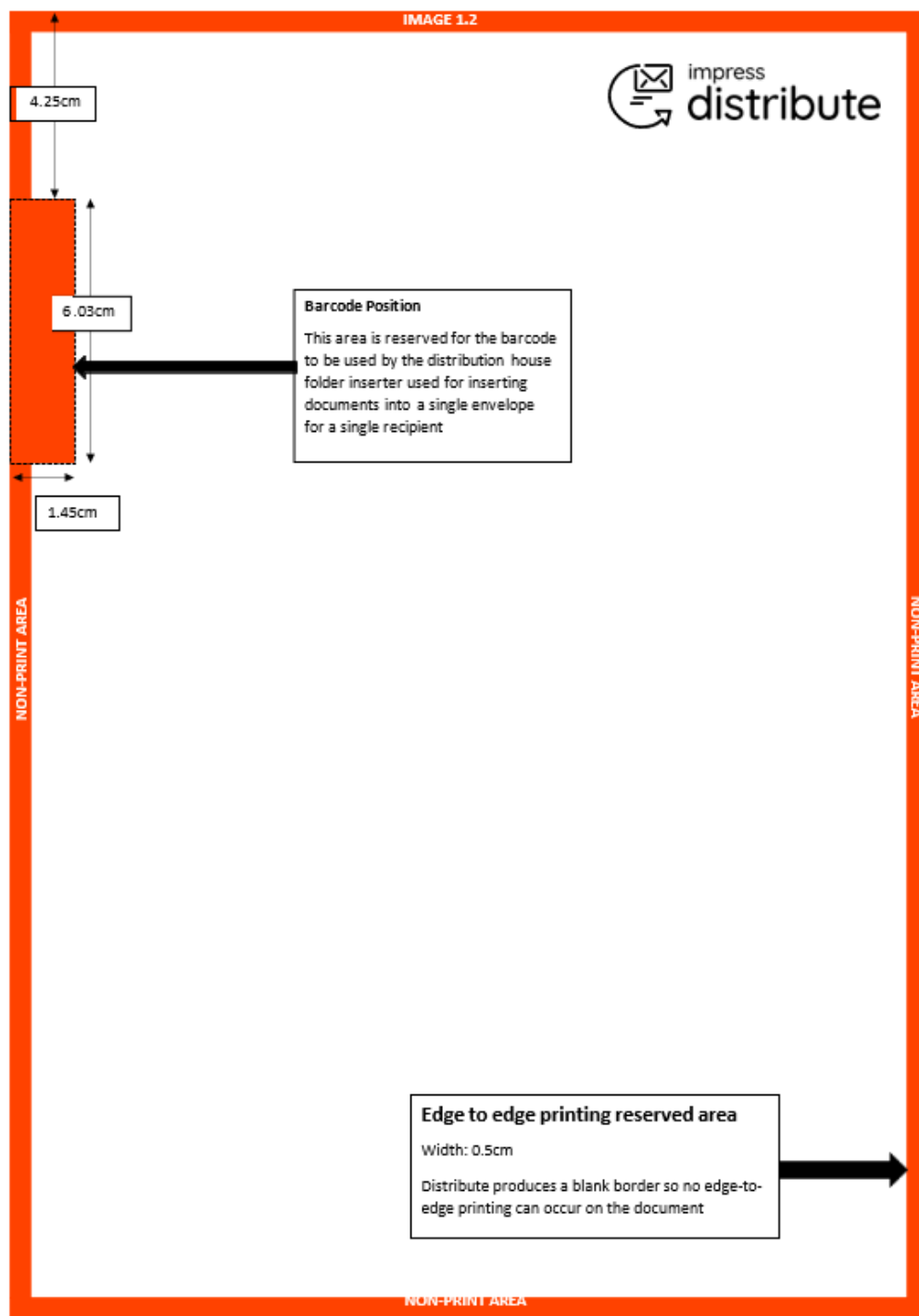


IMAGE 1.2



Approval

Sales Representative Signature

Name	Title
Signature	Date

Customer Signature

Name	Title
Signature	Date

