

Cost Savings Analysis: Wall Certificates

Summary:

BRPELS (the agency) is a Washington State agency which licenses Professional Engineers and Professional Land Surveyors. Upon approval of a license, the agency drafts and issues a decorative wall certificate to these individuals. The agency has been utilizing the Department of Enterprise Services to print these certificates due to the selected size of roughly 10.5x13. The analysis (see *below*) will look at the cost of printing the certificates at their current size through DES compared to printing the certificates in-office using a standard 8.5x11. Additionally, we will determine whether purchasing a printer specifically for wall certificates is feasible and cost efficient.

Scope and Objectives to determine:

- Determine materials and shipping costs of printing PE/PLS Wall Certificates through DES utilizing the current sized certificates.
- Determine materials and shipping costs related to a standard 8.5x11 size certificate.
- Determine cost savings by reducing the wall certificate size to standard 8.5x11 and move all printing in office.
- Determine if purchasing a separate printer specifically for all wall certificates is cost effective. EIT/PE & LSIT&PLS.

Cost per each certificate		
Sizes	10.5x13 (current)	8.5x11 (proposed)
Materials	\$3.31	\$1.97
Shipping (US)	\$4.16 - \$4.53 (Zones)	\$2.04 (Flat Rate)
Total Cost (each)	\$7.47 - 7.84	\$4.01
Total cost	\$15,074.46 – 15,821.12	\$8,092.18

Conclusion:

Based off records in SharePoint and receipts from DES, a **quantity of 2018 certificates** were submitted for print through DES between orders placed **September 2023 – September 2024**. These **10.5x13"** certificates represent a **cost** of between **\$15,074** and **\$15,821**. During this same time, if the agency was using a standard **8.5x11** certificate, materials and shipping would cost roughly **\$8100**.

Comparing the two **costs** represents a **savings** of **\$6,982.28 – 7,728.94** for each year this change is implemented. Over **10 years** this would represent **cost savings** of **\$69,822.80 - 77,289.40**.

We asked Capitol Business Machines to suggest a printer for certificates specifically. They responded with a couple examples costing roughly **\$2,000**. Based on the cost savings, if we choose to purchase a specific printer for the wall certificates, it would take **about 4 months for the savings to pay for the printer**. All additional savings will directly benefit the agency through direct savings.

*Labor costs have not been included due to the difficulty of quantifying time and calculating variables related to printing in office.

Cost Savings Breakdown

1. Define the Scope and Objectives

- Analyze the cost of PE/PLS Wall Certificates through DES. Determine cost savings by reducing the wall certificate size to standard 8.5x11. Determine if purchasing a separate printer specifically for all wall certificates (EIT/PE & LSIT&PLS) is cost effective.
- Identify if the agency can reduce costs by moving the printing of wall certificates in-house.

2. Identify Costs – Current Wall Certificates (10.5x13)

- **Direct Costs:** Current costs directly associated with printing and sending the 10.5x13” wall certificates.
 1. Chip board (11x14): **\$186.45 per 1,000 (\$0.19 each x 2)**
Two pieces of chip board are used per certificate
 2. Envelopes (12x15.5): **\$651.44 per 1,000 (\$0.65 each)**
 3. DES custom bond paper & printing: On average, **\$1.10 per certificate.**
 4. Gold Seal: **\$1.18 each**
- **Indirect Costs:** CMS charges based on the zone the package is being shipped to.
 1. Shipping (12x15.5): **\$4.16 within Washington, \$4.53 to east coast, International \$17 - 18.40**
- **Intangible Costs:** Non-monetary costs such as time, effort, and potential disruptions.
 1. **DES has sent us damaged wall certificates and reprints take time.**
 2. **Damaged certificates during shipping, reprint needed.**

3. Identify Costs – Standard Size (8.5x11)

- **Direct Costs:** Switching to the standard size offers immediate reductions in expenses; lower material costs
 1. Chipboard (8.5x11): **\$62.81 per 1,000 (\$0.06 each x 2)**
Two pieces of chip board are used per certificate
 2. Envelopes (10x13): **\$429.04 per 1,000 (\$0.43 each)**
 3. Bond Paper (8.5x11): **\$106.60 per 1,000 (\$0.11 each)**

4. Gold Seal: **\$1.18 each**

- **Indirect Costs:** Long-term savings from increased efficiency or reduced waste.

- 1. Shipping: Flats (10x13): **\$2.04**

- **Intangible Savings:** Benefits that are harder to quantify but still valuable (e.g., improved employee morale, better customer satisfaction).

- 1. **Minimize waiting time for customers to receive their wall certificates.**
More efficient for staff and follows LEAN protocols.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731131440

Invoice Date: 02-13-2024 **Due Date:** 03-14-2024
For Period of: 02-13-2024 **To:** 02-13-2024
Customer/Account Number: 166 - 000
Reference Number: 232938
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$411.25

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	370299-		382.00	651 Cert- Oct-Dec 2023	\$411.25	\$411.25
1				My Print Order: 211011		
1				Ordered by Vonna Cramer(360-664-1575) on 1/23/2024		
1				Org Code: 1660		

Total: \$411.25

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731132424

Invoice Date: 03-25-2024 **Due Date:** 04-24-2024
For Period of: 03-25-2024 **To:** 03-25-2024
Customer/Account Number: 166 - 000
Reference Number: 234028
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$382.70

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	372182-		337.00	651 Cert- Jan-Feb 2024	\$382.70	\$382.70
1				My Print Order: 212986		
1				Ordered by Bryce Dickison on 3/6/2024		
1				Org Code: 1660		

Total: \$382.70

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731134227

Invoice Date: 05-22-2024 **Due Date:** 06-21-2024
For Period of: 05-22-2024 **To:** 05-22-2024
Customer/Account Number: 166 - 000
Reference Number: 236088
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$224.72

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	374149-		244.00	651 Cert- Feb-April 2024	\$224.72	\$224.72
1				My Print Order: 215079		
1				Ordered by Bryce Dickison on 4/17/2024		
1				Org Code: 1660		

Total: \$224.72

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731135091

Invoice Date: 06-17-2024 **Due Date:** 07-17-2024
For Period of: 06-17-2024 **To:** 06-17-2024
Customer/Account Number: 166 - 000
Reference Number: 237038
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$201.56

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	375565-		200.00	651 Cert- April-May 2024	\$201.56	\$201.56
1				My Print Order: 216680		
1				Ordered by Bryce Dickison(360-968-4056) on 5/20/2024		
1				Org Code: 1660		

Total: \$201.56

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's " To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731135815

Invoice Date: 07-12-2024 **Due Date:** 08-11-2024
For Period of: 07-12-2024 **To:** 07-12-2024
Customer/Account Number: 166 - 000
Reference Number: 237858
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$220.40

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	377852-		312.00	651 Cert- May-June 2024	\$220.40	\$220.40
1				My Print Order: 218189		
1				Ordered by Bryce Dickison on 6/26/2024		
1				Org Code: 1660		

Total: \$220.40

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731136667

Invoice Date: 08-19-2024 **Due Date:** 09-18-2024
For Period of: 08-19-2024 **To:** 08-19-2024
Customer/Account Number: 166 - 000
Reference Number: 238827
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$180.54

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	379178-		75.00	651 Cert- June-July 2024	\$180.54	\$180.54
1				My Print Order: 219349		
1				Ordered by Bryce Dickison on 7/24/2024		
1				Org Code: 1660		

Total: \$180.54

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731137115

Invoice Date: 09-09-2024 **Due Date:** 10-09-2024
For Period of: 08-30-2024 **To:** 08-30-2024
Customer/Account Number: 166 - 000
Reference Number: 239318
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$188.44

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	380139-		122.00	651 Cert- July 2024	\$188.44	\$188.44
1				My Print Order: 220436		
1				Ordered by Bryce Dickison on 8/19/2024		
1				Org Code: 1660		

Total: \$188.44

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731138290

Invoice Date: 10-16-2024 **Due Date:** 11-15-2024
For Period of: 10-16-2024 **To:** 10-16-2024
Customer/Account Number: 166 - 000
Reference Number: 240651
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$188.27

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	381787-		121.00	651 Cert- August 2024	\$188.27	\$188.27
1				My Print Order: 222212		
1				Ordered by Bryce Dickison(360-968-4056) on 9/24/2024		
1				Org Code: 1660		

Total: \$188.27

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731139371

Invoice Date: 11-15-2024 **Due Date:** 12-15-2024
For Period of: 11-15-2024 **To:** 11-15-2024
Customer/Account Number: 166 - 000
Reference Number: 241829
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$206.28

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	383168-		228.00	651 Cert- September 2024	\$206.28	\$206.28
1				My Print Order: 224245		
1				Ordered by Bryce Dickison(360-968-4056) on 10/24/2024		
1				Org Code: 1660		

Total: \$206.28

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731134304

Invoice Date: 05-29-2024 **Due Date:** 06-28-2024
For Period of: 05-29-2024 **To:** 05-29-2024
Customer/Account Number: 166 - 000
Reference Number: 236194
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$650.92

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	374385-		1,000.00	PE Envelopes	\$650.92	\$650.92
1				My Print Order: 215323		
1				Ordered by Mackenzie Wherrett on 4/22/2024		
1				Org Code: 1660		

Total: \$650.92

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731136520

Invoice Date: 08-09-2024 **Due Date:** 09-08-2024
For Period of: 07-31-2024 **To:** 07-31-2024
Customer/Account Number: 166 - 000
Reference Number: 238660
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$186.45

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	378119-		1,000.00	PE Chipboard	\$186.45	\$186.45
1				My Print Order: 218299		
1				Ordered by Mackenzie Wherrett on 7/1/2024		
1				Org Code: 1660		

Total: \$186.45

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

Washington State
Department of Enterprise Services
Printing and Imaging
TIN 45-2096870

Invoice No.
731141482

Invoice Date: 01-31-2025 **Due Date:** 03-02-2025
For Period of: 01-31-2025 **To:** 01-31-2025
Customer/Account Number: 166 - 000
Reference Number: 244140
PO Number:

Bill to:
BRD OF REGIS FOR PROF ENG N LND SUR

PO BOX 9025
OLYMPIA WA 98507

For Accounts Receivable inquiries: Tricia Reimche
Phone: (360) 701-9498
Fax: (360) 407-9171
Email: prtreceivables@des.wa.gov

Remit to: Department of Enterprise Services

PO Box 84857
Seattle WA 98124-6157

For Customer Service inquiries: Customer Service
Phone: (360) 664-4343
Fax: (360) 664-2048
Email: printing@des.wa.gov
Payment Information: Agency: 1790

Fund	SWV	Amount
	0098117-42	
422	0098117-42	\$653.27

Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment

	Job/Order Number	Purchase Order	Quantity	Item Description	Price	Total
1	385286-		1,000.00	BRPELS	\$653.27	\$653.27
1				My Print Order: 226931		
1				Ordered by Bryce Dickison on 12/23/2024		
1				Org Code: 1660		

Total: \$653.27

Comments:

- PLEASE REFERENCE INVOICE AND/OR CREDIT MEMO NUMBERS WITH PAYMENT.
- For NON State Agency's "To make a credit card payment, please call 360-725-5700.
- For WA State Agency's - Find your outstanding invoices online at <https://apps.des.wa.gov/ar/> . Click on e-Statements and select 1790-Department of Enterprise Services.
- To receive your invoices via email, please send your request to desaccountsreceivable@des.wa.gov or contact your Accounts Receivable representative.
- For more information about Printing Services visit <https://www.des.wa.gov/services/printing-mail>.

From: [Bradley, James M. \(DES\)](#)
To: [Dickison, Bryce \(BRPELS\)](#)
Subject: RE: Mailing Price Quote
Date: Wednesday, December 4, 2024 9:54:30 AM
Attachments: [image002.png](#)
[image007.png](#)
[image003.png](#)
[image004.png](#)
[image006.png](#)
[image009.png](#)
[image011.png](#)
[image012.png](#)
[image017.png](#)
[image019.png](#)

Not the certificate it's the envelope that prompts the package rate. Damages are caused by the US Post Office automated machinery called an Optical Character Reader (OCR) that is sorting material spraying a barcode on these pieces. From my experiences when you have an oversized envelope with smaller material damages come more often. By right sizing your envelope it should curtail the damage issues.

Jim Bradley

Program Specialist
Consolidated Mail Services
Washington State Department of Enterprise Services
360-664-9507 james.bradley@des.wa.gov

616 Cherry ST SE | MS 41050
Olympia, WA 98501

Please take our customer tutorial feedback survey [here](#).

www.des.wa.gov

[@Twitter](#) [@Facebook](#) [@LinkedIn](#)

Work schedule: 7 am-4 pm Monday thru Friday

From: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>
Sent: Wednesday, December 4, 2024 9:20 AM
To: Bradley, James M. (DES) <james.bradley@des.wa.gov>
Subject: RE: Mailing Price Quote

Random question.

Since the current sized certificate is considered a package, would it be accurate to assume these easily damageable letters are being shipped with larger packages like boxes?

We've had consistent reports of the certificates arriving damaged, or in some cases torn almost in half. I've been contemplating why.

Thanks,



Bryce Dickison (he/him)

Administrative Assistant

Washington State
Board of Registration for
Professional Engineers &
Land Surveyors

Office: 360.664.1575
Engineers@brpels.wa.gov

Notice: This email and your response may be considered a public record and may be subject to disclosure under Washington's Public Records Disclosure Act, Chapter 42.56 RCW.

From: Bradley, James M. (DES) <james.bradley@des.wa.gov>

Sent: Wednesday, December 4, 2024 9:02 AM

To: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>

Subject: RE: Mailing Price Quote

Sounds like a great cost savings adventure for your agency. I am here if you need anything else.

Jim Bradley

Program Specialist
Consolidated Mail Services
Washington State Department of Enterprise Services
360-664-9507 james.bradley@des.wa.gov

616 Cherry ST SE | MS 41050
Olympia, WA 98501

Please take our customer tutorial feedback survey [here](#).

www.des.wa.gov

[@Twitter](#) [@Facebook](#) [@LinkedIn](#)

Work schedule: 7 am-4 pm Monday thru Friday

From: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>

Sent: Wednesday, December 4, 2024 8:49 AM

To: Bradley, James M. (DES) <james.bradley@des.wa.gov>

Subject: RE: Mailing Price Quote

James,

That is true, however, I am drafting a cost analysis with the idea to change the certificates to a standard 8.5x11 to lower shipping, chipboard, and envelope costs.

We have different certificates that utilize this size, so it makes no sense to have this odd size. It would be easier to order the same size chipboard and envelopes for all certificates.

Thanks,



Bryce Dickison (he/him)

Administrative Assistant

Washington State
Board of Registration for
Professional Engineers &
Land Surveyors

Office: 360.664.1575
Engineers@brpels.wa.gov

Notice: This email and your response may be considered a public record and may be subject to disclosure under Washington's Public Records Disclosure Act, Chapter 42.56 RCW.

From: Bradley, James M. (DES) <james.bradley@des.wa.gov>

Sent: Wednesday, December 4, 2024 8:37 AM

To: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>

Subject: RE: Mailing Price Quote

Good morning Bryce,

You mentioned creating a smaller certificate and a smaller envelope. You could leave the certificate the same size then just purchase 12" x 15" envelopes as your current certificate is 11" x 14" in size.

Glad I could help. Joe said Hi.

Jim Bradley

Program Specialist

Consolidated Mail Services

Washington State Department of Enterprise Services

360-664-9507 james.bradley@des.wa.gov

616 Cherry ST SE | MS 41050

Olympia, WA 98501

Please take our customer tutorial feedback survey [here](#).

www.des.wa.gov

[@Twitter](#) [@Facebook](#) [@LinkedIn](#)

Work schedule: 7 am-4 pm Monday thru Friday

From: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>

Sent: Wednesday, December 4, 2024 8:20 AM

To: Bradley, James M. (DES) <james.bradley@des.wa.gov>

Subject: RE: Mailing Price Quote

Good Morning James,

Yes, this information is extremely helpful.

Yes, now you see how oddly sized these envelopes are.

Thanks,



Bryce Dickison (he/him)

Administrative Assistant

Washington State
Board of Registration for
Professional Engineers &
Land Surveyors

Office: 360.664.1575
Engineers@brpels.wa.gov

Notice: This email and your response may be considered a public record and may be subject to disclosure under Washington's Public Records Disclosure Act, Chapter 42.56 RCW.

From: Bradley, James M. (DES) <james.bradley@des.wa.gov>

Sent: Wednesday, December 4, 2024 8:11 AM

To: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>

Subject: RE: Mailing Price Quote

International shipping comes with some difficulty so without me spending a bunch of man hours will

this meet your needs. International (USPS) mail shows ten different zones ranging in price from \$17.00 to \$18.45 per piece for the larger packages over that 12 x 15.5 size.

- Zone one is Canada \$17.00
- Zone two is Mexico \$17.20
- Zone three to zone ten runs up to \$18.45

Large envelopes that fall within the Large Envelope (flat) range at 4oz.

- Zone two is Canada \$4.12 per piece.
- Zone one is Mexico \$6.13 per piece.
- Zone three through nine \$7.11 per piece.

I just noticed your mailing is sitting at our facility now waiting to be processed today, nice to see a visual.

I hope this works for you Bryce.

Jim Bradley

Program Specialist
Consolidated Mail Services
Washington State Department of Enterprise Services
360-664-9507 james.bradley@des.wa.gov

616 Cherry ST SE | MS 41050
Olympia, WA 98501

Please take our customer tutorial feedback survey [here](#).

www.des.wa.gov

[@Twitter](#) [@Facebook](#) [@LinkedIn](#)

Work schedule: 7 am-4 pm Monday thru Friday

From: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>

Sent: Tuesday, December 3, 2024 3:07 PM

To: Bradley, James M. (DES) <james.bradley@des.wa.gov>

Subject: RE: Mailing Price Quote

Are you able to determine the cost of sending one of the larger (12x15.5) internationally?

Thanks,

Bryce Dickison (he/him)

Administrative Assistant

Washington State
Board of Registration for



Professional Engineers &
Land Surveyors

Office: 360.664.1575
Engineers@brpels.wa.gov

Notice: This email and your response may be considered a public record and may be subject to disclosure under Washington's Public Records Disclosure Act, Chapter 42.56 RCW.

From: Bradley, James M. (DES) <james.bradley@des.wa.gov>
Sent: Tuesday, December 3, 2024 1:23 PM
To: Dickison, Bryce (BRPELS) <Bryce.Dickison@brpels.wa.gov>
Subject: Mailing Price Quote

Bryce – First off thanks for reaching out then I have attached the US Post Office single piece price sheet as a visual. So I added two pieces of card stock then three copy paper pieces coming up with a 4oz 12" x 15" Large Envelope (Flat).

The 4oz Large Envelope destined for any address within the United States will be \$2.31 per piece.

When a larger envelope falls OVER that 12" x 15" dimension it is now classified as Package pricing out by weight and zip code.

- USPS 4oz Package destined for Washington will be \$4.16 per piece.
- USPS 4oz Package destined for New York will be \$4.53 per piece.

I hope this helps then all questions are welcome.

Jim Bradley

Program Specialist
Consolidated Mail Services
Washington State Department of Enterprise Services
360-664-9507 james.bradley@des.wa.gov

616 Cherry ST SE | MS 41050
Olympia, WA 98501

Please take our customer tutorial feedback survey [here](#).

www.des.wa.gov

[@Twitter](#) [@Facebook](#) [@LinkedIn](#)

Work schedule: 7 am-4 pm Monday thru Friday