



# PORTLAND MAINE

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## Treasury Division

Richard R. Lagarde, Director

Wednesday, January 20, 2010

Mr. Muzzie Barton, Account Executive  
Sheppard Envelope Mfg. Co  
133 Southbridge St.  
Auburn, MA 01501

Dear Muzzie,

Six months ago, after considerable study and testing, we made our first purchase of more than 100 thousand Sheppard two-way Envirolopes, and I promised that I would share the results of our experience with you, good, bad, or indifferent.

We use these envelopes for sending out tax bills as well as bimonthly parking ticket statements. In both cases our goal is to collect balances owed the City as rapidly and as conveniently as possible to our constituents, and as cost effectively as possible for the City of Portland.

After several months of use, I am pleased to let you know that we are more than satisfied with our Envirolopes. They have performed well for our constituents and have saved the taxpayers of Portland, as compared to the prior method of providing a colored envelope for payment return. In essence, the Envirolopes have saved the City in handling, stuffing, and forms costs and have also been consistent with our "green initiative" at reducing paper.

Bottom line; I'm extremely pleased with the benefits we've derived from the Sheppard Envirolope system and plan to continue to use this well crafted product. Thank you for introducing us to this outstanding mail innovation.

Sincerely,

Richard R. Lagarde  
Treasury Director