

MAIL SURVEYS — COST ESTIMATES

Step	Item/Activity	Sub-Components	Insert Number or Count Here	Cost per Unit or Hour	Total (Formula Cells — Do not overwrite)
Plan	Staff time				\$0.00
Sample	Staff time				\$0.00
Pilot	Staff time				\$0.00
	Mail pilot test	Paper			\$0.00
		Printer cartridge/toner			\$0.00
		Address Labels			\$0.00
		Envelopes			\$0.00
		Mail out preparation			\$0.00
	Postage			\$0.00	
Revise	Staff time				\$0.00
Survey	Survey – staff	Staff time for mailout			\$0.00
	Full Survey – Materials for mail out	Paper			\$0.00
		Printer cartridge/toner			\$0.00
		Address Labels			\$0.00
		Envelopes			\$0.00
		Mail out preparation			\$0.00
		Postage			\$0.00
	Follow-up – staff	Staff time for mailout			\$0.00
	Follow-up – Materials for Mail Out (Optional)	Paper			\$0.00
		Printer cartridge/toner			\$0.00
		Address Labels			\$0.00
		Envelopes			\$0.00
		Mail out preparation			\$0.00
		Postage			\$0.00
Prepare Data	Data entry				\$0.00
	Data Cleaning				\$0.00
	Merge files, verify data				\$0.00

Analyze Data	Staff time				\$0.00
	Materials	Purchase data analysis software			\$0.00
Report	Preparing the report	Staff time			\$0.00
	Reviewing the report	Staff time			\$0.00
	Printing the report	Staff time			\$0.00
		Materials			\$0.00
Disseminate	Website				\$0.00
	Email				\$0.00
	Interoffice				\$0.00
	Postal service	Postage			\$0.00
	Group meetings				\$0.00
	Conferences				\$0.00
Additional Costs					\$0.00
Grand Total					\$0.00