

**EXHIBIT B**

The following expenses are not included in the monthly fee and shall be invoiced monthly to the Town.

<b><u>DESCRIPTION</u></b>	<b><u>RATE</u></b>
Daily Postage Expenses	U S Postage rates
Bulk Mailings	Will coordinate bulk rate mailings pieces or more with a professional mail house service
Federal Express Overnight Mail	Federal Express Corporate Rates
UPS Overnight Mail	UPS Corporate Rates
Teleconference Service	Shall charge the Town at the rate that is charged by the teleconference service.
Facsimiles	Cost of monthly charges
Photocopying	Reasonable rates
Telephone Costs, including Startup Costs and Long Distance Charges	Rate will be as is charged by the telephone company for the lines and for long distance telephone calls
Printing/Typesetting costs: Town Stationary, thank you cards and Envelopes Certificates Newsletter	To be approved by the Town Council or its designee prior to printing
Office Supplies for Major Projects, including labels, paper, plaques and gifts	Reimbursement of actual costs
Photographer for Special Events	Shall charge the Town at the rate it is charged with prior approval of Town
Costs related to meetings: Meeting Rooms (typically free at Town Hall) Catering Services (if requested by Mayor) Security Travel (for staff and special guests)	Shall provide a detailed budget as to costs prior to each meeting/event for approval by the Town Council or its designee prior to each meeting/event