

## Bristol Town Administrator

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**From:** Mary Dearborn <mary@reprovt.com>  
**Sent:** Tuesday, September 28, 2021 1:09 PM  
**To:** Bristol Clerk; Bristol Town Administrator  
**Subject:** Bristol Annual Reports / Worldwide paper shortages  
**Attachments:** TR\_BRSTL\_21.pdf

**Importance:** High

Hi Sharon and Valerie,

I hope this finds you well and that you've enjoyed your summer (and hopefully, Sharon, my father isn't driving you too crazy now that he can visit the office again)! I normally wait until the end of October to touch base with everyone about Town Reports but while the last 18 months have certainly been interesting and trying on all of us, we are now starting to see the consequences of a worldwide shutdown, and lack of workers from the pandemic.

There is now a WORLDWIDE paper shortage which is hitting the United States especially hard. Paper is becoming scarce as domestic mills struggle to keep up with production. Imported sheets are either sitting in shipping containers in the middle of the sea, IF the overseas mills are even able to produce the stock. Our paper supplier informed me last week that if we don't order the millions of sheets needed to print Town Reports now that he can almost guaranty that it will be rationed come January—if it's even available at all. Along with a diminished supply chain, prices are skyrocketing. In the last month alone we have seen a 20% increase in the cost of paper, with more increases expected before the end of the year.

So, how will this affect you? Aside from the very unfortunate increased cost, I know that several towns like to wait until the very end of the year, or even January to make a decision about printing their Annual Reports. I would highly advise that you not wait this year. I've worked up a new contract based on the exact specifications that we did for you this year. **However, this year, the pricing on this contract will only be valid for the next 30 days** and is based on the cost of paper right now. I will be ordering the paper now while I can still get it and before the price goes up any further. If you choose to wait your cost will likely increase. I also want to point out that you may not have a choice of cover stocks this year, but again, I will try my best to order this ahead of time as well. If you sign the contract before **October 28** I can lock you in at the same price for two years as well so that we can purchase the stock now and not chance it to the unknown of next year.

Please let me know if you have any questions or concerns. As always, I look forward to working with you this winter!

Best,

**Mary Dearborn**

*General Manager*



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\*\*\*PLEASE NOTE THAT DUE TO UNFORESEEN SUPPLY SHORTAGES WITH PAPER, INK AND TONER OUR TURNAROUND TIMES MAY BE LONGER THAN USUAL\*\*\* For more info, please click on the following link: <https://nypost.com/2021/09/12/paper-supply-is-thinning-due-to-delta-variant/>