



Dear colleagues,

We are glad to announce that, as part of the AEB Loyalty Program, we are ready to offer 8% discount on all our services to all of AEB member.

OOO «Itella Information» has started its operations in March 2009. The company is one of the three divisions of Itella Corporation which is 100% owned by the government of Finland. Net sales in 2008 were EUR 1 953 million with around 31,700 professionals employed.

Itella Information operates in 14 countries, utilising its more than 20 years of experience in the outsourcing of the processing of outgoing and incoming invoices, personalized direct marketing and document management.

Our services contain the tools for the efficient processing of incoming invoices within the organisation and the cost-efficient sending of paper or electronic invoices, with the aid of the latest technology.

Our services are expandable in accordance with your needs – from a standard service to the comprehensive outsourcing of business processes. If required, you can entrust Itella with handling all the processes that are related to sending and receiving invoices. Outsourcing not only provides cost savings but also ensures the efficient management and transparency of processes.

Here is the list of services that are offered by the company:

Article	Measuring Unit	Prices in RUR, without VAT
Package 1 C65 white	One sheet of paper A4 in the envelope C65 with personalized one-side monochrome printing, including all consumable materials and one-color printing of logo and return address on the envelope	2,03
Package 1 C5 white	One sheet of white paper A4 in the envelope C5 with personalized one-side monochrome printing, including all consumable materials and one-color printing of logo and return address on the envelope	2,08
One-side monochrome printing	A sheet enclosed to the envelope, A4	1,20
Double-sided monochrome printing	A sheet enclosed to the envelope, A4	1,40
Packing of additional non-personalized materials into the envelopes	Sheet A4	0,18
Putting a stamp or facsimile signature on documents	Stamp (without engraving)	0,2
Putting signature by contractor's employee on documents	Signature	0,35
Scanning	One side of sheet A4	1
Loading of the customer's materials	Hour	500,0

If you have questions, please feel free to contact me via the phone +7 495 276 0464 or via e-mail boris.sazhaev@itella.com

Respectfully,
Boris Sazhaev