



Memorandum 30 /2005

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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 Joseph E. Connarton, *Executive Director*

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: PERAC's Retirement Guides

DATE: October 5, 2005

Due to a variety of cost increases faced by Central Reprographics, the Commonwealth's in-house printing division, the purchase price of PERAC's *Massachusetts Public Employee Retirement Guide*, *Guide to Disability Retirement for Public Employees*, and *Guide to Survivor Benefits for Public Employees*, has unfortunately increased from \$1.00 to \$1.25 per copy.

There are three ways to obtain additional copies of these guides:

- You may download the guides for free at www.mass.gov/PERAC, or
- You may purchase the guides for \$1.25 each at the counter of Room P-11 at the Plaza level of the McCormack State Office Building, located at One Ashburton Place in Boston, or
- You may mail order guides from the printer, Central Reprographics. Mail order prices are listed below.

BOOKS	PRICE	POSTAGE	HANDLING	TOTAL
1	\$1.25	\$. 99	\$1.00	\$3.24
2	\$2.50	\$1.87	\$1.00	\$5.37
3	\$3.75	\$2.75	\$1.00	\$7.50
4	\$5.00	\$3.63	\$1.00	\$9.63
5	\$6.25	\$4.51	\$1.00	\$11.76
6	\$7.50	\$5.39	\$1.00	\$13.89
7	\$8.75	\$6.27	\$1.00	\$16.02

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8	\$10.00	\$7.15	\$1.00	\$18.15
9	\$11.25	\$8.03	\$1.00	\$20.28
10	\$12.50	\$8.91	\$1.00	\$22.41

For quantities greater than 10, books will ship via UPS. Cost will be determined as follows: Books are \$1.25 each, plus \$12.00 shipping per carton, and \$1.00 handling charge per carton. Each carton holds up to 200 books.

When placing orders with Central Reprographics, please specify title and quantity. No cash, please. Checks should be made payable to Central Reprographics, One Ashburton Place, Room P-11, Boston, MA 02108. Attention; Kelly Damiano. For questions, Ms. Damiano may be reached by phone at 617-720-3340.

PERAC is currently updating the retirement guides; consequently you may want to hold off placing an immediate order. We anticipate that the main guide, PERAC's *Massachusetts Public Employee Retirement Guide*, will be published in mid-December. The *Guide to Disability Retirement for Public Employee*, and the *Guide to Survivor Benefits for Public Employees* are targeted for release in early 2006. As has been PERAC's past practice, copies of these guides will be dispensed free of charge to the retirement boards in accordance with a distribution formula based on membership size. Please be aware that because the format and size of the booklets is changing significantly, the price per copy of these revised booklets cannot yet be determined.