

Port of Hood River

Mailing Service RFP - Samples

1. Envelope #10 (blue ink with logo)
2. Envelope #9 (pre-addressed return envelope)
3. First Invoice – Tolls
4. Late Invoice – Tolls
5. BreezeBy Statement – 1 page
6. BreezeBy Statement – Multiple pages

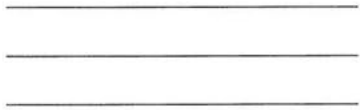


Port of
Hood River

1000 E. Port Marina Drive
Hood River, OR 97031

Main Envelope





Return Envelope

PLACE
STAMP
HERE

Port of Hood River
1000 E. Port Marina Dr.
Hood River, OR 97031



FIRST NOTICE - UNPAID TOLL INVOICE



Invoice Number	INV [REDACTED]
Payment Due Date	12/11/2024
Payment Due	\$6.50

Transaction Number	License Plate/ Transponder	Plate Type	Plaza	Lane	Date & Time	Toll Due	Fee	Total Due
[REDACTED]	[REDACTED]	PASS	POHR	POHR Lane-1	10/29/2024 09:59 AM	\$3.50	\$3.00	\$6.50
TOTAL AMOUNT DUE								\$6.50

Dear [REDACTED]

Thank you for using the Hood River-White Salmon Interstate toll bridge between Hood River, OR and White Salmon, WA. This is your invoice for unpaid tolls incurred by your vehicle.

TO MAKE A PAYMENT: Send a check, money order, or credit card payment using the payment coupon below to:

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

Make your check or money order payable to the PORT OF HOOD RIVER. Also be sure to write the invoice number(s) and your license plate number on your check or money order and include the bottom portion of this invoice. **Please do not send cash.** Payments can also be made during regular business hours at the address above. Payments may be made online at <https://csc.portofhoodriver.com/paytoll>. To dispute the transaction(s) please refer to the back of this invoice.

Please make payment of the invoice amount by the payment due date above. The invoice amount may include a \$3.00 administrative fee per trip. If payment is not received by the due date, a Late Notice will be mailed to you with an additional \$25.00 Late Fee penalty. If the amount due is not paid within 30 days after the Late Notice date, the Port may send this Invoice to a collection agency for collection of the outstanding balance. For Oregon Plates, the Port may place a registration hold to on the License Plate with the Oregon DMV which will result in denial of the registration renewal privilege for the vehicle.

If you are a BreezeBy customer and have received an invoice, please login to your online account and follow "Pay Your Unpaid Toll Invoice" instructions on the screen to apply this toll transaction to your BreezeBy account. You may have outdated license plate information, or insufficient funds in your account.

Pursuant to Oregon State Law ORS 381.312, for Oregon plates, the Port of Hood River (Port) may collect unpaid tolls, administrative fees, and civil penalties from the registered vehicle owners for use of the toll bridge. For Oregon Plates, the Port is also allowed to place a registration hold on vehicles with Oregon DMV for an outstanding balance due. Such hold will be in place until the outstanding balance is paid in full.

Please return below portion to PORT OF HOOD RIVER

Payment for tolls and processing fees

If you would like to dispute this Invoice, please follow instructions on the back

We Accept



Credit Card

Exp.Date :
(mm/yy)

 /

ONLINE PAYMENTS AT <https://csc.portofhoodriver.com/paytoll>

TOTAL AMOUNT DUE \$6.50

Payment due by: 12/11/2024

Check/Money Order (Make payable to Port of Hood River and include Invoice number and License Plate number)

INVOICE# [REDACTED]



11/20/2024

UNPAID TOLL INVOICE- Affidavit of Non-Liability or Dispute Request

Regarding the use of the toll facility listed on the Unpaid Toll Invoice for Toll Transaction(s) on the reverse side, the registered owner of the vehicle, identified by the license plate specified, has the opportunity to contest liability.

1. Complete Section A or B.

If completing Section A (Affidavit of Non-Liability), do not include payment.

If completing Section B (Dispute), include Check or Money Order for the Toll(s) Due.

2. Sign and date Certification.

Section A: Affidavit of Non-Liability

Our records indicate that a vehicle registered to you did not pay the toll at the location(s) and date/time(s) described on the attached Invoice for Unpaid Tolls. Pursuant to Oregon State Law ORS 381.312, The Port of Hood River (Port) may collect unpaid tolls, administrative fees, and civil penalties from registered vehicle owners for use of the toll bridge. *If you did not own this vehicle on the transaction date, complete the declaration below and return it within twenty-one (21) days from the date of this notice to avoid additional fees and penalties or escalation to Collections.*

By signing below, I declare that the vehicle bearing the license plate number listed on the Invoice was not owned by me on the violation date for the following reason (Please check only one reason below):

Sold

Rented

Leased

Stolen

The name and address of the responsible party is:

Name _____ Driver License Number _____ DL State _____

Address _____ City _____ State _____ ZIP Code _____

Date of theft, sale, or execution of lease/rental agreement _____

Note: Proof of a bona fide sale or transfer of the vehicle, or a proof of written rental/lease agreement with a bona fide renting or leasing company, or a copy of a theft police report or insurance claim must be provided. Failure to provide or accurately complete the above information, as well as lack of verification of such by DMV, will result in this declaration being disregarded.

Section B. Dispute

CERTIFICATION OF INADVERTENT TOLL TRANSACTION IN A BREEZEY LANE.

I hereby declare that this invoice was issued to me in error, that I paid the toll in full at the time of crossing.

I hereby declare that I took every reasonable action to pay the bridge toll at a toll booth if open, or if a toll booth was not open I had to use pass through the toll plaza without paying for the following reason(s) beyond my control (Describe reason(s) in detail):

To be considered for SECTION B Dispute, you must send a Check or Money Order (No Cash) for the Total Due.

Sign and Certify

I declare under the penalty of perjury that the foregoing is true and correct.

Print Name _____ Signature _____ Date _____

Contact Phone _____ Contact Email _____



V0001





LATE NOTICE UNPAID TOLL INVOICE



Invoice Number	[REDACTED]
Payment Due Date	01/19/2025
Payment Due	\$31.50

Transaction Number	License Plate/ Transponder	Plate Type	Plaza	Lane	Date & Time	Past Due	Late Fee	Total Due	
[REDACTED]	[REDACTED]	PASS	POHR	POHR Lane-1	10/29/2024 09:59 AM	\$6.50	\$25.00	\$31.50	
							TOTAL AMOUNT DUE	\$31.50	

Dear [REDACTED]

This invoice for unpaid toll(s) for use of the Hood River-White Salmon Interstate Bridge between Hood River, OR and White Salmon, WA is now past due.

You are receiving this Late Notice because you have not responded to the First Invoice generated at least 21 days ago requesting the unpaid toll amount due. An additional **\$25.00** Late Fee penalty has been added for this invoice.

Please make a prompt payment of the total amount due by the payment due date shown above. If payment is not received by the due date, the PORT OF HOOD RIVER will send this invoice to a collection agency to collect the amount due. In addition, for vehicles registered in Oregon, the Port will submit to the Oregon DMV a request for a registration renewal hold on the vehicle license plate, which will result in denial of your privileges to renew the vehicle registration.

TO MAKE A PAYMENT: Send a check, money order, or credit card payment using the payment coupon below to:

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

Make your check or money order payable to the PORT OF HOOD RIVER. Also be sure to write the invoice number(s) and your license plate number on your check or money order and include the bottom portion of this invoice. **Please do not send cash.** Payments can also be made during regular business hours at the address above. Payments may be made online at <https://csc.portofhoodriver.com/paytoll>. To dispute the transaction(s) please refer to the back of this invoice.

Pursuant to Oregon State Law ORS 381.312, for Oregon plates, the Port of Hood River (Port) may collect unpaid tolls, administrative fees, and civil penalties from the registered vehicle owners for use of the toll bridge. For Oregon Plates, the Port is also allowed to place a registration hold on vehicles with Oregon DMV for an outstanding balance due. Such hold will be in place until the outstanding balance is paid in full.

Please return below portion to PORT OF HOOD RIVER

Payment for tolls and processing fees

If you would like to dispute this Invoice, please follow instructions on the back

We Accept



Credit Card [REDACTED]

Exp.Date : [REDACTED] / [REDACTED]
(mm/yy)

TOTAL AMOUNT DUE \$31.50

Payment due by: 01/19/2025

Check/Money Order (Make payable to Port of Hood River and include Invoice number and License Plate number)

ONLINE PAYMENTS AT <https://csc.portofhoodriver.com/paytoll>



12/20/2024

LATE NOTICE UNPAID TOLL INVOICE - Affidavit of Non-Liability or Dispute Request

Regarding the use of the toll facility listed on the Final Invoice for Toll Transaction(s) on the reverse side, the registered owner of the vehicle, identified by the license plate specified, has the opportunity to contest liability.

1. Complete Section A or B.

If completing Section A (Affidavit of Non-Liability), do not include payment.

If completing Section B (Dispute), include Check or Money Order for the Toll(s) Due.

2. Sign and date Certification.

Section A: Affidavit of Non-Liability

Our records indicate that a vehicle registered to you did not pay the toll at the location(s) and date/time(s) described on the attached Invoice for Unpaid Tolls. Pursuant to Oregon State Law ORS 381.312, The Port of Hood River (Port) may collect unpaid tolls, administrative fees, and civil penalties from registered vehicle owners for use of the toll bridge. If you did not own this vehicle on the transaction date, complete the declaration below and return it within fifteen (15) days from the date of this notice to avoid additional fees and penalties or escalation to Collections. The undersigned declares that the vehicle bearing the license plate number above was not owned by me on the violation date for the following reason (Please check only one reason below):

By signing below, I declare that the vehicle bearing the license plate number listed on the Invoice was not owned by me on the violation date for the following reason (Please check only one reason below):

Sold

Rented

Leased

Stolen

The name and address of the responsible party is:

Name _____ Driver License Number _____ DL State _____

Address _____ City _____ State _____ ZIP Code _____

Date of theft, sale, or execution of lease/rental agreement _____

Note: Proof of a bona fide sale or transfer of the vehicle, or a proof of written rental/lease agreement with a bona fide renting or leasing company, or a copy of a theft police report or insurance claim must be provided. Failure to provide or accurately complete the above information, as well as lack of verification of such by DMV, will result in this declaration being disregarded.

Section B. Dispute

CERTIFICATION OF INADVERTENT TOLL TRANSACTION IN A BREEZEY LANE.

I hereby declare that this invoice was issued to me in error, that I paid the toll in full at the time of crossing.

I hereby declare that I took every reasonable action to pay the bridge toll at a toll booth if open, or if a toll booth was not open I had to use pass through the toll plaza without paying for the following reason(s) beyond my control (Describe reason(s) in detail):

To be considered for SECTION B Dispute, you must send a Check or Money Order (No Cash) for the Total Due.

Sign and Certify

I declare under the penalty of perjury that the foregoing is true and correct.

Print Name _____ Signature _____ Date _____

Contact Phone _____ Contact Email _____



V0002

BREEZEBY-INVOICE

1000 E.Port Marina Drive, Hood River, OR 97031



Account [REDACTED]

Statement Date: 01/01/2025

Statement Period: 12/01/2024 - 12/31/2024

Statement #: [REDACTED]

Account Holder Since: 03/02/2011

-----Account Summary-----

Opening Balance as of 12/01/2024: \$440.00
Toll Charges: \$166.25
Payments: \$0.00
Other Debits: \$0.00
Other Credits: (\$97.25)
Balance Due: \$509.00
Outstanding Balance as of 12/31/2024: \$509.00

Amount Due: \$509.00**Payment Due Date:** 01/16/2025

Detail Report of Transactions

Opening Balance as of 12/01/2024 : \$440.00

Transaction Date	Device/Plate	Post Date	Transaction Type	Vehicle Class	Lane Description	Toll/Debits	Toll/Credits
11/26/2024 02:36:46 p.m.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Sub Total for 11/26/2024						\$17.75	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
						\$1.75	

BREEZEBY-INVOICE

1000 E.Port Marina Drive, Hood River, OR 97031



Transaction Date	Device/Plate	Post Date	Transaction Type	Vehicle Class	Lane Description	Toll/Debits	Toll/Credits
12/11/2024 08:20:26 a.m.							
Sub Total for						\$24.50	
12/03/2024 12:21:33 p.m.							
Sub Total for						\$30.50	
Sub Total for						\$11.25	
Sub Total for						\$2.50	
Sub Total for						\$2.50	
Total Toll Transactions						\$166.25	

Payments/Adjustments

BREEZEBY-INVOICE

1000 E.Port Marina Drive, Hood River, OR 97031



Transaction Date	Post Date	Transaction Type	Debits	Payments/Credits
			Total Debits/Credits	\$0.00
			Total Payments/Adjustments	(\$97.25)

Amount Due by 01/16/2025 : \$509.00