



**divcodata**  
**Diversified Companies, LLC**  
 PROCESS ▪ PRINT ▪ MAIL

phone | 800.899.2017 fax | 800.932.9669  
 www.divcodata.com

**LETTER OF AUTHORIZATION**

5/1/2020  
 Madison County MS Tax Collector  
 P O BOX 113 Canton, MS 39046-0113  
 Kpace@madison.co.com

Dear [Manager],

This Letter of Authorization ("LOA") will confirm the Madison County MS Tax Collector request for the following printing services at the price indicated below:

**Monthly Tag Renewal-Postcard Style**

Description	Pricing*
1. Postcards 2. 2-Sided Black ink on white cover stock material. Finished size 4x6. 3. Black variable data imprint 4. All processing, printing, postage, and mailing services therein	\$0.07 each**
<i>*pricing does not include Track and Trace or Variable QR Codes</i> <i>**pricing does not include postage, which is required prior to mailing date</i>	
Set-Up Fee	None
Please reference last page regarding postage for tag renewals Est. Number of Renewals per Month: Est. Starting Month:	

**Additional Services and Add-ons**

Description	Pricing	Initials for Approval
*Track and Trace	See attached informational sheet	
PDF file of notices in a single file format	\$60.00 per mailing	
PDF file of notices as individual PDF's	\$60.00 per mailing plus \$0.01 per converted PDF notice	
We strongly encourage you to have your data files "process ready". Though not preferred, our Data Dept. can assist should your data require calculations, modifications, re-writes, etc. If this is the case an additional fee of \$75.00 per hour will be reflected in the services portion of your DivCoData Invoice. In some occurrences this may delay your expected mail date(s), please consult with your DivCoData Account Manager and/or Account Executive.		

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For Monthly Tag Renewals, A drawn down account for postage must be set up in advance of each quarter and at least 15 days prior to first mailing. On the date of each mailing, Diversified (DivCoData) will draw money out of your postage account to cover the USPS expense. Record of incoming and outgoing transactions on this account are available by request at any time. Once each mailing is completed, an invoice for the postage, printing and mailing services will be generated and emailed to you for your records.

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect for 24 months from the date of the Agreement, subject to earlier termination as provided in this Agreement, with the said term being capable of extension by mutual written agreement of the parties. In the event that either party wishes to terminate this Agreement, that party will be required to provide a notice period of 90 days.

**Acceptance**

Accepted: Diversified Companies, LLC (DivCoData)

By: Travis Crimm, Jr.

Title: MS Account Executive

Date: 05/01/20

Accepted: Madison County MS Tax Collector

By: *[Signature]*

Title: Tax Collector

Date: 5-1-2020