

LETTER OF AUTHORIZATION

5/26/2020
 Madison County MS Chancery Clerk
 Attn: Ronny Lott
 146 W Center Street Canton, MS 39046

Dear Ronny Lott,
 This Letter of Authorization (“LOA”) will confirm the Madison County MS Chancery Clerk request for the following printing services at the price indicated below:

Certified Mailings

Description	Pricing**
1. 8.5 x 11, white stock, 1-sided black imprint letter inserted into a #10 large window envelope with a cover sheet containing all postal information. 2. All processing, printing, and mailing services including Electronic Return Receipts. 3. Veri Cert reporting included with bookmarked, searchable file. <i>**includes postage costs due to USPS</i>	500 or less pieces = \$7.50/ea 500 + pieces = \$7.25/ea
Set-up Fee Per File	\$125.00
Est. Number of Certified Notices: Est. Mailing Date:	

Additional Services and Add-Ons

Description		Pricing	Initials for Approval
Description	Pricing		
CD of Tax Bills Qty: _____	\$35.00 per CD		
*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.			



For Certified Notices, postage is to be pre paid by the County based on an estimate provided by Diversified (DivCoData). Any difference between actual postage and estimated postage will be reconciled on the final invoice for services.

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect for 12 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)

Accepted: Madison County MS Chancery Clerk

By: Travis Crimm, Jr.

By: _____

Title: MS Account Executive

Title: _____

Date: 05/26/20

Date: _____

ADD Intelligent Mail Statement Tracking *Track N Trace*® with divcodata.

-Statement Tracking Solution from Mail Date to Delivery!-

WHAT IS *Track N Trace*® ?

- ✓ *Track N Trace*® is a web based interactive service that uses United States Postal Service® Informed Delivery™ service to track automated First-Class®, Standard®, mail pieces from Mail Date to Delivery.

KEY BENEFITS OF USING *Track N Trace*® ?

- ✓ Delivery Confirmation
- ✓ Predict delivery times
- ✓ Document step-by-step delivery information from postal facilities all from mailing to delivery
- ✓ Documenting date and time the statement is placed in the recipient mail box, etc.
- ✓ Higher Postal Service Accountability
- ✓ On-demand Search & Confirm Provides Documentation to your Customers using our Web-based user interface.
- ✓ Comprehensive Reporting on Current Progress, or Past Performance of the mail.
- ✓ Greater Control of Your Statements

How much does *Track N Trace*® cost ?

- ✓ 100,000 plus records = .005 per record
- ✓ 50,000 – 99,999 records = .0065 per record
- ✓ 20,000 - 49,999 records = .01 per record
- ✓ 5000 – 19,999 records = .015 per record
- ✓ Under 5000 = .0175 per record.

Ask your Account Executive about our 'Test Drive' of *TrackNTrace*® today!