

LETTER OF AUTHORIZATION

09/22/20

Madison County MS Tax Collector/Assessor
 PO Box 113
 Canton, MS 39046

Dear Kay Pace

This Letter of Authorization (“LOA”) will confirm Madison County’s request for the following printing services at the price indicated below.

Please fill in the estimated quantities and dates of mailing in the following charts:

Monthly Tag Renewal

Description	Pricing
1. 4x6 Postcard 2. Black Ink on white cover stock material 3. Black variable data imprint 4. All processing, printing, postage, and mailing services therein	\$0.07 each
Postage	\$0.265 each
Set-up Fee	None
Estimated Number of Tag Renewals Per Month 8882 Estimated Starting Month	

A drawn down account for postage and services 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 will draw money out of your postage account to cover USPS expense and printing and mailing services. 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 paid with funds from your account and emailed to you for your records.

Consistent with USPS requirements that postage be paid upon delivery to the post office, we require that our clients who choose to use our USPS mailing permit maintain an escrow account with DivcoData sufficient to cover postage for three (3) months’ worth of estimated postage. In the event the escrow account is not sufficient to cover postage for a mailing, a \$0.02 convenience fee will be added for services on your mailing jobs until the escrow account is replenished.

The initial term of this Agreement shall be one (1) year commencing as of the date hereof. Thereafter, the term of this Agreement shall automatically renew for successive one (1) year terms unless one party provides written notice to the other party at least ninety (90) days in advance of the end of the then existing term that it does not wish to renew the term of this Agreement.



Diversified Companies, LLC
PROCESS ▪ PRINT ▪ MAIL

phone | 800.899.2017 fax | 800.932.9669
www.divcodata.com

Acceptance

Accepted: Diversified

BY: Travis Crimm Jr.

Title: Account Executive

Date: 09/22/20

Accepted: Madison County MS

By: _____

Title: _____

Date: _____