



## LETTER OF AUTHORIZATION

10/4/2021  
 Madison County Tax Collector  
 Attn: Kay Pace  
 PO Box 113  
 Canton, MS 39046

Dear Kay Pace,

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

### Tax Notices-Real Property-Statement Style

Description	Pricing**
1. #10 Generic Double Window Envelope, white stock, 1-color imprint 2. #9 Generic Return Envelope, white stock, 1-color imprint 3. 2-sided color, 8.5 x 11, tax bill shell, white, 1/3 perforated stock (black back page) 4. Variable data imprint 5. All processing, printing and mailing services therein	\$0.135 per notice
Flats: When multiple notices are grouped into a single envelope, those groupings with 6+ notices must be inserted into a 9x12 envelope with a special, mailing cover sheet	\$1.00 per envelope
<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
<b>Postage Estimate will be sent prior to each mailing</b> <b>Est. Number of Real Property Tax Notices: 55,000</b> <span style="float: right;"><b>Est. Mail Date: Dec. 1</b></span>	

### Monthly Tag Renewal-Postcard Style

Description	Pricing**
1. 2-Sided, black print on white cover stock material. Finished size 4X6. 2. Variable data imprint 3. All processing, printing and mailing services therein.	\$0.08 per card
<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
<b>Please reference last page regarding postage</b> <b>Est. Number of Renewals Per Month: 8800</b> <span style="float: right;"><b>Est. Start Date: Ongoing</b></span>	

3721 Powers Court  
 Chattanooga, TN 37416  
 p 423.499.0510  
 f 423.499.9733  
 www.divcodata.com

**Additional Mailings-Statement Style**

Description	Pricing**
1. #10 Generic Double Window Envelope, white stock, 1-color imprint 2. #9 Generic Return Envelope, white stock, 1-color imprint 3. 2-sided color, 8.5 x 11, tax bill shell, white, 1/3 perforated stock (black back page) 4. Black variable data imprint 5. All processing, printing and mailing services therein	\$0.135 per notice
Flats: When multiple notices are grouped into a single envelope, those groupings with 6+ notices must be inserted into a 9x12 envelope with a special, mailing cover sheet	\$1.00 per envelope
*pricing does not include Track and Trace or Variable QR Codes **pricing does not include postage, which is required prior to mailing date	
Set-up Fee Per Mailing	\$175.00
Postage Estimate will be sent prior to each mailing Est. Number of Personal Property Tax Notices: 5000 Est. Number of Delinquent Notices: 2500	Est. Mail Date: Dec. 1 Est. Mail Date: June 1

**Additional Services and Add-Ons**

Description	Pricing	Initials for Approval
*Track and Trace	See attached information 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 Tax and additional mailings, 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.



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.

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 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: DivCoData

By: Travis Crimm Jr.

Title: Account Executive

Date: Oct. 4, 2021

Accepted: Madison County Tax Collector

By: [Signature]

Title: Tax Collector

Date: 10-4-2021

## ADD Intelligent Mail Statement Tracking Track N Trace<sup>®</sup> with DivCoData

*Statement Tracking Solution from Mail Date to Delivery!*

### WHAT IS *Track N Trace*<sup>®</sup>?

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

### KEY BENEFITS OF USING *Track N Trace*<sup>®</sup>?

- ✓ 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 mailbox, 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*<sup>®</sup> COST?

- ✓ 100,000 plus records = .005 per record
- ✓ 50,000-99,999 records = .0065 per record
- ✓ 20,000-49,999 records = .01 per record
- ✓ 5,000-19,999 records = .015 per record
- ✓ Under 5,000 = .0175 per record