

**LETTER OF AUTHORIZATION**

2/14/2022

Madison County MS Chancery Clerk  
 Attn: Cynthia Parker  
 146 W Center Street Canton, MS 39046

Dear Cynthia Parker,

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 = \$8.00/ea  500 + pieces = \$7.75/ea
Set-up Fee Per File	\$175.00
<b>Est. Number of Certified Notices:</b> <b>2000</b> <b>Est. Mailing Date: June 2022</b>	

**Additional Services and Add-Ons**

Description		Pricing	Initials for Approval
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*Track and Trace		See attached informational sheet	
PDF file of notices in a single file format		\$75.00 per mailing	
PDF file of notices as individual PDF's		\$75.00 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)

By: John Dawson

Title: Managing Partner

Date: 02/14/22

Accepted: Madison County MS Chancery Clerk

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_