

## LETTER OF AUTHORIZATION

4/7/2023 Madison County MS Chancery Clerk Attn: Cynthia Parker PO Box 404 Canton, MS 39046

Dear Cynthia,

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

| Description   | Pricing**                         |
|---|-----------------------------------|
| <ol> <li>8.5 x 11, white stock, 1-sided black imprint letter inserted into a generic #10 large<br/>window envelope with a cover sheet containing all postal information.</li> <li>All processing, printing, and mailing services including Electronic Return Receipts in</li> </ol> | 500 pieces or less =<br>\$8.72/ea |
| searchable PDF format delivered via FTP as well as tracking files with tracking numbers<br>and time of mailing  | 500 + pieces =<br>\$8.55/ea       |
| 3. Veri-Cert, a bookmarked pdf file containing the signature sheets from the USPS imposed with relevant info from data file such as name and parcel will be produced approx. 4 weeks after Certified notices are mailed and delivered to your office via email.                     | *100-piece minimum*               |
| **includes postage costs due to USPS  |                                   |
| Set-up Fee Per File   | \$175.00                          |

## Additional Services and Add-Ons

| Description                                 | Pricing   | Initials for Approval |
|---|---|-----------------------|
| 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<br>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 Sales Executive.

For Certified Notices, postage is to be pre-paid and due in advance 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

| Accepte | ed: Diversified Companies, LLC (DivCoData) | Accepted: Madison County MS Chancery |
|---------|--|--------------------------------------|
| By:     | Charlene Suttles                           | Ву:                                  |
| Title:  | Account Executive                          | Title:                               |
| Date:   | 4/7/23                                     | Date:                                |