



LETTER OF AUTHORIZATION

4/3/2023
 Madison County MS Tax Collector
 Attn: CJ Garavelli
 PO Box 113
 Canton, MS 39046-0113

Dear CJ,

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

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
*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	None
Please reference last page regarding postage Est. Number of Renewals Per Month: Est. Start Date:	

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	\$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 Sales Executive.

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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: Diversified Companies, LLC (DivCoData)

By: John Dawson

Title: Managing Partner

Date: 4/3/2023

Accepted: Madison County

By: 

Title: TAX COLLECTOR

Date: 12/22/23