

**ORDER:      AUTHORIZE AGREEMENT WITH DIVERSIFIED  
COMPANIES, LLC TO MAIL PERSONAL PROPERTY,  
MOBILE HOME AND DELINQUENT STATEMENTS  
WITH A COST OF \$375.00**

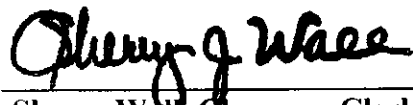
Motion was made by Chad McLarty, duly seconded by Mike Roberts,  
to authorize agreement with Diversified Companies, LLC to mail Personal Property,  
Mobile Home and Delinquent statements with a cost of \$375.00.

The vote on the motion was as follows:

Supervisor Kevin Frye, voted yes  
Supervisor Jeff Busby, voted yes  
Supervisor David Rikard, voted yes  
Supervisor Chad McLarty, voted yes  
Supervisor Mike Roberts, voted yes

After the vote, President Busby, declared the motion carried, this the  
5th day of June 2017

  
Jeff Busby, President  
Board of Supervisor

  
Sherry Wall, Chancery Clerk

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**Diversified Companies, LLC**  
PROCESS • PRINT • MAIL

phone | 800.899.2017 fax | 800.932.9669  
www.divcodata.com

## LETTER OF AUTHORIZATION

[Publish Date]

Blank County MS Tax Collector Office

Attn: Tax Collector

City State and Zip Code

Email address

Dear Tax Collector

This Letter of Authorization ("LOA") will confirm Blank County MS request for the following printing services at the price indicated below.

REAL ESTATE TAX STATEMENT	Pricing
1. #10 Window Envelope, white stock, 1-color imprint/ or Double Window 2. #9 Return Envelope, white stock, 1-color imprint 3. 8.5 x 11, utility statement on white, 1/3 perforated stock with a 1 color statement, variable data imprint in digital black ink only 4. All processing, printing and mailing services therein <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>	\$0.135 per bill <i>**postage is estimated at \$0.37 per piece, but we group multiple notices per envelope to garner additional savings</i>
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	\$0.50 per envelope
No set-up fee	
Est. number of tax statements	Est. Mailing Date

PERSONAL PROPERTY STATEMENTS	Pricing
1. #10 Window Envelope, white stock, 1-color imprint/ or Double Window 2. #9 Return Envelope, white stock, 1-color imprint 3. 8.5 x 11, tax bill on white, 1/3 perforated stock with a 1 color statement, variable data imprint in black ink only 4. All processing, printing and mailing services therein <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>	\$0.135 each <i>**postage is estimated at \$0.37 per piece, but we group multiple notices per envelope to garner additional savings</i>
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	\$0.50 per envelope
Set-up Fee	\$125.00
Est. Personal Property Statements	Est. Mailing Date

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MOBILE HOME STATEMENTS		Pricing
<b>1. #10 Window Envelope, white stock, 1-color imprint/ or Double Window</b> <b>2. #9 Return Envelope, white stock, 1-color imprint</b> <b>3. 8.5 x 11, tax bill on white, 1/3 perforated stock with a 1 color statement, variable data imprint in black ink only</b> <b>4. All processing, printing and mailing services therein</b> <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>		<b>\$0.135 each</b> <i>****postage is estimated at \$0.37 per piece, but we group multiple notices per envelope to garner additional savings data</i>
Set-up Fee		<b>\$125.00</b>
Estimated Mobile Home Statements	Est. Mailing Date	

DELINQUENT STATEMENTS		Pricing
<b>1. #10 Window Envelope, white stock, 1-color imprint / or Double Window</b> <b>2. #9 Return Envelope, white stock, 1-color imprint</b> <b>3. 8.5 x 11, tax bill on white, 1/3 perforated stock with a 1 color statement, variable data imprint in black ink only</b> <b>4. All processing, printing and mailing services therein</b> <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>		<b>\$0.135 each</b> <i>****postage is estimated at \$0.37 per piece, but we group multiple notices per envelope to garner additional savings</i>
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ADDITIONAL SERVICES AND ADD-ONS	Pricing
Color Highlighting or Color Imprint on tax bill	\$0.04 per bill
Colored Stock for tax bill	\$0.01 per bill
Custom Tax Bill Set-Up	\$200.00
Variable QR Code Mapping	\$75 Set-Up + \$0.007 per notice
Tax Bill Digests	\$75 per binder + \$0.04 per page
Track and Trace	See attached informational sheet
Additional Inserts	Priced upon request

Postage is to be pre-paid by the County based on an estimate provided by Diversified. Statement type mailings average .38 per notice. 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: DivcoData

Accepted: Blank County MS

BY: \_\_\_\_\_

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

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

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

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

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

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## ADD “TrackNTrace” with Diversified

*Tracking Your Mail from PO Acceptance to Delivery!*

### What is TrackNTrace ?

- ✓ Track N Trace is a web based interactive service that uses United States Postal Service® OneCode Confirm™ service to track automated First-Class®, Standard®, or Periodicals mailings by using Intelligent Mail® barcodes, so you can better measure mailing effectiveness and coordinate your marketing or tracking efforts.
- ✓ After your mailing is dropped at a Postal facility, Track N Trace® collects step-by step delivery information from postal facilities on the pieces' delivery paths and maintains that data on our secure servers. Reports can be generated or downloaded at your convenience. Closely monitoring the progress of your mailings will help you gauge delivery effectiveness and predict future performance.
- ✓ Track N Trace® can help you accurately measure your direct marketing efforts to achieve a number of benefits. By understanding in-home delivery trends for your mailing jobs, you can coordinate more effective timing for mailings as well as follow-up campaigns, telemarketing initiatives and other marketing efforts. You can also use the data to help resolve delivery discrepancies or other delivery issues with the U.S. Postal Service®.
- ✓ Track and Trace is a web based tracking system with an interactive dashboard with multiple reports
- ✓ Utilizes the Intelligent Mail Barcode (IMB) to track each mail piece from acceptance by the Postal System, through the final scan when given to the Mail Delivery Carrier.
- ✓ See which zip-codes are performing better with delivery
- ✓ Search function tied to any part of your data such as property ID, tax bill number, customer ID etc...
- ✓ Reporting system for tracking each mailing that you do.

### Why add TrackNTrace to your mailing ?

- ✓ Puts you in more control of your mail for staffing and researching information
- ✓ Predict in-home delivery dates as well predicts delivery to destination
- ✓ Increases efficiency when planning mailings and choosing destinations
- ✓ Improves accountability with the USPS

### How much does TrackNTrace cost ?

- ✓ 100,000 plus records = .006 per record
- ✓ 50,000 – 99,999 records = .0065 per record
- ✓ 20,000 - 49,999 records = .007 per record
- ✓ 5000 – 19,999 records = .009 per record
- ✓ Under 5000 = .015 per record.

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

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

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