

Service Agreement for Town of Vienna and DATAMATX Inc.

FEE SCHEDULE is based on a minimum of 3,500 8 1/2 x 11 documents per month.
 Minimum Monthly Print and Mail Service Billing is \$500.00 plus postage
 Annual increases/decreases may be made on CPI schedule- PPI Index Category WF0913

Item/Description	Cost	Unit
Preprocessing (1)	0.009	Image
Laser Printing Simplex (Black)	0.021	Image (5)
Laser Printing Simplex (Black & Highlight Color)	0.031	Image (5)
Intelligent Fold & Insert	0.020	Sheet
Offline Insert Static Pieces (# 9 BRE, Flyer)*	0.003	Insert
Seal & Meter (Inline)	0.002	Envelope
Barcode/Presort/Mail	0.021	Envelope
NCOALINK 18 month with update applied	0.250	Hit (6)
Offline Folding (Static Inserts) (optional)	0.008	Sheet
Standard Paper Stock		
White, 24 lb, 8.5" x 11, Plain or Perforated	0.011	Sheet
Custom Paper Stock (4)		
8 1/2 x 11, white printed 3/1 qties of 10,000 to 50,000	0.025	Sheet
Standard Envelopes (optional)		
White, 24 lb, DX #10 Standard Double Window (optional)	0.018	Envelope
White, 24 lb, #9 Standard Right/Left Single Window Envelope (optional)	0.016	Envelope
White, 24 lb, 6 X 9" Double Window Envelope (6-13 pages)	0.048	Envelope
White, 24 lb, 9 X 12" Double Window Catalog Envelope (14-33 pages)	0.220	Envelope
White, 24 lb, 9 x 12" Double Window Accordion Envelope (34+ pages)	0.670	Envelope
Custom Envelopes will be quoted upon receipt of specifications (4)		
Programming and Set Up		
Implementation Programming (3)	125.00	Hour
Post Implementation Programming	125.00	Hour
Bill Form Design Changes	125.00	Hour
Clerical Time	35.00	Hour
Optional CD/DVD Archival Pricing		
One Time Set Up Fee	150.00	One Time Set Up
PDF File Conversion with Index	0.015	Per Image
Bulk PDF Return File	0.008	Per Image
Media Fee	50.00	
Optional Copies of CD	50.00	Per Duplicate Copy
USPS Postage (2) - First Class Rate for 1- 2 ounce mail. (Effective Jan 27, 2013)		
5 Digit	0.360	
3 Digit	0.384	
AADC	0.384	
Mixed AADC	0.405	
Full rate (non-qualifying, non-automation compatible addresses)	0.460	

Initials AK Date 3, 19, 13Initials AK Date 3, 20, 13

Move Update Compliance

To qualify for first class postage discounts, you are required to use a USPS approved method to update your address list within the 95 day period prior to each mailing. If you choose a move update method outside of DATAMATX, we will process your mail through NCOA and will upgrade any hits on the NCOA database to full rate class postage prior to mailing avoid potential USPS penalties for non-compliant mail. If your move update process is successful, there should be few or no pieces upgraded, however due to timing differences between updates to various USPS and licensee databases, there may be occasional upgrades required.

Postage Deposit

Because postage is a pass-through item, the industry standard is for a postage deposit of an estimated 45 days postage usage to be required in advance of any mailing and maintained in a postage escrow account. For single run mailings, a deposit of the estimated postage amount must be received in advance of mailing. Any remaining credit or debit balance will be settled upon completion of the mailing.

Clarification of Service and Price

1. Includes Electronic File Transfer, Email Confirmation, CASS Certification, Zip+4 Assignment, Address Correction, Page Grouping To Combine Multiple Bills, Processing Variable Messaging, Insert Bar Codes, Document Integrity Bar Codes, Print File Generation And Report Generation.
2. Based on qualifying pieces using current USPS rates & regulations - subject to change based on USPS rate increase(s).
3. Form and application change programming will be quoted per job after receiving full specifications. DATAMATX will cap initial set up/design of bill layout for each document/bill type at \$500 each. Once set up is approved to go live, any revisions or changes to the document or processing programs will be billed at DATAMATX standard programming and set up charge.
4. All custom ordered client materials will be billed lump sum upon order placement. Pricing for custom materials is based on either (1) a 3-6 month supply with a minimum single order of 50M for recurring jobs (default) or (2) a specific minimum order quantity noted on or below the pricing line item description. Where no quantity is listed, the default minimum order in (1) applies. To insure an adequate supply for production of single-run jobs, the procurement and billing of any client specific materials requires allowance of a 1-5% overrun (depending on quantity) to accommodate test & production setup sheets, occasional production equipment spoilage and fluctuations in actual production quantities.
5. An image is considered one side of an 8 1/2 x 11 page.
6. Service includes NCOA search, update to in-process address and return of address update information in a PDF report and delimited data file.

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