

Ph. (913) 884-7300

Ph. (800) 884-7301

from:

TradeNet

www.tradenetpublishing.com

PRINT

Please complete & sign both forms below.

Fax return to **1-800-884-7310**

Or return via e-mail to

kcash@tradenetpublishing.com

IMMEDIATE ATTENTION REQUIRED!

PURCHASE ORDER #: _____ (OUR INVOICE #: _____)

Please review, check the appropriate boxes, and sign below

I want **TradeNet** to inkjet the addresses and mail the printed items from their post office:

☐ **Use TradeNet's 1st class method**

(faster than presorted/standard/3rd class)

Postal regulations require 500 minimum.

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
GARDNER, KS
PERMIT NO. 35

☐ **Use TradeNet's standard method [A]**

(formerly 3rd class)

(allow 14 or more working days for delivery)

Postal regulations require 200 minimum.

PRSRT STD
U.S. POSTAGE
PAID
GARDNER, KS
PERMIT NO. 37

☐ **Use TradeNet's Non-For-Profit method [A]**

Postal regulations require 200 minimum.

MUST MEET CERTAIN USPS CRITERIA.

USPS FORM 3623, LETTER OF INTENT ON

OFFICIAL LETTERHEAD & SIGNED BY ORGANIZATION OFFICIAL (<http://pe.usps.gov>)

ORIGINAL DOCUMENTS MUST BE MAILED IN - Required by USPS.

NONPROFIT ORG
U.S. POSTAGE
PAID
GARDNER, KS
PERMIT NO. 37

IMPORTANT NOTE

In order for us to proceed with your order, **BOTH** forms must be filled out, signed and faxed back to us. This is necessary even if your P.O. indicates what your postal intentions may be.

Thank you.

To prevent potential delays, please provide mailing list of addresses as soon as possible for usability verification.

You may e-mail the list as an attachment to: bulkmail@tradenetpublishing.com

The USPS requires a signed NCOA PAF postal form (page 2 of this document) faxed back to accompany the mailing. The USPS will not accept your mailing without this form. Contact TradeNet Customer Service about mail standards or obtain further information at the USPS website: <http://www.usps.com/cpim/ftp/pubs/pub363.pdf> and clicking on "Move Update".

By adding: "Or Current Resident" in the address line, your mail piece(s) will more fully comply with the United States Postal Service Move/Update Requirements regarding mail deliverability.

☐ Yes, add "Or Current Resident"

☐ No, do not add "Or Current Resident"

I DO NOT WANT TradeNet to mail the printed items from their post office. Please contact our Customer Service Dept. if you are intending on using a Bulk Mail Center to distribute printed items.

☐ **NO CUSTOMER'S INDICIA** — Ship printed items BULK (Fed X, UPS, Etc.)*

I understand that postcard stamp rates are unavailable for this product and I will consult with my local United States Post Office for mailing this item at a First Class Stamp rate. Stamps & metered mail can only be placed in the upper right hand corner of the mail piece.

☐ **WITH CUSTOMER'S INDICIA** — Ship printed items BULK (Fed X, UPS, Etc.)*

The indicia for the mailing location is included as part of my artwork. (To sort properly and meet postal regulations, TradeNet requires you to furnish the permit number along with the address and zip code of the location from where the mailing will be sent.)

☐ Yes, I want TradeNet to inkjet the addresses before shipping printed items bulk.

☐ No, I do not need TradeNet to inkjet addresses.

*Shipping method: _____

SIGNED

DATE

PHONE



PURCHASE ORDER #: _____ (OUR INVOICE #: _____)

NCOA^{Link}® PROCESSING ACKNOWLEDGEMENT FORM

The collection of information on this Processing Acknowledgement Form (PAF) is required by the Privacy Act of 1974. The United States Postal Service (USPS) requires that each NCOA^{Link} Licensee have a completed NCOA^{Link} PAF for each of their NCOA^{Link} customers prior to providing the NCOA^{Link} service. The Licensee is also required by the USPS to retain a copy of the completed form for each of its customers and to obtain an updated PAF from each of its customers at minimum once per year. Any signature upon this PAF shall be considered valid for all purposes and have the same effect whether it is an ink-signed original or a photocopy or facsimile representation of the original document.

LIST OWNER

I, the undersigned, an authorized representative of:

Company Name_____
Address_____
City_____
State_____
ZIP+4_____
Telephone Number_____
E-mail Address_____
NAICS_____
Parent Company Name_____
Marketing or "DBA" Company Name or Primary Affiliate Company Name_____
Name (Please print)_____
Title_____
Signature_____
Date

do hereby acknowledge that I have received and reviewed the NCOA^{Link} Information Package supplied to me by **BCC Software, Inc.**, an NCOA^{Link} Limited Service Provider Licensee. I also understand that the sole purpose of the NCOA^{Link} service is to provide a mailing list correction service for lists that will be used for preparation of mailings. Furthermore, I understand that NCOA^{Link} may not be used to create or maintain new movers lists.

LICENSEE**BCC Software, Inc.**_____
Business Name (Please print)_____
Name (Please print)**BCC Data Services**_____
Title_____
Signature_____
Date**800-337-0372****585-272-7778**_____
Telephone Number_____
Fax Number☒ **BROKER/AGENT** ☐ **LIST ADMINISTRATOR** (Check applicable box)**TradeNet Publishing**_____
Business Name (Please print)**1200 Energy Center Drive**_____
Address**Gardner/Kansas/66030-1599**_____
City/State/ZIP+4**Kimberly Cash**_____
Name (Please print)**Bulk Mail Specialist**_____
Title_____
Signature_____
Date**800-884-7301****kcash@tradenetpublishing.com**_____
Telephone Number_____
E-mail Address_____
NAICS**For Licensee Use Only****PAF ID: LBBG3231109973U7ZE****Broker/Agent ID:****List Administrator ID:**