

EXPANDED ADDRESS CORRECTION ORDER FORM



Customer name and address (Please print or type)

Company _____
Contact name _____
Address _____
City, state, ZIP + 4 _____
Phone _____ Fax _____
Email _____

Billing information

Card #: _____
Exp. Date: _____
Name on card: _____
Signature: _____
Credit card billing address & ZIP Code: _____

INPUT FILE INFORMATION

1. Input file name: _____ Password: _____
2. File type: Fixed field text Delimited text dBASE compatible Other: _____
NOTE: If you are providing a fixed field text file, a file layout is **required** to begin processing. If you are providing a file with **more than 10** fields, a file layout is recommended. Output will be returned in same format as sent.
3. Number of records: _____ Record length (if fixed field text file): _____
Important: Foreign addresses may be negatively affected by this processing. We recommend that you remove foreign addresses from your file.
4. What program do you use to maintain your list? FoxPro dBASE Donor2 FileMaker Pro Raiser's Edge
 Mail Order Manager (M.O.M.) My Advanced Mail List FundMaster Mail Miser FundRaiser Professional
 ArcList Mail List Monarch Mail Manager Other: _____
5. How did you hear about us? _____

OUTPUT OPTIONS

1. Processing requested:
 - Advanced Address Correction (AAC) with Apartment Append - \$ 1.00 / 1000 input records (\$35 minimum)
Match cost: \$0.07 per AAC match, \$0.10 per Apartment Append match (charged only once per record)
 - AEC \$ 95 Minimum or \$ 1.00 / 1000 input records (whichever is greater)
 - AEC II \$ 35 per file retrieved from USPSComplete AEC/AECII form on page 2. **NOTE:** You will be charged directly by the USPS for fees outlined on page 2.
2. Output text: Proper Case UPPER CASE
3. Custom output (Please email or call with details)
4. Output format for AAC: Output C Output 800 Legacy 500 **NOTE:** AEC/AECII is provided in Output C

AUTHORIZATION (Please read and sign to authorize processing. Must be signed for processing to proceed.)

The undersigned, as an authorized agent of the Customer, hereby authorizes Lorton Data to process the Customer's files as indicated in the "Output Options" section of this form and the Customer agrees to pay the price listed for each of the output options selected. The Customer understands the nature, scope and limitations of the processing as well as the nature of the output to be generated by Lorton Data on behalf of the Customer. Customer agrees to examine output data for validity. Customer will not hold Lorton Data liable for any damages greater than the charges herein resulting from the use of invalid data. The Customer further understands that this order is subject to and will be processed solely in accordance with Lorton Data's General Terms and Conditions (Rev 4-10/19) as set forth on side c of this form.

Authorized by _____ Title _____ Date _____
Name (Please print) _____

Send completed order form and file to: Email: ncoa@lortondata.com Fax: 651-203-8299



Address Element Correction and AEC II® Processing Request

Customer Information (Please PRINT clearly)

Customer ID		USPS® Use Only	
Primary Contact	Telephone Number (include area code)	Fax Number (include area code)	Email Address
Secondary Contact	Telephone Number (include area code)	Fax Number (include area code)	Email Address
Company Name			
Street Address (Number, street, suite, apt., etc.)			
City		State	ZIP + 4®

Processing Information

Use the AEC Input File Layout located in the AEC & AEC II User Guide to prepare your file for processing. Each file **must** be submitted electronically. Customer will be billed according to the number of records processed in each file.

File Name	Number of Records Submitted	X	\$0.024 each	=	AEC Total Amount Due (\$24 minimum fee)
Input Media	<input type="text"/>		each record		<input type="text"/>
<input type="checkbox"/> Electronic Transmission	AEC II Processing <input type="text" value="\$31.00 minimum fee"/>				

Processing Request
 AEC AEC and AEC II

AEC II Processing Window
 30 days 60 days 90 days

AECII Frequency
 Weekly Daily (USPS CAPS account only)

AEC Confidence Option (see description on page 2)
 Yes No

USPS® Use Only, Fee Computation Verified

Payment Method

Make check or money order payable to "United States Postal Service"

Check USPS® Money Order Visa MasterCard
 Discover ACH Credit American Express
 USPS CAPS Account

Card/Account Number

Card expiration date: ____ / ____
 (MM/YY)

NOTE: All address lists submitted for AEC and/or AEC II are considered confidential between the U.S. Postal Service® and the list owner.

For a brief product description of AEC and AEC II see page 2 of this request form.

Submission Information

Do not send credit card information via email!

Mail AEC & AEC II Address Files/Payments to:
 ACCOUNTS RECEIVABLE
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 225 N HUMPHREYS BLVD STE 501
 MEMPHIS TN 38188-1099

Fax AEC & AEC II Processing Requests to:
 ATTN: Accounts Receivable
 Fax: 901-681-4409

For Technical Support Call 1-800-238-3150.

The **person signing this request form** accepts total responsibility governing the use of this card/account and agrees to comply with the terms of the issuer, **and the US Postal Service**. Mailer, by submitting this form, represents and warrants the following to the USPS: (1) all information furnished in this form and attachments is accurate, truthful and complete; (2) the **person signing this request form** is authorized to sign and deliver this form and files on the Mailer's behalf; (3) Mailer has read and agrees to the terms and conditions for USPS service set forth in the USPS AEC User Guide; and (4) **Mailer agrees** to pay all fees assessed for AEC/AEC II by the USPS as published by the NCSC.

I understand that anyone who furnishes false or misleading information or who omits information requested on this processing request or attachment(s) may be subject to criminal sanctions (including fines and imprisonment), and/or civil sanctions (including multiple damages and civil penalties). The rights and remedies set forth in 18 U.S.C. 1001 shall be incorporated as if fully set forth herein.

Authorized Personnel (please print)

Signature

Company Name

Address (Number, street, suite, apt., etc.)

City State ZIP + 4

AEC

- AEC and AEC II cannot process packed data or foreign addresses.
- A separate processing request and fee are required for each file submitted by electronic transmission.
- AEC provides a carrier return and line feed after each record for electronic files.
- Submit only records with fixed length fields. Do not submit records with comma-delimited fields.

AEC II®

- Customers must submit a \$31.00 minimum payment to initiate AEC II processing, in addition to the \$24.00 minimum AEC processing fee, and agree to make this initial payment and all subsequent payments through either a U.S. Postal Service® CAPS account or valid credit card.
- Customers electing to use AEC II will receive all records resolved electronically.
- The initial \$31.00 fee includes resolution of up to the first 100 records resolved through Delivery Force Knowledge™.
- After the initial 100 records are resolved, each additional record resolved is charged at a rate of \$0.31 each. In this case, weekly invoices/packing slips totaling less than \$5 will be deferred until the \$5 threshold is met. This delayed charge will be noted on your packing slip as Previous Charge. If the \$5 threshold is not met after 15 days, the deferred amount will be charged to your account.
- All fees for AEC II resolved records must be pre-paid before updated address information is returned to the customer.
- ZIP® Codes are required on all records submitted for resolution by the AEC II program.
- Customers may request fulfillment (Weekly or Daily). Payment method for Daily requires USPS® CAPS account.
- Customers may request a processing window of 30, 60, or 90 days for their file.

AEC Confidence Option

The AEC Confidence option can assist in minimizing the analysis of AEC returned corrections. This option is used to return only the AEC corrections where the AEC enhanced computer logic indicates a high confidence in the returned correction. These records usually result in a DPV® confirmation code of SS, P1, P2, or P4 and should Deliver Point Validate at a primary address level (this is dependent on the CASS™ software you use and the frequency of its USPS data source). All records that do not have the highest level of confidence (usually resulting in an AEC return code 'SS' or 'P4') as determined through our logic will be sent through AEC II for resolution based on Delivery Force Knowledge.

SS – Exact Match

P1 – Secondary Address Invalid

P2 – Secondary Address Missing

P4 – Mail is dropped; final distribution to end recipient not provided through the USPS; Secondary information may or may not be necessary.

Lorton Data General Terms and Conditions

(1) Invoicing. Unless otherwise provided for under Order Billing Information, Lorton Data, Inc. ("Lorton Data") will invoice You* for services rendered and goods provided in accordance with Lorton Data's price schedule in effect on the date of Your* Order. In addition, Lorton Data will invoice You for all out-of-pocket costs and expenses including postage, freight, shipping and handling, and insurance. Invoices are due upon receipt or such later date as pre-approved by Lorton Data's credit department. Invoices not paid in full within fifteen (15) days of the due date will accrue a service charge at the rate of 1.5% per month on the unpaid balance from the due date.

(2) Specifications and Approvals. If You wish Your Order to comply with a certain job specification, You must provide such job specification to Lorton Data with Your Order. All additions or changes to job specifications must be in writing and acknowledged by an authorized Lorton Data employee. If You do not provide Lorton Data with complete, written job specifications or two or more elements of Your written job specifications are contradictory, then Lorton Data's standard job specifications and best judgment will govern. Lorton Data may conclusively rely upon its interpretations of, and will not be liable for failure to comply with, any verbal instructions. When Lorton Data submits counts, samples or other interim results to You for Your review and approval, You shall promptly review the same, including reviewing the same for reasonableness, and advise Lorton Data of any faults, inaccuracies or problems. Unless and to the extent You promptly and specifically object, Lorton Data shall be entitled to continue processing Your Order based upon the correctness of such interim results.

(3) Deadlines. Lorton Data will use its best efforts to meet specific deadline requests made at the time You place Your Order. Deadline requests are, however, not binding on Lorton Data, and Lorton Data is not liable, in any way, for failure to meet a specific deadline request.

(4) Customer Responsibilities. To enable Lorton Data to timely and properly complete Your Order, You are responsible for and will:

- (a) provide Lorton Data with all necessary lists, records and other data applicable to Your Order,
- (b) provide Lorton Data with complete job specifications, in writing and/or on the input screen(s) of a program provided by Lorton Data,
- (c) provide Lorton Data with layouts for Your data. If no layouts are provided, Lorton Data will, at Your cost, make a reasonable effort to interpret Your data and be entitled to rely conclusively on its interpretations thereof,
- (d) promptly review Lorton Data counts, samples or other interim results, including reviewing same for reasonableness, and approve such results or advise Lorton Data of any faults, inaccuracies, or problems,
- (e) maintain adequate back-up copies of data furnished to Lorton Data to enable Lorton Data to regenerate such data which, for any reason, is lost, damaged or destroyed. If You do not maintain adequate back-up data, Lorton Data's liability for lost, damaged or destroyed data shall be limited solely to media costs not to exceed the liquidated damages sum of \$250. Lorton Data shall not be liable for data or material damaged in transit,
- (f) promptly examine all final output data received from Lorton Data for validity prior to use.

(5) Customer Warranties and Representations. You hereby warrant and represent that:

- (a) You own or have obtained proper authorization or approval to use or reuse all data provided to Lorton Data for processing on Your behalf. You agree to indemnify and hold Lorton Data and Lorton Data's officers, directors, agents and employees harmless against any and all claims, causes of action, suits, proceedings, losses, damages, demands, fees, expenses, fines, penalties and costs (including reasonable attorneys' fees and expenses) arising directly or indirectly out of Lorton Data's processing of such data on Your behalf.
- (b) You understand that use of data obtained through the processing authorized may be governed by State or Federal Law. You represent that Your purposes for obtaining this data through this processing are legitimate under these laws, and agree to abide by all State and Federal Laws regarding the use of such data.

(6) Lorton Data's Warranties and Representations. Lorton Data hereby warrants and represents that:

- (a) all of its services shall be performed in a workmanlike manner in accordance with generally accepted industry standards, and
- (b) it shall not knowingly infringe upon any then existing intellectual property right of a third party.

EXCEPT AS PROVIDED IN THIS SECTION (6), LORTON DATA MAKES NO WARRANTIES OF ANY KIND AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED, INCLUDING WITHOUT LIMITATION THAT THE SERVICES, PRODUCTS AND RELATED OPERATIONS PERFORMED HEREUNDER WILL BE ACCURATE OR FREE FROM ERROR, AND INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USAGE IN THE TRADE.

(7) Disclaimers. LORTON DATA SHALL NOT BE LIABLE TO YOU OR TO ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE WORK OR PRODUCT HEREIN AUTHORIZED INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS, LOST SAVINGS, OR LOST DATA, OR FOR ANY DAMAGE RELATED TO THE USE OF OR INABILITY TO USE THE PROCESSED DATA GENERATED BY LORTON DATA EVEN IF LORTON DATA HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH DAMAGES. LORTON DATA'S TOTAL LIABILITY SHALL BE FOR THOSE DIRECT DAMAGES SUFFERED BY YOU DUE TO LORTON DATA'S PERFORMANCE UNDER THIS ORDER IN AN AMOUNT NOT TO EXCEED FEES ACTUALLY PAID BY YOU TO LORTON DATA FOR SERVICES DIRECTLY RELATED TO THE DAMAGES SUFFERED.

(8) Confidentiality. Lists, records, spreadsheets, manuscripts, diagrams, and/or graphics that You provide to Lorton Data shall be considered "Confidential Information". Lorton Data will disclose Confidential Information only to its employees and/or vendors who may need to know it in order to process Your Order, and to authorized persons designated by You. Lorton Data also agrees not to use such Confidential Information on its own behalf or for its own interest without Your prior consent. Confidential Information shall not include any information that (i) is or becomes available to the public through no fault of Lorton Data, (ii) is lawfully received by Lorton Data from a third party that is not subject to disclosure restrictions, (iii) is independently developed by Lorton Data without using Confidential Information, (iv) has been approved for public release by Your authorization; or (v) is known to Lorton Data without a duty of confidentiality prior to first receipt of it from You.

For data quality purposes, Lorton Data may compile statistical information on names and addresses, and information on individual address corrections. Such information shall belong to Lorton Data and shall not be considered Confidential Information as defined in this Section (8). Additionally, where data is submitted to the USPS for correction at Your request, the USPS may also retain such information.

(9) Force Majeure. Lorton Data shall not be in default by reason of any failure in its performance if such failure to perform is otherwise due to causes beyond the reasonable control of Lorton Data, which may include, without limitation, the failure of computers, equipment, or software, or the illness, disability or resignation of Lorton Data's personnel or contractors, to the extent that such default could not be resolved by Lorton Data with reasonable efforts.

(10) Subcontractors. Lorton Data shall have the right to subcontract any or all of its obligations to one or more parties, provided that Lorton Data shall oversee all work performed by subcontractors, and provided that Lorton Data shall remain responsible for the delivery and quality of the goods and/or services ordered herein.

(11) Governing Law. The provision of goods and services covered hereby and all Terms and Conditions hereof shall be governed by, construed and enforced under the internal laws (and not the laws of conflicts) of the State of Minnesota. All actions with respect hereto shall be brought in the state and federal district courts of Hennepin County, MN, and in no other jurisdiction.

(12) Entire Agreement. This Document is the final expression of the Terms and Conditions that govern all Orders placed by You with Lorton Data for the provisions of goods and/or services and may not be contradicted by evidence of any alleged oral agreement or other written agreement. Please read it and keep it for your records. Any unilateral purchase order shall be effective only to specify the services and/or goods ordered and the quantities, and shall be otherwise governed by these Terms and Conditions. If You purchase list rental products or services, the Lorton Data List Rental Terms and Conditions also apply, and are incorporated here by reference.

* The terms "You" and "Your" as used herein refer to the customer ordering goods and/or services from Lorton Data. Rev 4 - 10/19/12