


**Peregrine Services**  
**MAILING SERVICES AGREEMENT**

FILED  
TERRI ROSS  
COUNTY CLERK  
2018 SEP 28 AM 9:51  
UPSHUR COUNTY, TX.  
BY  DEPUTY

**AGREEMENT** Upshur County (UC) and Peregrine Services hereby enter into an agreement whereby Peregrine will print 2018 Tax Bills for UC. UC anticipates mailing 70,000 Tax Bills grouped so that Tax Bills mailing to the same name and address are mailed together in 25,000 outgoing #10 envelopes.

UC agrees to provide Peregrine with electronic files prior to 11/1/2018. Peregrine will provide technical support to UC or their software agent to facilitate the transfer of these files. Peregrine will provide live data proofs back to UC no later than 48 hours after file receipt. These data proofs will exhibit all of the possible bill variations present in the text file. The tax bills will be printed and mailed within 72 hours of the exchange of the final data files and proof approval. The responsibility to identify and communicate special handling of accounts (grouping, do not mail, etc) and notice of file changes lies with UC. This arrangement is to commence with 2018 Tax Bills mailed in October 2018. UC retains the option to cancel the subsequent agreement should they be dissatisfied with Peregrine's performance.

**POSTAGE ACCOUNT** Prior to mailing the tax bills, UC will be notified of the postage required to mail the tax bill drop. Anticipated postage for 70,000 Tax Bills mailed in 25,000 #10 envelopes is \$10,000. Exact postage amount for tax bill mailing will be reconciled with Postage Deposit amount on UC's final job invoice.

**PROGRAMMING FEE** Peregrine's initial program fee of \$500 will be waived for this application. Requests for changes outside of the scope of limited adjustments following the initial design will be quoted to UC for their approval prior to the work being done. The programming fee is for the initial interface program written by Peregrine to take UC's spooled print/data file and be able to run it through the operating system and provide a custom variable image template. Currently there is no known additional fee required by Peregrine Services to produce this application.

**DATA SECURITY AND INTEGRITY** Each company will take whatever precautions necessary to maintain the security and integrity of all data transmitted between the companies. Peregrine is flexible in providing the security that UC requires and as standard procedure Peregrine limits access to all files. Peregrine is certified as a COBA, HIPAA and GLB provider.

**CONFIDENTIALITY AGREEMENT** Peregrine will receive confidential information from UC as a result of the actual production and development of

this service and during the term of the agreement. Peregrine and all of their employees hereby pledge to protect the confidentiality of this data. The information provided to Peregrine will only be used to prepare and mail the specific forms requested by UC. Peregrine will not use this data for any other purpose nor divulge its content to any other parties. Peregrine will adhere to common business associate practices.

**AUDIT TRAIL FOR VERIFICATION OF MAILINGS** The auditing of the information that will be used for these mailings is critical and begins with UC. After the transmission of data with the appropriate information, UC will notify Peregrine of the total number of clients in the data base and total dollar amount of the items to be printed. Given this information, Peregrine will perform audit functions during processing to insure that all individual accounts and total revenues have been mailed. Peregrine will work to accommodate any additional audit information requested by UC.

**FORM PRODUCTION AND INVENTORY** The cost outlined below is a turn-key cost and includes all of the costs UC will be billed for Peregrine's materials and services.

The Tax Bill Application will use a standard letter package—8.5x11 tax bill and #10 outgoing window envelope.

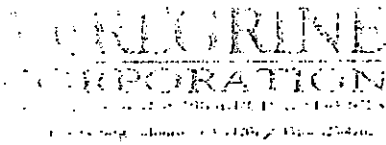
**COST CONTAINMENT** Our agreement is based upon a cost of \$0.02 for each tax bill, .02 for each #10 envelope and .045 services for each tax bill printed. Peregrine agrees to hold these costs firm for the 2018 and 2019 tax bill years.

**CANCELLATION** This agreement will remain in force until either party gives 30 days advance notice in writing. Should UC cancel this agreement without cause, UC will be required to pay for all remaining custom forms and envelopes in Peregrine's inventory.

This agreement is entered into on September 12, 2018.

Tom Stith  
VP, Peregrine Services

Luana Howell  
Upshur County Tax Assessor-Collector



INVOICE NO.	324364
CUSTOMER NO.	19241
INVOICE DATE	09/04/18
INVOICE TOTAL	10,000.00

SOLD TO:  
 UPSHUR COUNTY TAX COLLECT  
 LUANA HOWELL  
 215 N TITUS  
 GILMER, TX 75644

AMOUNT ENCLOSED \$ \_\_\_\_\_  
 SHIP TO:  
 UPSHUR COUNTY TAX COLLECT  
 LUANA HOWELL  
 215 N TITUS  
 GILMER, TX 75644

CHECK HERE IF ADDRESS HAS CHANGED AND INDICATE CHANGES ON REVERSE

DETACH TOP PORTION AND RETURN WITH YOUR REMITTANCE

CUSTOMER NO. 19241	CUSTOMER P.O. NO. LUANA HOWELL	TERMS: NET DUE UPON RECEIPT OF INVOICE	SHIPPED VIA USPS	REPRESENTATIVE T STITH
QUANTITY SHIPPED	DESCRIPTION	UNIT	UNIT PRICE	EXTENDED AMOUNT
1.00	POSTAGE DEPOSIT FOR 2018 TAX NOTICE MAILING	EA	0.00	10000.00
<div data-bbox="191 1195 602 1464" data-label="Image"> </div> <div data-bbox="181 1412 544 1532" data-label="Text"> <p>100-499-  <i>Luana Howell</i></p> </div>		<div data-bbox="1185 1010 1510 1308" data-label="Text"> <p>FILED        TERRI ROSS        COUNTY CLERK        2018 SEP 28 AM 9:51        UPSHUR COUNTY, TX.        BY <i>[Signature]</i>        DEPUTY</p> </div> <div data-bbox="1096 1319 1437 1468" data-label="Text"> <p>SUBTOTAL 10,000.00        SALES TAX        SHIPPING        INVOICE TOTAL 10,000.00</p> </div>		
<p>A 1 1/2% LATE CHARGE PER MONTH (18% ANNUAL RATE) WILL BE APPLIED TO OVERDUE INVOICES. ACCEPTANCE OF THIS INVOICE INDICATES AGREEMENT TO PAY AT STATED TERMS. CUSTOMER ALSO AGREES TO PAY ALL COSTS OF COLLECTION INCLUDING A REASONABLE ATTORNEY'S FEE.</p>				

INVOICE NUMBER 324364	INVOICE DATE 09/04/18	SHIP DATE
-----------------------	-----------------------	-----------