

LETTER OF AUTHORITY

THE SIMPLE ROUTE TO SAVING MONEY AND IMPROVING TECHNOLOGY FOR YOUR BUSINESS

Business Name:

Address:

Post Code:

We will require at least one of the below;

Agreement Number:

Account Number:

Meter Serial Number of Machine (or Indicia code on printed franking impression):

To whom it may concern – Letter of Authority

The Mailing Expert are hereby authorised to request, negotiate and obtain data, contract renewal prices and terms and conditions of the supply of print, franking and software from suppliers, distributors and meter operators and data collection agencies. They are also authorised to serve “Notice of Termination” in connection with our print, franking and software suppliers. The Mailing Expert are not authorised to accept or sign any new contract or agreement without prior consent from ourselves.

In return for granting The Mailing Expert exclusive rights to represent our business with our existing and prospective suppliers, we understand that we will receive the following services for the duration of this agreement.

Service

- If you allow The Mailing Expert to secure your contract (once you are in contract), a dedicated Account Manager will be allocated to you along with a direct dial telephone number for immediate response and support

Procurement

- The review of our supply contract(s) to the print, franking and associated software market to allow a thorough review of market options on our behalf
- Active negotiation with the supplier market to secure advantageous payment, pricing and commercial terms for our business
- The termination of our existing supply contract(s) on our behalf to ensure seamless transfer to our chosen subsequent contracts

Market Intelligence

- Market update service providing a review of the direction of the print and mailing markets and any issues arising of which our business should be aware
- From time to time we will receive emails and calls detailing exclusive offers and the latest news on The Mailing Expert Products and services

Our Obligations

In return for the provision of the above services, we commit to providing The Mailing Expert with:

- Exclusive rights and authority to represent our company in its print equipment, franking equipment and associated software contracting needs.

- Any offers relating to existing or proposed supply contracts at any of our premises that have been received from suppliers or any other third party

We acknowledge that in order for The Mailing Expert to provide the above services on the terms agreed, it is essential that no other third party or direct employee of our company is engaged in these same activities.

This "Letter of Authority" (LOA) supersedes any previous LOA and will remain valid until canceled.

We acknowledge that either party can cancel this agreement by providing the other party with written 120 day's notice once the initial 120 day period from the date of this letter has elapsed.

Authorised by:

Printed Name:

Job Title:

Return complete form to:

LOA@themailingexpert.com

With original wet signature copies posted to:

The Mailing Expert -LOA

PO BOX 12792

EPPING

CM16 9FH