

- Sample

NCOA^{Link}™ PROCESSING ORDER FORM



Name and address:

Registrar of Voters, Vernon, CT

 Town name
 Judith A Beaudreau

 Contact name
 14 Park Place

 Address
 Vernon, CT 06066-3291

 City, state, ZIP + 4
 860-870-3685 860-870-3583

 Phone Fax
 judithbeaudreau@gmail.com

 Email

Payment:

Credit Card Send Invoice - PO#: 000001242012
 Processing: \$95 or 2.75/1000 records, whichever is greater
 Move report: \$10 or 5¢ per page, whichever is greater
 Card #: _____ Exp Date: _____

 Billing contact

 Billing address

 Billing phone

Job instructions:

Town Code: 146

Moves report and data for labels - you will receive both:

NCOA^{Link} moves report : Email a report Send paper report (choose one - default is email)
 Alphabetical by last name Alphabetical by street In order by district (choose one - default is by last name)

Note: All paper reports shipped UPS Ground unless otherwise specified. Shipping cost is additional.

Data for labels: Email Send to Judith Beaudreau - without password (choose one - default is email)
 Password protect moves report and data for labels

Additional instructions: _____

Custom input - do not complete unless sending your own file to Lorton Data

How will file be sent: Web - www.lortondata.com (click on 'File Transfers' link near top of the web page)
 Email - ncoa@lortondata.com FTP - ftp.lortondata.com Diskette

Input file name: _____ Number of records: _____

Send diskettes to: Lorton Data Inc, 2 Pine Tree Dr Ste 302, Arden Hills MN 55112-3715

Send completed order form and PAF to:

Fax: 651-203-8299

For more information:

Website: www.lortondata.com
 Technical Support Line: 651-203-8290

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 "Job Instructions" 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 2-10/01) as set forth on page 2 of this form.

Authorized by Judith A Beaudreau Title Registrar of Voters Date 1-24-2012
 Name (Please print) Judith A Beaudreau