OAKLAND COUNTY PRINT AND MAIL CENTER
SUMMER TAX BILLS
2010 MAILING AUTHORIZATION FORM

This form must be completed to authorize The Print & Mail Center to process your tax bills. The sooner you send back the sooner we can get your envelopes and supplies ordered. You prompt attention is appreciated.

Answer Yes or No to the following items that pertain to your City, Village, or Township (CVT):

_____ Oakland County Print Shop is printing the variable data on your tax bills.

_____ Oakland County Print Shop is printing your envelopes with Oakland County's Permit 14 indicia.
If not, who is printing your envelopes and will they have Permit 14 on them?_____

_____ Oakland County Print Shop is printing your Lockbox #9 envelopes. If yes How many?_____
If not, who is printing your envelopes?_____

_____ Is Oakland County creating or printing your newsletter or information card to be inserted with you taxbill?
If not, who is printing your newsletter/info card._____

_____ How many insert (pieces) will there be inserted in each of your tax bills?
I will have ___ One Newsletter/Insert, ___ One #9 Lockbox Reply Envelope inserted with my Taxbill
(Please check all that apply) (One newsletter, and one #9 Lockbox with taxbill = 3)

Please list the school districts in your cvt or any special parcels you wish to see proofs of in particular before printing.

_____

*****We need a sample of your desired mailing before we process your mailing******

_____

(All PERMIT MAILINGS MUST BE SEALED IF MUNICIPALITY IS INSERTING AND FOLDING)

_____ Mail Center insert and fold tax bills.

_____ Date CVT would like tax bill mailing in mail stream.

_____ CVT is using own permit # and will be picking up mailing after processed by The Mail Center and delivering to proper Post Office

_____ CVT is using their own permit # and the Mail Center will be delivering the tax bill mailing to the proper Post Office for a $50.00 delivery fee. Post Office where mail needs to be dropped off at? _____
(ALL PERMIT 14 MAILINGS WILL BE FREE DELIVERY)

Keep in mind that once you have approved your final tax calc with IT, The Mail Center may not receive your tax bill mailing for up to one week. Actual bill printing depends on the Print Shops print schedule.

I have reviewed The Mail Center's authorization form and checked the items that pertain to my CVT. I understand that The Mail Center needs up to 4 working days to complete the entire tax bill mailing process. CVT's will be invoiced after the mailing has been processed.

_____	_____	_____	_____
CVT	**TREASURER**	**DATE**	**APPROX. TAX BILL COUNTS**

_____	_____	_____
CONTACT PERSON	**PHONE NUMBER**	**FAX NUMBER**

EMAIL ADDRESS_____

For further questions please call Vickie Smith @ (248) 975-9735 for Mail OR Mary Bartolotta @ 248-452-9581 for Print

THE MAIL CENTER'S FAX NO. (248) 858-5028