

Harlem Consolidated Schools

MEMORANDUM

TO: Harlem Board of Education
FROM: Gail Aldrich
DATE: February 1, 2013
RE: HAC Postage Machine- Upgrade

We were informed by Brent's Mailing Equipment (representative for our Neopost postage machine) that they are no longer producing the chips that update postage increases on our mailing machine. The machine that we currently have was purchased in 2006.

The new proposed contract includes a new machine, fees for use and any equipment updates relating to postage increases imposed by the US Post Office throughout the year, for the next five years.

Based on past yearly expenses, this monthly contracted amount is slightly less than what we are currently paying yearly.

Thank you

Gail Aldrich
Director of Purchasing &
Accounts Payable



MailFinance Lease Agreement
For use with all Neopost Products

| | | | |
|---------------|----------------------------|----------------|----------------|
| Dealer Number | Dealer Name | Phone Number | Date Submitted |
| 6610 | Brents's Mailing Equipment | (815) 226-8111 | |

Section (A) Billing Information

| | | | |
|--|--|-------------------------|--|
| HARLEM CONSOLIDATED SCHOOL | | | |
| Company Name (Full Legal Name) | | | |
| DBA | | | |
| Mailing Address | | | |
| 8605 2nd. STREET | | | |
| City State Zip+4 | | MACHESNEY PARK IL 61111 | |
| County | | | |
| Contact Name | | | |
| Email Address | | | |
| Phone Number | | | |
| Fax Number | | | |
| Purchase Order # | | | |
| <input checked="" type="checkbox"/> Tax Exempt? (Exemption Certificate is required if Yes) | | | |

Section (B) Installation Information (if different from billing information)

| | | | |
|---|--|-------------------------|--|
| HARLEM CONSOLIDATED SCHOOL | | | |
| Company Name (Full Legal Name) | | | |
| DBA | | | |
| Installation Address | | | |
| 8605 2nd. STREET | | | |
| City State Zip+4 | | MACHESNEY PARK IL 61111 | |
| County | | | |
| Contact Name | | | |
| Email Address | | | |
| Phone Number | | | |
| Fax Number | | | |
| Main Post Office | | Zip+4 | |
| <input type="checkbox"/> Use my existing POC Account Number | | | |

Section (C) Products

| Quantity | Model / Part Number | Description |
|----------|---------------------|---|
| 1 | ISMODEM | IS Series Modem |
| 1 | IS460DS30 | IS-460 Base w/ Mixed Size Feeder, Sealer, Drop Tray, Ink Cartridge, LAN Cable, ISDS4 & ISWP30 |

Section (F) Services (check all that apply)

- ☒ Neopost iMeter™ / Postage Meter Rental
- ☒ neoFunds Postage Management
 - "Download now, Pay later" options for commercial postage
- ☒ Online Advantage
 - MyNeopost online postage account and postage usage monitoring
 - Ink cartridge re-order email alerts, remote diagnostics and software checks
- ☒ Online Postal Rates iMeter™ App
 - Automatic electronic USPS Postal Rates & Fees
- ☐ Online Postal Expense Management iMeter™ App
 - Online reporting to monitor, track and control postage expenditures
- ☐ Online USPS® E-Services iMeter™ App
 - Discounted electronic Confirmation Services
 - Online delivery tracking and delivery status email updates
- ☐ Online E-Services with Electronic Return Receipt iMeter™ App
 - USPS eServices with electronic signature proof of receipt
- ☐ Rate Change Protection Contract (for external scales only)
- ☐ SoftwareCare/Software Advantage (for shipping & accounting applications)
- ☐ Maintenance (Provided by your authorized Neopost dealer)

Section (D) Payment Information

| Number of Months | Monthly Payment (Plus applicable taxes) | Billing frequency |
|------------------|---|-------------------|
| First 63 | \$254.63 | Quarterly |

Section (E) ACH Direct Debit (for lease payments only)

| | |
|---------------------|---------------------|
| Bank Name | |
| Bank Contact Name | |
| Bank Routing Number | Bank Account Number |

Please attach a blank voided check. Deposit slips not accepted.

Section (G) Approval

This document consists of a Product Lease ("Lease") with MailFinance Inc.; and/or a Postage Meter Rental Agreement ("Rental Agreement") and an Online Services and Software Agreement with Neopost USA Inc.; and a neoFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (versions D-03-11), which are also available at <http://www.neopostinc.com/terms/Dealer-Lease-03-11.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Authorized Signature _____ Date _____

Print Name and Title _____

MailFinance Accepted By & Date Accepted _____

MailFinance, 478 Wheelers Farms Rd, Milford CT 06461

MF-H-LeaseAgrmt-20110311 (PF)