

**MEMORANDUM OF UNDERSTANDING FOR DAILY
MAIL PROCESSING SERVICES
PERFORMED BY MAILING TECHNICAL SERVICES (MTS) FOR
(Yellowstone County)**

- I. MTS will pick up non-postaged United States Postal Service (USPS) first class (the MAIL) from the CUSTOMER'S place of business, which includes multiple locations each USPS business day ranging from 2:00 - 4:00 PM. MTS will process the CUSTOMER'S first class mail for subsequent delivery to the USPS per "customer option" as explained in the attached move update compliance form. Customer may additionally drop off non-postaged MAIL at MTS production building if they wish up until 6:00 PM at 850 S. 27th Street, Billings MT.
- II. CUSTOMER may terminate or change "customer option" to this agreement at any time. MTS may terminate services upon either 30 days notice to CUSTOMER or immediately upon notice to CUSTOMER if CUSTOMER is more than 30 days in arrears for any sum due and owing to MTS.
- III. The services and fees, more fully described in "Rates page", will be billed by MTS to CUSTOMER on a weekly basis.
- IV. MTS is not liable for:
 - i. Any loss or damage resulting from CUSTOMER'S failure to perform under this agreement.
 - ii. Any loss or damage resulting from acts or omissions of persons who are not employees or agents of MTS; or iii. Any failure in MTS' performance of any terms and conditions of this agreement caused or occasioned by acts or omissions beyond the reasonable control of MTS including but not limited to: equipment malfunctions, destruction of premises, the breakdown or failure of hardware or software, or any other delays or damages caused by strike, fire, acts of God, or any governmental authority.

Without limitation, the liability of MTS is limited to refunding the non-postage service charge paid by the CUSTOMER to MTS. The liability of MTS will not extend to any penalty or interest charges or damages of any nature, including without limitation, the loss of profits, indirect, direct, special, consequential, incidental, or exemplary damages.

- V. Services and Fees, more fully described on "Rates Page" (subject to change with 30 days written notice or immediately when USPS rates change):
 - a. MTS or Customer will apply postage to the MAIL and deliver to USPS per customer option.
 - b. Postage and Fees for USPS first class MAIL (based upon weight, class and automation readability) per customer option.
 - c. Special handling items; such as Return Receipt, Registered, etc is an additional \$0.50 per item.
 - d. Optional Mail PO Box pickup and delivery to Customer in AM on or around 8:30 AM.
 - e. Customer option page must be clearly marked and initialed.

Dated this 20th day of January, 2026.

Mailing Technical Services, Inc.

(Customer)

MAILING TECHNICAL SERVICES, INC.
MOVE UPDATE COMPLIANCE FORM
“Customer Option Page”

As a client of Mailing Technical Services, Inc., we understand that the “Address Service Requested” or “Return Service Requested” endorsements will be used to insure our mail is in compliance with the United States Postal Service Move Update Requirement (effective July 1, 1997).

Please note: Mail will be forwarded using the USPS NCOA Link method for MLOCR's. Mail not being able to be forwarded by MTS will use the checked method below. If the mail is forwardable and you wish your mail to be returned to you by MTS and not forwarded as required, please consult with us.

PLEASE CHOOSE ONE OF THE FOLLOWING ENDORSEMENTS:

1. _____ In utilizing the “**Address Service Requested**” endorsement, mail with a change of address will be forwarded to the recipient at the new address and a separate change of address notification will be provided. The United States Postal Service will charge customer their prevailing address correction fee. If the mail cannot be forwarded, the new address or reason for nondelivery is indicated on the mailpiece and there is no USPS fee.

2. X In utilizing the “**Return Service Requested**” endorsement, mail with a change of address is NOT forwarded. The mailpiece will be returned by the United States Postal Service with the new address information and reason for non-delivery indicated on the mailpiece. There is no USPS address correction fee, however the mailpiece must be resent (and re-postaged) to the recipient with the new address information.

It is the Customers responsibility to update our files with the new address information received by the United States Postal Service.

AUTHORIZED CUSTOMER REPRESENTATIVE (PLEASE PRINT)

SIGNATURE

DATE

Rates as of 01/26/2026
“Rates Page”

MTS Postages mail rates:**Automation Letters:**

	Weight	Rate
1)	0.0-1.0 oz.	\$0.753
2)	1.1-2.0 oz.	\$0.953
3)	2.1-2.3 oz.	\$1.153

Automation Flat mail:

USPS Published First Class Rate

Ground Advantage

USPS Published Ground Advantage Rates.

Priority Mail

USPS Published Retail Priority Rate per piece for all USPS Priority Flat Rate and Priority Mail pieces. All other Priority Mail is billed at USPS Published Retail Priority Rates.

All Other USPS First Class Mail

USPS Published Retail Rate, plus 10% surcharge. Certified and all other special handling Mail is charged an additional \$0.75 for detailed manifesting.

Optional Morning Mail PO Box delivery from USPS PO Box to Customer

\$7.00 per day - for delivery/pickup of outgoing mail

John V. Ostlund Building (caller box) *P.O. Box Delivery between 8:00-8:30 AM (Monday-Friday) – Outgoing mail Pickup 4:30-4:45 PM (Monday-Friday) - excluding holidays

Small Volume Customer Fees (to be determined based upon volume)

\$5.00 per day fee for pickup of mail and/or Interdepartment Mail