

CHURCH WINDOWS NCOA^{Link}® ORDER FORM HELP GUIDELINE

INPUT FILE INFORMATION

1. Input file name – The name of the file you are sending for processing.
2. Number of records and file name – The total number of names and addresses on the file you are sending for processing, and the name of the file.

OUTPUT OPTIONS

1. Processing requested

NCOA^{Link} Full Service – 48 months
with DPV, LACS^{Link} & Suite^{Link} –

Provides new address information when appropriate, and provides footnotes when no match is found between the input name and address and what is on the NCOA^{Link} database. All addresses are run through CASSTM and DPVTM before the matching process begins.

NCOA^{Link} Service – 18 months with DPV LACS^{Link} & Suite^{Link} –
Same processing as Full Service, but only matches 18 months of moves.

2. Matching Logic for residential moves

Standard Logic: For family moves, the matching is based on last name and address. For individual moves, the matching is based on first name, middle name, last name, title and address. Matches for both move types are provided.

Individual Logic: Matches are made on first name, middle name, last name, title and address. New addresses are only provided for individuals who filed the change of address.

3. Output text

Proper Case – Example: Lorton Data, 2 Pine Tree Dr

Ste 302, Arden Hills MN

UPPER CASE – Example: LORTON DATA, 2 PINE TREE DR

STE 302, ARDEN HILLS MN

Retain Case – Matches the type of casing on your file

4. Output Format

Output C – Required for Church Windows users.

5. Optional reports – A report of moves, possible moves and

nixies. The report provides your input address and the new address for moves, along with the input address and return codes indicating potential moves for records where we could not make the match due to rules. When requested, the report includes input addresses that are ZIP + 4[®] non-matches. The report can be sent electronically or on paper.

6. Special instructions – If you need Duplicate Elimination, Presort, Demographic or Telephone Append, Geo-Coding, or any of our other services, contact our sales staff at 651.203.8290 or sales@lortondata.com.

BILLING INFORMATION

Provide your payment option and appropriate information. FTP and email transfers require a credit card.

AUTHORIZATION

Please sign and date form. We cannot process a job without the signature and date.

CHECKLIST

To avoid processing delays, do the following:

- Fill out order form completely
- Complete a Processing Acknowledgment Form (Must be renewed annually) at www.ezpdf.com
- Send your data file - Click on 'File Transfers' link at www.lortondata.com
- If you cannot send via the internet, send media to Lorton Data

CHURCH WINDOWS NCOA^{Link}® PROCESSING ORDER FORM

Customer name and address (Please print or type)

Company _____

Address _____

Contact name _____

City, state, ZIP _____

Email _____

Phone _____ Fax _____

INPUT FILE INFORMATION

1. Number of records and filename: _____

Important: Foreign addresses may be negatively affected by this processing. We recommend that you remove foreign addresses from your file.

OUTPUT OPTIONS

NOTE: There is a \$25.00 handling fee to process this form.

1. Processing requested:

NCOA^{Link} Full Service – 48 months with DPV, LACS^{Link} & Suite^{Link} : \$ 2.75 / 1000 input records \$ 95.00 Minimum

NCOA^{Link} Limited Service – 18 months with DPV, LACS^{Link} & Suite^{Link} : \$ 1.75 / 1000 input records \$ 95.00 Minimum

2. Matching Logic for residential moves: Standard Logic Individual Logic

Note : Individual Logic will provide only new address information for Individual moves and could result in a significantly reduced match rate.

3. Output text: Proper Case UPPER CASE Retain case

4. Output format: Output C

5. Optional reports: (5¢ per page, \$10 minimum per report, 9 - 10 addresses per 8.5 x 11 page)

List of NCOA^{Link} moves, possible moves & nixies: Yes Electronic or Paper

Including ZIP + 4 non-matches: Yes Electronic or Paper

6. Special instructions (Please email support@lortondata or call 651-203-8208 with details)

BILLING INFORMATION

Card #: _____

Signature: _____

Exp. Date: _____

Credit card billing address & ZIP Code: _____

Name on card: _____

SENDING A JOB TO LORTON DATA

Send completed order form and file to:

Email: support@lortondata.com

Fax: 651-203-8299

Send file:

Go to www.lortondata.com and click on the link 'File Transfers'

If not sending file via internet, send physical media and form to:

Lorton Data Inc
2 Pine Tree Dr Ste 302
Arden Hills MN 55112-3515

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 "Output Options" 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 3-01/10) as set forth on side b of this form.

Authorized by _____ Title _____ Date _____

Name (Please print) _____

LORTON DATA, INC. GENERAL TERMS AND CONDITIONS

(1) **Invoicing.** Unless otherwise provided for under Order Billing Information, Lorton Data, Inc. ("Lortondata") will invoice You* for services rendered and goods provided in accordance with Lortondata's price schedule in effect on the date of Your* Order. In addition, Lortondata will invoice You for all out-of-pocket costs and expenses including postage, freight, shipping and handling, and insurance. Invoices are due upon receipt or such later date as pre-approved by Lortondata's credit department. Invoices not paid in full within fifteen (15) days of the due date will accrue a service charge at the rate of 1½% per month on the unpaid balance from the due date.

(2) **Specifications and Approvals.** If You wish Your Order to comply with a certain job specification, You must provide such job specification to Lortondata with Your Order. All additions or changes to job specifications must be in writing and acknowledged by an authorized Lortondata employee. If You do not provide Lortondata with complete, written job specifications or two or more elements of Your written job specifications are contradictory, then Lortondata's standard job specifications and best judgment will govern. Lortondata may conclusively rely upon its interpretations of, and will not be liable for failure to comply with, any verbal instructions. When Lortondata submits counts, samples or other interim results to You for Your review and approval, You shall promptly review the same, including reviewing the same for reasonableness, and advise Lortondata of any faults, inaccuracies or problems. Unless and to the extent You promptly and specifically object, Lortondata shall be entitled to continue processing Your Order based upon the correctness of such interim results.

(3) **Deadlines.** Lortondata will use its best efforts to meet specific deadline requests made at the time You place Your Order. Deadline requests are, however, not binding on Lortondata, and Lortondata is not liable, in any way, for failure to meet a specific deadline request.

(4) **Customer Responsibilities.** To enable Lortondata to timely and properly complete Your Order, You are responsible for and will:

- provide Lortondata with all necessary lists, records and other data applicable to Your Order,
- provide Lortondata with complete job specifications, in writing and/or on the input screen(s) of a program provided by Lortondata,
- provide Lortondata with layouts for Your data. If no layouts are provided, Lortondata will, at Your cost, make a reasonable effort to interpret Your data and be entitled to rely conclusively on its interpretations thereof,
- promptly review Lortondata counts, samples or other interim results, including reviewing same for reasonableness, and approve such results or advise Lortondata of any faults, inaccuracies, or problems,
- maintain adequate back-up copies of data furnished to Lortondata to enable Lortondata to regenerate such data which, for any reason, is lost, damaged or destroyed. If You do not maintain adequate back-up data, Lortondata's liability for lost, damaged or destroyed data shall be limited solely to media costs not to exceed the liquidated damages sum of \$250. Lortondata shall not be liable for data or material damaged in transit, and
- promptly examine all final output data received from Lortondata for validity prior to use.

(5) **Customer Warranties and Representations.** You hereby warrant and represent that:

- You own or have obtained proper authorization or approval to use or reuse all data provided to Lortondata for processing on Your behalf. You agree to indemnify and hold Lortondata and Lortondata's officers, directors, agents and employees harmless against any and all claims, causes of action, suits, proceedings, losses, damages, demands, fees, expenses, fines, penalties and costs (including reasonable attorneys' fees and expenses) arising directly or indirectly out of Lortondata's processing of such data on Your behalf.
- You understand that use of data obtained through the processing authorized may be governed by State or Federal Law. You represent that Your purposes for obtaining this data through this processing are legitimate under these laws, and agree to abide by all State and Federal Laws regarding the use of such data.

(6) **Lortondata's Warranties and Representations.** Lortondata hereby warrants and represents that:

-- all of its services shall be performed in a workmanlike manner in accordance with generally accepted industry standards, and

-- it shall not knowingly infringe upon any then existing intellectual property right of a third party.

EXCEPT AS PROVIDED IN THIS SECTION (6), LORTONDATA MAKES NO WARRANTIES OF ANY KIND AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED, INCLUDING WITHOUT LIMITATION THAT THE SERVICES, PRODUCTS AND RELATED OPERATIONS PERFORMED HEREUNDER WILL BE ACCURATE OR FREE FROM ERROR, AND INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USAGE IN THE TRADE.

(7) **Disclaimers.** LORTONDATA SHALL NOT BE LIABLE TO YOU OR TO ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE WORK OR PRODUCT HEREIN AUTHORIZED INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS, LOST SAVINGS, OR LOST DATA, OR FOR ANY DAMAGE RELATED TO THE USE OF OR INABILITY TO USE THE PROCESSED DATA GENERATED BY LORTONDATA EVEN IF LORTONDATA HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH DAMAGES. LORTONDATA'S TOTAL LIABILITY SHALL BE FOR THOSE DIRECT DAMAGES SUFFERED BY YOU DUE TO LORTONDATA'S PERFORMANCE UNDER THIS ORDER IN AN AMOUNT NOT TO EXCEED FEES ACTUALLY PAID BY YOU TO LORTONDATA FOR SERVICES DIRECTLY RELATED TO THE DAMAGES SUFFERED.

(8) **Confidentiality.** Lists, records, spreadsheets, manuscripts, diagrams, and/or graphics that You provide to Lortondata shall be considered "Confidential Information". Lortondata will disclose Confidential Information only to its employees and/or vendors who may need to know it in order to process Your Order, and to authorized persons designated by You. Lortondata also agrees not to use such Confidential Information on its own behalf or for its own interest without Your prior consent. Confidential Information shall not include any information that (i) is or becomes available to the public through no fault of Lortondata, (ii) is lawfully received by Lortondata from a third party that is not subject to disclosure restrictions, (iii) is independently developed by Lortondata without using Confidential Information, (iv) has been approved for public release by Your authorization; or (v) is known to Lortondata without a duty of confidentiality prior to first receipt of it from You.

For quality control purposes only, Lortondata may compile statistical information that in no way identifies individual lists, records, persons or addresses. Such statistical information shall belong to Lortondata and shall not be considered Confidential Information as defined in this Section (8).

(9) **Force Majeure.** Lortondata shall not be in default by reason of any failure in its performance if such failure to perform is otherwise due to causes beyond the reasonable control of Lortondata, which may include, without limitation, the failure of computers, equipment, or software, or the illness, disability or resignation of Lortondata's personnel or contractors, to the extent that such default could not be resolved by Lortondata with reasonable efforts.

(10) **Subcontractors.** Lortondata shall have the right to subcontract any or all of its obligations to one or more parties, provided that Lortondata shall oversee all work performed by subcontractors, and provided that Lortondata shall remain responsible for the delivery and quality of the goods and/or services ordered herein.

(11) **Governing Law.** The provision of goods and services covered hereby and all Terms and Conditions hereof shall be governed by, construed and enforced under the internal laws (and not the laws of conflicts) of the State of Minnesota. All actions with respect hereto shall be brought in the state and federal district courts of Hennepin County, MN, and in no other jurisdiction.

(12) **Entire Agreement.** This Document is the final expression of the Terms and Conditions that govern all Orders placed by You with Lortondata for the provisions of goods and/or services and may not be contradicted by evidence of any alleged oral agreement or other written agreement. Please read it and keep it for your records. Any unilateral purchase order shall be effective only to specify the services and/or goods ordered and the quantities, and shall be otherwise governed by these Terms and Conditions. If You purchase list rental products or services, the Lorton Data List Rental Terms and Conditions also apply, and are incorporated here by reference.

* The terms "You" and "Your" as used herein refer to the customer ordering goods and/or services from Lortondata.