

Service Agreement

2025 Literature Fulfillment Program



_____ (Business name, aka the client), agrees to the selection of services and options checked below, for the purposes of engaging Brand Connect Innovations, LLC (BCI) for a literature fulfillment program on the client's behalf. This program includes posting literature by the case, and to individual leads (via either first class postage or bulk postage permits).

Please read each service or option, and select the requested items. By selecting that service or option, you are agreeing to the pricing and payment terms, as well as any other conditions noted in the description.

Check All That Apply	Service/Option	Description, Action Items	Pricing/Fees
<input type="checkbox"/>	STORAGE	This program will require storing bulk quantities of client literature at the BCI warehouse. BCI will discuss with the client the recommended number of cases of stock needed, and the number of pallets this will equal. Upon receipt of stock, BCI will charge the client \$18.00 per pallet (full and partial), per month, until stock is depleted or removed. BCI will invoice the client monthly.	\$18.00 per pallet (full and partial), per month.
<input type="checkbox"/>	MAIL LITERATURE BY THE CASE	BCI will charge the client a handling fee of \$3.00 per case, plus postage, to ship cases of literature to recipients. Client will supply recipient mailing details, including contact person, company name, shipping address, and phone number. BCI will invoice the client monthly for service.	\$3.00 per case handling fee. + Postage costs.
<input type="checkbox"/>	FULFILL INDIVIDUAL LEADS WITH BULK MAILING PERMIT	This option requires a minimum of 200 leads in the mailing mix for bulk postage price break. Client will provide BCI with leads in excel spreadsheet form.* BCI will charge \$0.45 per label/lead for processing labels, stuffing, labeling, preparing the bulk mailing, completing the USPS bulk mail paperwork, and delivering mailing to the USPS. Unless client has pre-paid for postage and handling, payment for each mailing (for postage and handling) will be required prior to delivery of mail to the USPS. This program requires envelopes with a bulk mail permit. Select Option: <input type="checkbox"/> Client will supply envelopes imprinted with the BCI bulk mailing permit for mailing out of the Akron, NY USPS. <input type="checkbox"/> Client requests use of BCI envelopes imprinted with the bulk mailing permit (A fee per envelope ¹ to be added to the fee for service).	\$0.45 per label/piece handling fee. + Postage costs. + \$ _____ per envelope ¹ (if selecting BCI envelope option)
<input type="checkbox"/>	FULFILL INDIVIDUAL LEADS WITH FIRST CLASS POSTAGE	This option calls for BCI to ship individual packages to recipients upon receipt of leads from client, regardless of quantity, at first class mailing rates. Client will provide BCI with leads in excel spreadsheet form.* BCI will charge \$0.45 per label/lead for processing labels, stuffing, labeling, and delivering mailing to the USPS. Unless client has pre-paid for postage and handling, BCI will invoice client monthly for this service. Select Option: <input type="checkbox"/> Client will supply envelopes imprinted with their return address. <input type="checkbox"/> Client requests use of BCI envelopes (A fee per envelope ¹ to be added to the fee for service).	\$0.45 per label/piece handling fee. + Postage costs. + \$ _____ per envelope ¹ (if selecting BCI envelope option)
<input type="checkbox"/>	SPECIAL PACKAGING	Examples of this option include projects such as clear packaging with address inserts, personalized letters, or other special packaging or services outside the normal scope of activities listed above. Client and BCI will determine and agree upon specific fees for services/materials prior to start of project.	Pricing/Fees to be determined.

*Lead fulfillment Programs: Excel lists should include domestic U.S. addresses only, and be filtered and free of foreign addresses prior to sending to BCI, including Canada and Mexico. ¹Per-piece envelope fees to be determined by hard costs incurred by BCI for production of inventory at time of use.

Company _____

Client Representative _____

Mailing Address _____

Title _____

City, State, Zip _____

Signature _____

Email _____

Date _____

Telephone _____

Client Notes: _____

For office use only:	
Agreement Received (date) _____	
# of Pallets _____	Date Rc'd. _____
\$ _____ Pre-payment amount, if any	
Program Start Date _____	
Notes: _____	

BCI is not liable for costs or damages arising from undeliverable mail due to incorrect or incomplete recipient mailing information providing by the client. Fill out all fields, sign, date, and return to: BCI, PO Box 93, Akron, NY 14001. If e-mailing, download form and save before filling out fields electronically. E-mail: hello@bciatyourservice.com.