

SERVICES AGREEMENT



530 Compton St., Broomfield, CO 80020

Phone: 303.460.1027 - Fax: 720.259.2412 - www.intouchtoday.com

This SERVICES AGREEMENT (“Agreement”) is entered into on _____,
by and between In Touch Today Corporation (“ITTC”) and _____ (“Client”).

WHEREAS, ITTC desires to provide certain services to Client, and Client desires to engage ITTC to provide such services.
The parties hereby agree as follows:

1. Services. Client hereby engages, retains and hires ITTC to provide the specific services listed on Exhibit A attached hereto (the “Services”). Client shall pay to ITTC the fees set forth on Exhibit A.
2. Services Based Upon Information Provided By Client. The parties acknowledge and agree that the Services to be provided by ITTC hereunder are dependent upon the accuracy, completeness and timeliness of the information provided to ITTC by Client. ITTC shall have no responsibility hereunder in the event that any reasonably necessary information is not provided to ITTC accurately, completely and in a timely manner. Client must be notified if required documentation is not received in time to meet expected guidelines.
3. Confidentiality. Each of the parties acknowledges that, in connection with this Agreement and the services to be provided hereunder, it may receive information relating to the business and operations of the other party (any and all such information hereinafter “Confidential Information”). Therefore, each of the parties expressly agrees that, except with the prior consent of the other party that:
 - (i) ITTC will not use or disclose any Confidential Information for any purpose other than the purposes of fulfilling its obligations under this Agreement;
 - (ii) ITTC will use the materials containing any such Confidential Information for the specific purpose for which the disclosure was authorized and for no other; and,
 - (iii) ITTC agrees to return all Confidential Information in all forms to the other party upon request.Each of the parties further agrees that the restrictions and limitations concerning Confidential Information as set forth herein shall not apply to information and matters that are
 - (i) Part of the public domain, or
 - (ii) Available to the public through no act or failure to act on the part of any of the parties, or
 - (iii) Required to be disclosed pursuant to a court or governmental order of applicable law.
4. Term and Termination. This is a month-to-month Agreement and can be terminated by either the Client or ITTC by the 20th of the month prior to the next month’s billing on the 1st of the month. This applies to services/memberships/printed product. A service fee (\$10.00 for services/membership and \$35.00 for printed product) will apply if the termination is requested after the cancellation date, provided there is sufficient time to cancel the service/membership/printed product. (Example: Cancellation date for an October Product/Service is September 20th. Any cancellation after September 20th would incur a service fee) Also see page 7 for more detail
5. Pricing. Pricing subject to change at any time providing 30-day notice given via email or fax.
6. Payment. Client understands payment is to be made by credit card or check by phone only. Client authorizes ITTC or its business partners to charge Client’s card either before the product is printed (after proof approval), or for mailings: on the 1st of the month for the mailings of that same month.
7. Relationship of Parties. The parties to this Agreement are independent entities, and nothing herein shall be construed as constituting the parties to this Agreement as agents or partners of one another.

IN WITNESS WHEREOF, Individual Client and ITTC have caused this Agreement to be executed as of the date first shown above.

Individual Client: By: _____
Name: _____

Date: _____

ITTC: IN TOUCH TODAY By: _____

Date: _____

GETTING STARTED:

1. Complete this form (Services Agreement) and fax back to: 720-259-2412.
2. Send your logo and/or picture (mail to In Touch Today Corporation, 530 Compton Street, Broomfield, CO 80020, or e-mail to graphics@intouchtoday.com)
3. If we are providing mailing services, we will need your database (again, either mailed to above address, or e-mailed to data@intouchtoday.com).

CLIENT INFORMATION:

Name: _____

Title: _____

Company: _____

Address: _____

City, State, and Zip: _____

Phone: _____

Fax: _____

Email: _____

* Please provide your birth date, so that we may celebrate with you at that time: _____ Month/Day

If there is an individual other than yourself such as an assistant or partner that is authorized to make decisions and changes regarding your account, please list those names and titles here:

(Changes to the account may include but are not limited to payment information, set up information, database updates, order/ mailing schedules, etc)

If a joint layout, second name and company name:

Name and title: _____

Company name: _____

DATABASE MANAGEMENT MEMBERSHIP CHOICE: (see page 6 for details)

No membership at this time

Econo - You maintain your own database and send us an updated mailing list at whatever frequency you wish.

Value – Database - We maintain your database for you.

Premier - We maintain your database AND we send Mortgage Matters emails (see below) to your Realtor database.

NOTE: "Branding" is a term that describes the process of achieving immediate name association triggered by either an audio or visual suggestion. In other words, you want your customers to think of you the moment they pull your correspondence out of their mailbox! Surveys show the most effective way to achieve this desired result is to be consistent with your look and regular with your mailing frequency. Professionals who mail at least monthly show a statistically greater response. This, of course, does NOT obligate you and you can change your selection at any time!

MORTGAGE MATTERS EMAIL SERVICE SETUP: (see page 6 for details)

* I would like my Mortgage Matters subject line personalized Yes No

Example: Sally, Your Weekly Mortgage Matters from Joe Smith

(Contact name)

(Loan officer)

Phone number to appear on my Mortgage Matters _____

I would like my logo on my Mortgage Matters

I would like my photo on my Mortgage Matters

I will fax or email my list of email addresses

I'D ALSO LIKE TO ORDER:

- Digital Newsletters
- 7 Greeting Card After Closing Campaign
- 12 Greeting Card Realtor/Referral Source Campaign
- Individual Greeting Cards

(We will contact you for specifics regarding the above items – or send separate order form from website)

POSTCARD CHOICES: (STANDARD SIZE POSTCARDS ARE MAILED FIRST CLASS)

(see page 5 for personalized setup information, page 6 for prices and additional information-standard size postcards are mailed first class)

ITEM CHOICE:

- Recipe Postcards (only available in standard size)
- Home Tips Postcards
- Lender for Life Postcards
- Realtor for Life Postcards
- Recipe Postcards **with Realtor Text** (only available in standard size)
- Other _____

- Standard Text Alternate Text Custom Text *(We will contact you for specifics.)*

ADDITIONAL POSTCARD OPTIONS:

- Jumbo (6” x 8.5”) Standard Rate Postage First Class Postage

NOTE: For Jumbo Postcards that are mailed standard, normally if there is a bad address they will not be returned to you. If you request returns, the post office will charge you a price of a stamp for each return when it is returned to you. **Check here if you would like “Return service requested” imprinted on your Jumbo Postcards.**

- Color Back (additional \$.02 for standard size, \$.04 for Jumbo size)

AUTOPILOT OPTIONS:

- I want my postcards to be sent out automatically *(must choose frequency below)*
(You will still be notified via email and have an opportunity to change or skip mailings.)
- Never send out postcards automatically. I will order as needed.

ORDER FREQUENCY:

(ONLY CHOOSE ONE OF THESE OPTIONS IF YOU WANT POSTCARDS SENT OUT AUTOMATICALLY)

- Monthly (beginning _____)
- Every Other Month (beginning _____)
- Quarterly (beginning _____)
- Other Frequency *(please attach additional page with custom mailing schedule)*

DELIVERY OPTIONS:

- ITT will mail postcards
- Direct ship postcards to me: Quantity _____ *(minimum of 100 per card)*
 - Client will stamp postcards Client will put postcards through postage meter
- Direct ship to address on page 2
- Direct ship to different address (see shipping address below):

Ship to: _____

- Shipping address is business address Shipping address is residential address *(Note: An additional \$5.00 fee will be charged for shipments to a residential address.)*

NEWSLETTER CHOICES:

(see page 5 for personalized setup information, page 7 for prices and additional information)

- Clients for Life Client for Life Premium Trusted Advisor

AUTOPILOT OPTIONS:

- I want my newsletters to be sent out automatically (must choose frequency below)
(You will still be notified via email and have an opportunity to change or skip mailings.)
 Never send out newsletters automatically. I will order as needed.

ORDER FREQUENCY:

(ONLY CHOOSE ONE OF THESE OPTIONS IF YOU WANT NEWSLETTERS SENT OUT AUTOMATICALLY)

- Monthly (beginning _____)
 Every Other Month (beginning _____)
 Quarterly (beginning _____)
 Other Frequency (please attach additional page with custom mailing schedule)

DELIVERY OPTIONS:

- ITT will email PDF files of newsletters (only available for "Trusted Advisor" option)
 ITT will mail newsletters Standard Rate Postage First Class Postage
NOTE: For newsletters that are mailed standard rate, normally if there is a bad address, they will not be returned to you. If you request returns, the post office will charge you a price of a stamp for each return when it is returned to you. Check here if you would like "Return service requested" imprinted on your newsletters.
 Direct ship newsletters to me: Quantity _____ (minimum of 100)
 Direct ship to address on page 2
 Direct ship to different address (see shipping address below):
Ship to: _____

 Shipping address is business address Shipping address is residential address (Note: An additional \$5.00 fee will be charged for shipments to a residential address.)

TITLE AND TEMPLATE:

I choose my newsletter title(masthead) to be: _____
To review a suggested masthead/title list go to this site: <http://www.intouchtoday.com/pdf/newsletter-mastheads.pdf>

- I will provide layout - OR - I choose template # _____ Mortgage* Realtor**
(skip if ordering "Trusted Advisor" option)

***For mortgage professionals:**

Templates to the "Clients for Life" newsletter
http://www.intouchtoday.com/newsletter_template_mortgage.pdf
Templates to the "Client for Life Premium" newsletter
http://www.intouchtoday.net/pdf/newsletter_premium_template_mortgage.pdf

****For real estate professionals:**

Templates to the "Clients for Life" newsletter
http://www.intouchtoday.com/newsletter_template_realestate.pdf
Templates to the "Client for Life Premium" newsletter
http://www.intouchtoday.com/pdf/newsletter_premium_template_realestate.pdf

(Note: if you would like to make changes to an existing template, simply mark up the copy and fax it back to us.)

- Add custom articles to my newsletter: (only available for "Client for Life Premium", additional charges apply)
 1 Article (to be emailed) 2 Articles (to be emailed)

PERSONALIZED INFORMATION FOR MAILERS:

CONTACT INFORMATION TO BE INCLUDED ON MAILERS: *(Newsletters and/or Postcards)*

There is limited space on newsletters and postcards. Please indicate what contact information you would like on your mailer(s). For phone numbers, please indicate what label should be used. For example, phone numbers often used are office, direct, fax, and cell phone; other information can be email addresses, websites, taglines, etc.

Label	Personalized Information	If a joint layout, info for: _____
<i>e.g.</i>	987-654-3210	
Office: _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Photo:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Logo:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

OPTIONAL SPECIALTY LOGOS: *(Please indicate any additional logos you would like added)*

Equal Housing Realtor MLS BBB

Realtors: add wording: If your property is currently listed, please do not consider this a solicitation.

NOTE: Once the proof is approved, the same setup will be used unless otherwise directed at time of order. If you are signing up for autopilot, it is your responsibility to alert us to any setup changes before the 20th of the month prior to the mailing (i.e. changes to the July mailer must be made by June 20th).

PAYMENT OPTIONS:

Already on file MC Visa Am Ex Discover

Name on card: _____

Credit card number: _____ Security Code:** _____ Expiration: _____

Billing address for credit card: _____

Cardholder signature: _____

*** The security code is the last three digits on the back of the card for MasterCard, Visa, and Discover. For American Express, the security code is the last four numbers above or below the credit card number.*

EXHIBIT A – PRICING SCHEDULES

1. Service Membership (must choose one):

- **Premier:** \$95.00 per month fee provides database maintenance for your mailings and Mortgage Matters sent to your Realtors, builders, etc. via email every Monday morning (see below for more details).
- **Value:** \$45.00 per month fee provides database maintenance services for your mailings. For hand-entered databases, clients are allowed up to 150 names entered for free on their first database submission, and any additional contacts are charged \$0.10 per name.
- **Econo:** No monthly fee if Client provides entire digital database in acceptable format. However, there is a \$10.00 import charge per database, per submission. No maintenance or support services provided. For hand-entered databases, clients are charged \$0.15 per name. If we do not receive a new database from you, we will mail to the database we have on file at the frequency requested on page 3 and/or 4.

2. Mortgage Matters:

\$95 per month fee provides Mortgage Matters to be sent to your Realtors, builders, etc. via email every Monday morning, and this service includes the email database to be maintained. Each issue reviews the past week’s economic news, tracking shifts with detailed, easy to read articles identifying the events that drove the market. They will also be updated on the week’s upcoming economic indicators – even noting the significance of each economic event. (Set up fee of \$25 charged with first order, change setup fee of \$5 will be charged if the setup changes).

3. Postcard Mailings:

The following fee schedule will be used for postcard development and mailing expenses for each postcard mailed/shipped at the frequency indicated on page 3. This fee will be paid by the Client on the first of the month on the months postcards are mailed/shipped (Minimum quantity 100).

POSTCARD PRICING (4 X 6)

	Blank: No personalization, no text on back*	Personalized and Shipped to you*	Personalized and Mailed by ITT**
100-199	\$0.59	\$0.62	\$0.99
200-299	\$0.51	\$0.53	\$0.93
300-499	\$0.44	\$0.46	\$0.87
500-999	\$0.36	\$0.39	\$0.82
1000-1999	\$0.30	\$0.32	\$0.70
2000-2999	\$0.28	\$0.30	\$0.68
3000-3999	\$0.25	\$0.28	\$0.66
4000-4999	\$0.24	\$0.26	\$0.64
5,000 and up	Please call for pricing		

POSTCARD PRICING (6 X 8.5)

	Blank: No personalization, no text on back*	Personalized and Shipped to you*	Personalized and Mailed Std Rate by ITT**	Personalized and Mailed First Class by ITT**
100-199	\$0.64	\$0.68	n/a	n/a
200-299	\$0.55	\$0.59	\$1.01	n/a
300-499	\$0.48	\$0.53	\$0.94	n/a
500-999	\$0.42	\$0.46	\$0.88	\$1.01
1000-1999	\$0.37	\$0.42	\$0.83	\$0.97
2000-2999	\$0.36	\$0.41	\$0.77	\$0.90
3000-3999	\$0.29	\$0.33	\$0.69	\$0.82
4000-4999	\$0.28	\$0.32	\$0.67	\$0.80
5,000 and up	Please call for pricing			

- **Plus shipping, ** See Database Membership choices above*

Note: One time setup fee for Postcards: \$20 without picture, \$35 with picture. Changes to your setup or the creation of an additional setup costs \$15.

4. Newsletters:

The following fee schedules will be used for newsletter development and mailing expense for each newsletter mailed/shipped at the frequency indicated on page 4. This fee will be paid by the Client on the first of the month on the months newsletters are mailed/shipped (Minimum printed quantity 100 for direct ship or mailed standard rate/minimum mailed quantity for first class option is 200).

“CLIENTS FOR LIFE” NEWSLETTER PRICING

	Personalized and Shipped to you*	Personalized and Mailed Std Rate by ITT**	Personalized and Mailed First Class by ITT**
100-199	\$0.63	\$1.02	na
200-299	\$0.61	\$1.00	\$1.20
300-499	\$0.58	\$0.98	\$1.17
500-999	\$0.52	\$0.91	\$1.04
1000-1999	\$0.47	\$0.87	\$1.00
2000-2999	\$0.45	\$0.85	\$0.98
3000-3999	\$0.42	\$0.81	\$0.94
4000-4999	\$0.41	\$0.80	\$0.93
5,000 and up	Please call for pricing		

“CLIENTS FOR LIFE PREMIUM ” (NO CUSTOMIZED ARTICLES) NEWSLETTER PRICING

(Additional pricing if customizing one or two articles found on our website: http://www.intouchtoday.net/pricing/cflp_newsletter.php)

	Personalized and Shipped to you*	Personalized and Mailed Std Rate by ITT**	Personalized and Mailed First Class by ITT**
100-199	\$0.84	\$1.23	na
200-299	\$0.77	\$1.16	\$1.36
300-499	\$0.64	\$1.13	\$1.33
500-999	\$0.57	\$1.05	\$1.19
1000-1999	\$0.53	\$1.02	\$1.15
2000-2999	\$0.51	\$0.99	\$1.12
3000-3999	\$0.50	\$0.97	\$1.10
4000-4999	\$0.48	\$0.94	\$1.08
5,000 and up	Please call for pricing		

“TRUSTED ADVISOR” NEWSLETTER PRICING

	Personalized and Shipped to you*	Personalized and Mailed Std Rate by ITT**	Personalized and Emailed as PDF	Personalized and Mailed First Class by ITT**
100-199	\$0.71	\$1.09	\$138	na
200-299	\$0.64	\$1.03		\$1.23
300-499	\$0.51	\$1.00		\$1.20
500-999	\$0.44	\$0.92		\$1.05
1000-1999	\$0.40	\$0.89		\$1.02
2000-2999	\$0.37	\$0.86		\$0.99
3000-3999	\$0.36	\$0.83		\$0.97
4000-4999	\$0.35	\$0.81		\$0.94
5,000 and up	Please call for pricing			

*** Plus shipping**

**** See Database Membership choices, page 6**

Note: One time setup fee for ALL Newsletters: \$40 for entire setup (custom half page where applicable, title/masthead, and return address area). Changes to your setup or the creation of an additional setup costs \$15.

5. Shipping charges: GROUND SHIPPING for items direct shipped to you:
For orders up to \$49.99 add \$7.20 \$200.00 to \$349.99.....add \$24.10
\$50.00 to \$99.99.....add \$9.65 \$350.00 to \$499.99.....add \$30.15
\$100.00 to \$149.99.....add \$10.90 \$500.00 & Up.....add 6% of order
\$150.00 to \$199.99.....add \$15.70
Call for quote if outside the 48 contiguous states.
Allow for ground shipping time (7-9 days). Express shipping available. Orders may be shipped in multiple boxes.
Additional charges based on weight and destination will be applied.
6. Only the above listed services will be provided by ITTC. Any other service requested or provided will have to be approved by both Client and ITTC.
7. **Cancellations: Deadline is the 20th of the month prior to the order month.** i.e.: Cancellation date for an October Product/Service/Membership is September 20th. Any cancellation after September 20th would incur a service fee. (\$10.00 for service/membership and/or \$35.00 for printed product) Cancellations are to be made in writing and may not be granted if orders are already in production. **Please review deadline dates at:**
<http://www.intouchtoday.com/mortgage/morimportantdates.php>
8. **Return Policy:**
- Non-personalized items may be returned within 30 days of purchase for a full refund.
 - Personalized items may not be returned once proof has been approved and printing has begun.
 - Personalized items that have been printed incorrectly due to an error on the part of In Touch Today may be returned and reprinted at our expense.
9. **Declined Payments:**
- Checks returned due to non-sufficient funds are charged a \$25 NSF fee.
 - Credit cards declined for two or more times are charged a \$10 Resubmit Fee each additional time it declines.
10. Setup fees for the additional products listed on page 3 are as follows:
- Digital Newsletters: \$15 setup fee, \$5 change setup fee
 - Greeting Card Campaign: \$15 setup fee, \$10 change setup fee
 - Greeting Cards (ordered in bulk or one time mailing): \$10 setup fee, \$10 change setup fee