



RIPDocs® Secure ECM

Data and Document Storage/Retrieval Opt-In / Opt-Out Form

Account #: _____

Business Name: _____

Contact: _____

Address: _____

Secondary Address: _____

City State Zip: _____

OPT-IN: Program Options (Please select one):

OPT-IN: By enrolling in either program, customer acknowledges and accepts the service will renew annually without additional notice. Customer may cancel service at any time without a pro-rata refund by contacting Lake Michigan Mailers at customerservice@barcodemail.com. If program is cancelled at directive of customer, data files held by Lake Michigan Mailers will be returned to customer via secure ftp site within 30-days of cancellation. If program is cancelled as a result of non-payment of annual fees, Lake Michigan Mailers reserves the right to delete all files in accordance with its then current data retention policies as may be amended.

Basic Data and Document Storage for \$99.00 per year

Provides secure, unlimited storage of all data, documents, and artwork provided by a customer and directly related to any project handled by Lake Michigan Mailers. Items stored under this program are available for download by contacting Lake Michigan Mailers during normal business hours. Under this program, the customer does not have direct access to the files.

Unlimited Access Data and Document Storage for \$199.00 per year

Provides secure, unlimited storage of all data, documents, and artwork provided by a customer and directly related to any project handled by Lake Michigan Mailers. Items stored under this program are available to the customer for review and download through our secure on-line portal.

OPT-OUT:

OPT-OUT: By electing not to enroll in either program, customer acknowledges and accepts that Lake Michigan Mailers will delete all customer files (data, documents, and artwork) that may exist on its servers or backup systems in compliance with its then current data retention policies as may be amended.

Signature

Date

Printed Name