Summary of DSF$^{2®}$ and DSF^2 Agreement

The following information outlines DSF^2 and USPS® requirements related to DSF^2 processing. The USPS requires that a signed agreement between the Licensee and customer is received before processing can begin. Please read this document, complete the agreement and return it to Lorton Data.

DSF^2 Processing entails two steps. The first step is to process your mailing list through CASS™ (USPS certification process for ZIP + 4® matching software). This step will apply ZIP + 4 codes, carrier route codes, and delivery point (for POSTNET™ barcode), standardize addresses, and correct/verify ZIP® codes. The second step is to match your address information to the DSF^2 database. Name information is not used in DSF^2 processing. Those addresses that match the DSF^2 database will be returned to you with a pseudo code to sort your files into walk sequence order, a business/ residential delivery point flag, seasonal address delivery information, etc. Addresses that do not match the DSF^2 database will be returned with a set of footnotes identifying possible address errors. Unlike, ZIP + 4 processing which matches addresses in ranges, DSF^2 uses individual delivery points to match address information.

DSF^2 is able to append delivery point specific information to a mailing list. The following are DSF^2 fields that you can have added to your mailing list:
- Walk sequence number – information necessary for saturation and/or high-density discounts
- Business vs. Residential Indicator
- Seasonal Address Flag
- Vacant Address Flag
- Drop Point Flag and the Number of Addresses Associated with that Drop Point
- Commercial Mail Receiving Agencies (CMRA) Indicator
- Identification of "PO Box Delivery Only" Addresses

DSF^2 processing is allowed only when there is direct intent of producing mail that will appear in the mail stream. Acceptable uses are:
- Standardization and address matching services
- Detection of undeliverable addresses (excluding change of address)
- Delivery sequence information for existing addresses in the mailer's file
- Address-level attributes

I, the undersigned, an authorized representative do hereby acknowledge that I have received and reviewed the DSF^2 agreement and understand DSF^2 is to be used to validate legitimately obtained addresses only, and will not be used for the purpose of artificially creating address lists. The data contained within the DSF^2 Product is governed by 39 USC 412 specifically prohibiting the disclosure of mailing lists. The USPS requires that each DSF^2 licensee have a written agreement for each of their DSF^2 customers prior to providing the DSF^2 service to prevent unlawful disclosure of USPS address data. This document constitutes that agreement. Any signature upon this document shall be considered valid for all purposes and have the same effect whether it is an original or copy or facsimile representation of the original document.

Company: _____

Name: _____

Address: _____

CSZ:_____

Telephone number: _____

Email address: _____ NAICS: _____

Signature: _____Title:_____

Date: _____