



The Mailing House Pty Limited  
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*WHOLLY AUSTRALIAN OWNED*

## **LETTER OF GUARANTEE**

TO:

RE: PROCESSING OF MAILING FILES RECEIVED FROM YOUR ORGANISATION

The following terms are fully understood and will be upheld by us on your behalf.

1. We agree to accept from you, data files and agree they will not be used by us other than for the specific mailing purpose described in the mailing brief.
2. No copy, duplicate or extracts of the list will be made other than is necessary for the purpose of performing the clients' requirements. No such copies shall be retained but shall be deleted on completion of such processing.
3. No 'enhancement' of any other list or database by the use of the list/s referred to herein shall be undertaken by us without written agreement expressly permitting such 'enhancement'.
4. We understand that the said list/s have been seeded with 'dummy' names and addresses and the receipt of any one envelope and/or offer from us, our subsidiaries or clients, other than the sample of the agreed specific mail piece addresses to any such 'dummy' names within the list/s, shall be accepted as proof of misuse of the list/s.
5. We agree to deliver to your organisation at our expense, names and addresses (in their original form) returned to our address as undeliverables (DLO's).
6. We agree to return to you all files upon written termination by either party of our association.

Signed for and on behalf of  
THE MAILING HOUSE  
UNIT A, 10 - 16 SOUTH STREET  
RYDALMERE NSW 2116  
ABN 45 003 061 729

SIGNATURE:  
NAME:  
TITLE:  
DATE:

Signed for and on behalf of

SIGNATURE:  
NAME:  
TITLE:  
DATE:

ABN:

The Mailing House is bound by The Privacy Amendment (Private Sector) Act 2000 and has a Privacy Policy available upon request.