



1780 S. Bellaire St.
 Suite 232
 Denver, CO 80222
 Phone: 800-764-8018
 Fax: 877-759-0845

Email: thefolks@quipugroup.com

Cobá Order Form

reliable verification of patron address data

Organization	
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Billing Address		Office Address	
Attention		Attention	
Street Address		Street Address	
City, St, Zip		City, St, Zip	
Telephone		Telephone	
Email Address		Email Address	

Fees	
Setup Fee:	\$200

Terms & Conditions

The \$200.00 setup fee covers your account creation and allows you to use the Cobá service. We will need a purchase order number or a check for the estimated cost before processing any patron files. Once your application and check or PO# are received, your account will be created, and you will be contacted by Quipu Group to arrange the transfer of your first file.

We offer tiered pricing for processing records. See "Processing Fees" below for details. After we have received a patron file, you will be given a final price for processing that file. Your file for Cobá must contain a patron identifier, and address field. We accept tab delimited and III standard patron export format at this time. Please inquire about other formats.

All patron data will be treated in a confidential manner. We do not share any information with any other vendors, marketing groups, or libraries.

Processing Fees	
# of Records	Per Record Fee
1- 199,999	3¢
200,000 - 499,999	2¢
500,000+	1¢
Minimum Processing Fee (for first run)	\$500
Batch Fee (for all subsequent runs)	\$20

Authorization for Cobá Service

Date: _____

Title: _____

Name (printed): _____

Signature: _____

Please select the method you wish to use for the initial payment:

_____ PO Number: _____

_____ Check (enclosed)

If you select to send a PO Number, an invoice will be sent to you after a file has been processed. Payment of invoices is due on receipt (net 30 days). We will include our W-9 form with your invoice.

Please mail or fax completed form and check (if applicable) to:

Attn: Accounts Receivable
Quipu Group, LLC
1780 S. Bellaire St., Ste. 232
Denver, CO 80222
Phone: 800-764-8018
Fax: 877-759-0845
Email: thefolks@quipugroup.com