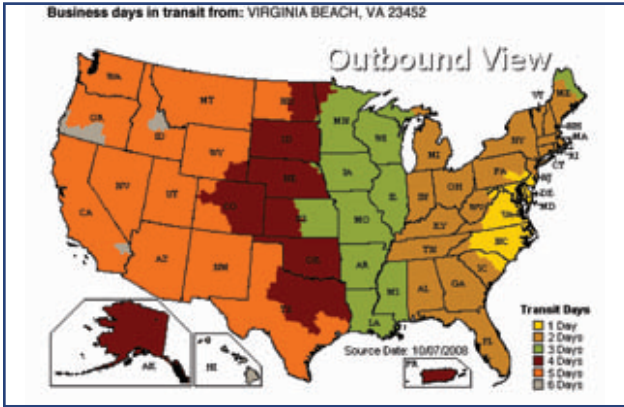


Ship to address:

Bill to address:

FORM	250	500	1,000	2,000	3,000	4,000	5,000	QUANTITY ORDERED	FORM PRICE
INVOICE *	\$62.30	\$93.10	\$124.10	\$238.58	\$342.99	\$457.03	\$547.00		
STATEMENTS *	\$62.30	\$93.10	\$124.10	\$238.58	\$342.99	\$457.03	\$547.00		
CLERICAL APPLICATION*	\$105.38	\$139.75	\$195.88	\$313.86	\$465.06	\$617.41	\$746.85		
INDUSTRIAL APPLICATION*	\$105.38	\$139.75	\$195.88	\$313.86	\$465.06	\$617.41	\$746.85		
I-9 FORM	\$72.16	\$95.07	\$136.31	\$266.90	\$397.48	\$528.06	\$658.65		
REGULAR ENVELOPES * SECURITY ENVELOPES * (for Checks, Invoices, and Statements)		\$77.55 \$84.55	\$109.95 \$123.96	\$208.33 \$236.34	\$312.50 \$354.51	\$393.52 \$449.54	\$474.54 \$544.56		
CHECKS** Please send a Voided Check and indicate the Starting Number and Color Choice below: Starting # _____ Color _____	500	1,000	2,000	3,000	5,000	7,500	10,000		
	\$242.35	\$261.60	\$344.09	\$407.44	\$596.09	\$761.70	\$927.18		
	1500	3000	6000						
TIME CARDS - 2 PART*	\$257.73	\$382.59	\$726.23	4 - PART ALSO AVAILABLE					
TIME CARDS - 3 PART*	\$352.14	\$520.25	\$1010.42	PLEASE CALL FOR QUOTE					
WORK TICKETS*	PLEASE CALL FOR QUOTE								
* Prices above are for black imprint only. A \$42.00 color charge, per color, is required when using an imprint color other than black. There is NO ADDITIONAL CHARGE for Black Ink. **Check pricing includes any of the standard colors (request a standard ink chart). Also, ADDITIONAL RUN CHARGES APPLY WHEN MORE THAN ONE COLOR IS REQUIRED. ARTWORK CHARGES APPLY. A PREPAYMENT FORM WILL BE SENT UPON ARTWORK APPROVAL.								OTHER CHARGES	
								FREIGHT TOTAL	
								SUB TOTAL	



Once we have approved artwork, we will request credit card information. A charge will be made to the supplied account at that time for all documents ordered, any additional charges (ie: ink and additional color charges) and artwork. Artwork is charged at a rate of \$60 per hour, billed on a .25 hour basis.

Once your order has been completed and shipped, a second charge will be made to your supplied credit card for exact shipping charges.

If you order over \$1,000.00 worth of forms, we will print your company logo and information in your choice of one color at no charge!

At Brothers Printing, our primary concern is your satisfaction with our products and services. We strive toward the best customer service in the industry. You will find our friendly staff helpful and caring toward each and every order you place with us.

But, there are some things that you can do to help us ensure your order is taken care of in the most efficient and accurate way. Below are just a few tips that we've put together to help us speed your order and handle all your COATS forms needs.

We look forward to hearing from you soon!

ARTWORK: Our artwork staff does their best to get your proofs to you in the quickest possible time. We are happy to place your company's logo on your documents. If you would like to use your logo on your COATS forms, please provide us an original .eps or .ai file format of your art. Files of .jpg type are typically very low resolution files that are best used for fast loading on a computer screen. But, they don't print well at all. Unless a very high resolution to start with, they normally print jagged and blurry. An original .eps or .ai file will be crisp and allow us to manipulate the file, if needed, to the best possible outcome. Please e-mail your art to artwork@brothersprinting.hrcoxmail.com.

PROOFS: No artwork goes into final production without the written approval of our customers. When you receive a proof from Brothers Printing, please check the entire document completely for accuracy and spelling and only sign off on it when you are sure it is as you want it. Don't be afraid to ask for changes. As we said, your satisfaction is our number one goal. Once we have final approval from you, your document will immediately go to print in our shop.

TIMING OF ORDERS AND REORDERS: While Brothers Printing will always process your order in the quickest possible fashion, please keep in mind that there are many variables in the timing of final receipt of your order; current shop pressload, new art time and, very importantly, delivery time. When a rush is necessary, there are normal rush charges (as well as possible overnight delivery charges) that are passed on to our customers. We understand that emergencies sometimes happen. Please keep an eye on your stock levels and try to make a habit of placing your document orders three weeks ahead of when you are actually going to need them. This provides plenty of production and delivery time. With the exception of Custom Laser Vouchers that are shipped to you from the closest possible factory, all forms are shipped from our facility in Virginia Beach, Virginia. If you are as far away from us as the west coast, that could add up to a five work-day delivery period from the time that you place your order.

We look forward to working with you on your COATS forms needs. If you should ever have any questions or concerns, please don't hesitate to call us at 877-913-8500 and ask for Glenn, Patty, Reanna or Jeana. We're here to help you in any way that we can.

