COMMONWEALTH OF VIRGINIA

STATE CORPORATION COMMISSION

Invitation For Bids # SCC-08-014-CLK

Printing and Distributing Monthly & Annual Notices

VIRGINIA STATE CORPORATION COMMISSION
TYLER BUILDING
PO BOX 1197
RICHMOND, VIRGINIA 23218-1197

Issue Date: October 14, 2008

Sealed Bids Shall be Received Until 2:00 P.M., November 5, 2008

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia* §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

INVITATION FOR BIDS

Issue Date: October 14, 2008 IFB #SCC-08-014-CLK

Title: Printing and Distributing Monthly & Annual Notices

Commodity Code: 96636

Issuing Agency: COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
COMMISSION COMPTROLLER'S OFFICE
1300 E. MAIN STREET
RICHMOND, VIRGINIA 23219

Location: Tyler Building at 1300 E. Main Street

Period of Contract: January 1, 2009 to December 31, 2009 with four (4), 1-year renewal options.

Sealed Bids Will Be Received Until 2:00 p.m., November 5, 2008 For Furnishing the Goods/Services Described Herein And Then Opened In Public.

All Inquiries For Information Should Be In Writing and Directed To: Jim Warren, State Corporation Commission, Phone: (804) 371-9581, fax: (804) 371-9836, or e-mail: Jim.Warren@scc.virginia.gov.

IF BIDS ARE MAILED, SEND TO:

Jim Warren, VCO
State Corporation Commission
Office of Commission Comptroller
PO Box 1197
Richmond, VA 23218-1197

IF BIDS ARE HAND DELIVERED, DELIVER DIRECTLY TO:

Jim Warren, VCO
State Corporation Commission
Office of Commission Comptroller
Tyler Bldg., 1300 E. Main St., 7th Floor
Richmond, VA 23219

In Compliance With This Invitation For Bids And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers and Agrees to Furnish the Goods/Services At The Prices Indicated In Section X, Pricing Schedule, Appendix E.

Name and Address of Firm: _____	Date: _____
_____	By: _____ (signature in ink)
_____ Zip code: _____	Name: _____ (please print)
FEI/FIN No.: _____	
Telephone Number: ( ) _____	Title: _____
FAX No.: ( )	Email:

An Optional Pre-Bid Conference is scheduled for October 22, 2008. See Section VI, page 20, for details.

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I. PURPOSE:

The purpose of this Invitation for Bids (IFB) is to solicit sealed bids to establish a term contract for the printing and distributing (mailed) of customized monthly and annual Notices as described herein for the State Corporation Commission (SCC).

II. BACKGROUND:

The SCC contracts for the printing and distributing of certain monthly and annual Notices for the Office of the Clerk that are sent to registered business entities. Historical 2007 Notice mailing statistics are provided in Exhibits 9 (page 86) and 10 (page 87).

The following Notices for foreign and domestic Corporations are printed and distributed as individual and/or bulk mailings on a monthly basis:

- Notice of Assessment of Annual Registration Fee/Annual Report (Exhibit 1, page 41)
- Notice of Impending Revocation/Termination for Delinquent Fee/Annual Report (Exhibit 2, page 47)
- Notice of Revocation/Termination for Delinquent Fee/Annual Report (Exhibit 3, page 60)

The following Notices for domestic and foreign Limited Liability Companies (LLC) and Limited Partnerships (LP) are printed and distributed as individual and/or bulk mailings on an annual basis:

- Limited Liability Company Annual Registration Fee Notice (Exhibit 4, page 65)
- Limited Liability Company Notice of Impending Cancellation of Certificate (Exhibit 5, page 67)
- Notice of Cancellation of Domestic Limited Liability Company Existence or Cancellation of Certificate of Registration to Transact Business in Virginia (Exhibit 6, page 69)
- Limited Partnership Annual Registration Fee Notice (Exhibit 7, page 71)

Additional information about the State Corporation Commission can be found at
http://www.scc.virginia.gov

III. GLOSSARY OF TERMS:

The following terms and definitions apply to this IFB and any resulting contract:

Contractor – The term "Contractor" refers to the person/firm awarded a contract to provide the goods/services required in this solicitation.

Bidder – The term "Bidder" refers to a person/firm who makes a Bid by submitting a bid in response to this solicitation.

Until – Up to the time of or before a specified time.

IV. BIDDER MINIMUM QUALIFICATIONS:

The bidder shall have a minimum of three (3) years business experience providing the goods and services as described herein.

If bidder meets the minimum qualification, the bidder shall complete page 2, Appendix A (page 30-32), Appendix B (page 33-34), Appendix C (page 35-38) and Appendix E (page 40), in their entirety and submit as complete bid response.

V. SCOPE OF WORK/SPECIFICATION:

The Contractor shall provide all material & labor to print and distribute the monthly and annual Notices as required by the SCC as follows:

Copy

1. The Contractor shall be responsible for all typesetting, paste-up, and layout. The SCC will be entitled to submit one editorial change per year, per notice and envelope, without incurring additional typesetting charges.

Stock

2. Paper must be smooth for even character reading and be highly reflective. Opacity must provide adequate reflection, and fiber formation must be closed and even. Paper must not have dirt or stray marks. On forms, which are printed one side only, the felt side of the sheet shall be used for printing. Accurate trimming and perforation is a must. The leading and reference edges must be square within the corner trim or perforated marks. Since many of the documents contain OCR scan lines and barcodes, the paper must promote accurate reading of the information contained therein.

Envelopes

3. Envelopes must meet the automation requirements of the United States Postal Service. All return envelopes shall contain a preprinted mailing address and Facing Identification Marks (FIM).

Information Files (Data)

4. The data used for the purpose of generating the notices shall remain the property of the SCC. The Contractor shall take any and all necessary safeguards to secure the confidentiality of the data. The data shall not be sold, distributed or used by the Contractor other than to generate the Notices.

5. The Contractor will receive the following information files monthly in accordance with the Office of the Clerk's schedule (See Exhibit 11, page 88, as an example) for preparation of domestic and foreign corporate Notices for individual and bulk mailings. The files will be in variable length format.

   - Notice of Assessment of Annual Registration Fee/Annual Report (Exhibit 1, page 41)
   - Notice of Impending Revocation/Termination for Delinquent Fee/Annual Report (Exhibit 2, page 47)
   - Notice of Revocation/Termination for Delinquent Fee/Annual Report (Exhibit 3, page 60)

6. The Contractor will receive the following information files annually in accordance with the Office of the Clerk's schedule (See Exhibit 10, page 87, as an example) for the preparation of domestic and foreign limited partnership (LP) or limited liability company (LLC) notices. The files will be in variable length format.

   - Limited Liability Company Annual Registration Fee Notice (Exhibit 4, page 65)
   - Limited Liability Company Notice of Impending Cancellation of Certificate (Exhibit 5, page 67)
   - Notice of Cancellation of Domestic Limited Liability Company Existence or Cancellation of Certificate of Registration to Transact Business in Virginia (Exhibit 6, page 69)
   - Limited Partnership Annual Registration Fee Notice (Exhibit 7, page 71)

7. The Contractor shall be able to receive the data used for generating the contracted notices via electronic file transfer.

8. The Contractor shall be responsible for any programming required to produce the required output. The layout of the data records and the mappings that reflect the placement of data within the Notices are included in Exhibits 1 through 7 (pages 41 through 72).

9. The Contractor shall produce the actual number of notices as required by the Office of the Clerk at the unit prices bid. There shall be no overruns.

10. The Office of the Clerk will submit the data in order of the SCC assigned entity identification number to the Contractor. The Contractor shall sort the data in the most cost effective mailing order.

Test Requirements

11. Prior to the Contractor producing any Notices, the SCC will provide test files to the Contractor within two weeks of the contract award. The Contractor must demonstrate its ability to print all notices according to specifications. The Contractor shall insure imaging and OCR readability and that an appropriate design is developed for automated processing, utilizing imaging and OCR technology.

    The Contractor shall produce two initial proofs as follows:

    a. First proof shall show the preprinted information found in Exhibit 1, Notice of Assessment of Annual Registration Fee/Annual Report. The Contractor shall also provide two actual return envelopes for the proofs for the SCC to ensure the lock box equipment can automatically open them. Contractor shall provide actual proofs to the Office of the Clerk within two (2) weeks of receipt of test files. Contractor shall mail proofs to the Office of the Clerk by first class mail or overnight delivery by courier. The Office of the Clerk will review and approve or reject proofs within three (3) business days of receipt. In the case of rejection, corrections shall be re-submitted by the Contractor to the Office of the Clerk within two (2) business days.

    b. Second proof shall be actual proofs showing actual business names, addresses, etc., for the following:

       - 50 each of the "Notice of Assessment of Annual Registration/Annual Report" (reference Exhibit 1, page 41)

- 50 each of the "Notice of Impending Revocation/Termination for Delinquent Fee/Annual Report" (reference Exhibit 2, page 47)
- 50 each of the "Notice of Revocation/Termination for Delinquent Fee/Annual Report" (reference Exhibit 3, page 60)
- 10 each of the "Instruction Sheet" for Annual Reports found in Exhibits 1, 2 and 3, pages 41 - 64.

The Notices must include the OCR scan line in order to verify placement. The annual report must include bar code and patch code to insure readability and placement. Contractor shall provide this proof to the Office of the Clerk within two (2) weeks of receipt of final approval of first proof. Contractor shall mail proofs to the Office of the Clerk by first class mail or overnight delivery by courier. The Office of the Clerk will review and approve or reject proofs within five (5) business days of receipt. In the case of rejection, corrections shall be re-submitted by the Contractor to the Office of the Clerk within two (2) business days.

c. The Contractor shall send proofs created from SCC test files to:

State Corporation Commission
Office of The Clerk
Systems Supervisor
1300 E. Main St., Tyler Building
Richmond, Virginia 23219

d. Once the SCC receives the proofs and the actual Notice return envelopes, both documents will be processed through the lock box service provider (reference Exhibit 8, Bank Lockbox Service Guide, page 73) to determine OCR readability and if the actual return envelopes can be opened automatically by the lock box equipment. Each proof must be officially accepted (sign-off) by the Office of the Clerk prior to any production printing by the Contractor. Once proofs and envelopes are approved and accepted by the SCC, all production printing by the Contractor must match approved proofs exactly. Any deviation shall not be acceptable.

Postage

12. All Notices to be mailed shall have postage affixed by metering so that actual count of Notices can be obtained.

13. Two (2) weeks prior to the first mailing, the Office of the Clerk will provide the Contractor a check made payable to "Postmaster." The check must be deposited in a postage account specifically for the Office of the Clerk mailings. On the last day of each month, the Contractor shall provide the Office of the Clerk with a written "Statement of Postage Account" statement, which includes the date of transaction, description of transaction, amount used, amount deposited (where applicable), and balance of postage account. Quarterly requests for postage replenishment shall be submitted by the Contractor in writing to the Office of the Clerk. Contractor shall refund all postal credit to the Office of the Clerk within thirty (30) days of termination of contract.

14. The Office of the Clerk shall be billed only for the actual number of Notices mailed and postage costs incurred.

Distribution

15. Within five (5) working days after receipt of the final information files, Contractor shall scan and e-mail print proofs of actual data on the actual forms to the Office of the Clerk prior to production.

    a. Corporate Notices. Print proofs shall include a minimum of one (1) each of the following for foreign and domestic corporations that will be printed and distributed as individual and/or in bulk mailings as directed by the SCC:

    - Notice of Assessment of Annual Registration Fee/Annual Report (Exhibit 1)
    - Notice of Impending Revocation/Termination for Delinquent Fee/Annual Report (Exhibit 2)
    - Notice of Revocation/Termination for Delinquent Fee/Annual Report (Exhibit 3)

    b. Limited Liability Company and Limited Partnership Notices. Print proofs shall include a minimum of five (5) each of the following for foreign and domestic Limited Liability Companies (LLC) and Limited Partnerships (LP) that will be printed and distributed as individual and/or as bulk mailings as directed by the SCC:

    - Limited Liability Company Annual Registration Fee Notice (Exhibit 4)
    - Limited Liability Company Notice of Impending Cancellation of Certificate (Exhibit 5)
    - Notice of Cancellation of Domestic Limited Liability Company Existence or Cancellation of Certificate of Registration to Transact Business in Virginia (Exhibit 6)
    - Limited Partnership Annual Registration Fee Notice (Exhibit 7)

16. The Office of the Clerk will evaluate the print proofs in regard to print quality and scan line positioning and e-mail its approval or disapproval to the Contractor. If the Office of the Clerk rejects the proofs, Contractor shall make every effort to return corrected proofs on the same working day but no later than 24 hours.

17. All Notices must be mailed or shipped within five (5) workdays after the Contractor receives approval for the print proofs from the Office of the Clerk.

18. The Contractor shall mail all notices directly to the Corporation's, Limited Liability Company's, or Limited Partnership's registered agent using first class mail at delivery point barcode sorted rates except for those mailings specifically designated as bulk mailings.

19. The SCC may require, beginning three (3) days prior to mailing deadline, the Contractor to e-mail a daily status to the Office of the Clerk each day to report the number of Notices mailed and Notices remaining to be mailed.

20. Each month, Corporate registered agents that meet a certain criteria will receive their assessment and annual report Notices in bulk. Typically, there are between three (3) and five (5) registered agents that meet the Office of the Clerk's criteria. A separate file will be provided to the Contractor with the appropriate records to accommodate the bulk mailings. Notices shall be packaged together and mailed first class or better, in the order in which they are listed in the file, to insure prompt arrival of all Notices.

21. Each year, LLC registered agents that meet a certain criteria will receive their Annual Registration Fee Notices in bulk. There may be well over 200 registered agents that meet the Office of the Clerk's criteria. A separate file will be provided to the Contractor with the appropriate records to accommodate the bulk mailings. Notices shall be packaged together and mailed first class in the order as listed in the file.

Failure to Meet Specifications

22. Delivered Notices that do not meet the required specifications, either partially or wholly, shall be replaced by the Contractor at no cost to the Office of the Clerk. Payment for these Notices shall be withheld until replacement Notices have been delivered and accepted by the Office of the Clerk.

Report

23. The Contractor shall furnish a monthly report (unless otherwise directed) to the Office of the Clerk, Administrative Supervisor, after all items have been delivered to the US Postal Service indicating the following:

A. Summary:

1) Number of Mail Packages Processed and Date Mailed.

2) Total number of Registered Agent Packages Processed and Date Mailed.

3) Total Postage for Mailed Documents.

4) Total Shipping Costs for Registered Agent Packages Processed.

5) Total number of Mail Packages mailed on time and late, and if late reason(s).

B. Detail: The Contractor shall make available to the Office of the Clerk detail containing the following information:

1) A list of all business entities that were mailed a package that includes the following information: Business Entity ID, Business Entity Name, Registered Agent Name and Address.

2) The detail shall be available in Microsoft Excel format via e-mail or provided to the SCC by access to an online system that provides the same information

C. Postage: The Contractor shall provide a USPS Form 3600 (Postal Service Statement of Mailing/3607 Weighing and Dispatch Certificate) upon completion of each Notice mailing to verify postage expended.

Back-up Production Facility

24. Bidder must have a back-up production facility available of the same type, with the same type equipment as the primary facility, to reduce the risk of non-performance relating to any loss of capacity or disaster. A formal written recovery plan for business continuation must be provided.

Transition Services

25. If requested by the SCC, Contractor agrees to continue to provide the required services as described herein beyond the expiration date of the contract, if necessary, for a reasonable period of time to allow for an orderly transition to a new Contractor, in a time period not to

exceed 90 days. Services shall continue to be provided at the rate specified for the original term of the contract.

Specifications

26. The Contractor shall provide the Notices per the following specifications:

MONTHLY NOTICES

A. NOTICE OF ASSESSMENT OF ANNUAL REGISTRATION FEE AND ANNUAL REPORT

Each domestic and foreign corporation receives a Notice approximately two months prior to the anniversary month the corporation was incorporated or authorized to transact business in Virginia (Exhibit 1, page 41). The Notice includes an outgoing mailing envelope, assessment of registration fee bill (one page), a corporate annual report form (two pages), an instruction sheet (one page), a return annual report envelope and a return assessment bill envelope.

COMPONENT -- Assessment Notice

Information that shall be imaged/printed on the assessment notice includes: the name of the corporation, the corporate ID, the assessment year, the assessment amount, any prior year penalty amount, the total amount due, and the payment due date.

Size:	8-1/2" X 11”
Stock:	24# white wove micr/ocr. Avoid using high gloss, low porosity and coated paper.
Ink:	Black. The characteristics for inks used in scanning and imaging: Matte finish, lead free and non-reflective. MICR ink or toner is not acceptable.
Perforations:	One along the 8-1/2" dimension 3-l/2" from the bottom edge. To prevent torn edges a fine micro sheen perforation is required.
Imaging:	Simplex laser quality imaging (300 X 300 dpi). Up to five different fonts on the same page. Address block must be visible in the outside mailing envelope window. Delivery point barcode must show through the window or be imaged on the face of the envelope. OCR scan line shall be imaged. OCR font is A. OCR characters must be 10 cpi using OCR A font, and be alphanumeric. Scan ink must be OCR non-reflective. The OCR read area must begin no less than 1” from the left edge of the assessment notice and end no less than 1/2" from the right edge of the assessment notice. No other text shall be printed on the same line across the width of the document. The scan band, the imaginary area which surrounds the scan line, must be 1/2" wide and extend a minimum of .375" past each end of the scan line. OCR characters must be centered in the width of the scan band.

COMPONENT -- Annual Report

Information that shall be imaged/printed on the annual report includes: the name of the corporation, the corporate ID, due date, authorized share amounts and types, state or

country of incorporation, registered agent name, status and registered office address, city or county of Virginia, five officer and director names, titles and addresses and the principal office location for each corporation are maintained on the Clerk's Information System (CIS) and shall be preprinted on the annual report form. Each recipient shall receive one non-imaged instructions page, at least one imaged cover page and continuation imaged page.

Size:	8-1/2" X 11"
Stock:	24# white wove micr/ocr. Avoid using high gloss, low porosity and coated paper.
Ink:	Black. The characteristics for inks used in scanning and imaging: matte finished, lead free and non-reflective.
Perforations:	None
Inserting:	Intelligent inserting is required to ensure 100% matching of components.
Finishing:	It is important that all five of the director and officer records be included on the annual reports. Only one package shall be mailed to each corporation. Audit reports must be structured to verify this. For any registered agent receiving more than 50 mailings, all finished mail packages must be grouped together and mailed in boxes via first class mail or better. All mail pieces must be in compliance with current postal regulations including: 9-digit carrier route delivered pre-sort bar coding, bar-coding above address, street address, street address line must include address number, city state, and 9-digit zip code. The Contractor shall provide address standardization conforming to current USPS postal regulations. All postal discounts must be passed through to the SCC. Co-mingling is not allowed.

Bar Code Specifications:

- Symbology: 3 of 9.
- See samples for size, and positioning and quiet zone (.25 inch @ beginning and end)
- Contents of bar code: 104 and corporate ID number

See Exhibit 12, page 89, for patch code requirements.

<u>COMPONENT -- Instructions (non-imaged)</u>

Size:	8-1/2" X 11"
Stock:	20# white OCR bond
Ink:	Black

<u>COMPONENT -- Outgoing Mailing Envelopes</u> (OME)

Size:	6" X 9-1/2"
Stock:	24# white wove
Ink:	Black on one side. Allow for full, heavy coverage.
Window:	1-1/2" X 4-1/2" poly window shall be located 1-1/8" from bottom and 2-3/4" from left. Imaged address block on assessment sheet shall show through the window. Contractor shall be responsible for all typesetting, paste-up, and layout.
Attribute:	Corporate outgoing mailing envelopes shall be clearly identified as a corporate mailing so as to be readily distinguishable from other entity-type mailings (LLC, LP).

COMPONENT -- Return Assessment Envelopes

Size: #9 (3-7/8 X 8-7/8")
Stock: 24# yellow wove
Ink: Black on front and on flap. Allow for full coverage on front.

COMPONENT -- Return Annual Report Envelopes

Size: 5-3/4" X 8-3/4"
Stock: 24# white wove or 24# blue wove. COLOR DEPENDENCY: In November of each year, the year for which the annual reports are being mailed changes. Return annual report envelopes will fluctuate between white and blue after a full 12-month cycle. For example, white envelopes may be used from 11/2007 through 10/2008 and blue would be used from 11/2008 through 10/2009.
Ink: Black on front and on flap. Allow for full coverage on front.

B. NOTICE OF IMPENDING REVOCATION/TERMINATION FOR DELINQUENT FEE/ANNUAL REPORT

If a corporation fails to file the annual report and/or pay the assessment fee on or before the statutory due date, the commission mails notice to it of impending termination or revocation, as the case may be, of its corporate existence (Exhibit 2, page 47). If the impending termination or revocation is as a result of an unpaid assessment, the corporation incurs a penalty of 10% of the assessment fee, or ten dollars, whichever is greater.

This mailing will result in 4 distinctly different mailings:

For foreign corporations:

1. Notice of Impending Revocation of Certificate of Authority To Transact Business in Virginia (Fee).
   This mailing consists of an outgoing mailing envelope, an impending notice that includes a perforated return assessment bill and a return assessment envelope.
2. Notice of Impending Revocation of Certificate of Authority To Transact Business in Virginia (Annual Report).
   This mailing consists of an outgoing envelope, an impending notice, an annual report notice (two pages), an instruction sheet and a return annual report envelope.

For domestic corporations:

3. Notice of Impending Termination of Corporate Existence (Fee).
   This mailing consists of an outgoing mailing envelope, an impending notice that includes a perforated return assessment bill and a return assessment envelope.
4. Notice of Impending Termination of Corporate Existence (Annual Report).
   This mailing consists of an outgoing envelope, an impending notice, an annual report notice (two pages), an instruction sheet and a return annual report envelope.

COMPONENT – Impending Termination

Size: 8-1/2" X 11"

Stock:	24# white wove micr/ocr. Avoid using high gloss, low porosity and coated paper.
Ink:	Black. The characteristics for inks used in scanning and imaging: Matte finish, lead free and non-reflective. MICR ink or toner is not acceptable.
Perforations:	One along the 8-1/2" dimension 3-l/2" from the bottom edge. To prevent torn edges a fine micro sheen perforation is required.
Imaging:	Simplex laser quality imaging (300 X 300 dpi). Up to five different fonts on the same page. Address block must be visible in the outside mailing envelope window. Delivery point barcode must show through the window or be imaged on the face of the envelope. OCR scan line shall be imaged. OCR font is A. OCR characters must be 10 cpi using OCR A font, and be alphanumeric. Scan ink must be OCR non-reflective. The OCR read area must begin no less than 1" from the left edge of the assessment notice and end no less than ½" from the right edge of the assessment notice. No other text shall be printed on the same line across the width of the document. The scan band, the imaginary area which surrounds the scan line, must be ½" wide and extend a minimum of .375" past each end of the scan line. OCR characters must be centered in the width of the scan band.

COMPONENT -- Annual Report

Information that shall be imaged/printed on the annual report includes: the name of the corporation, the corporate ID, due date, authorized share amounts and types, state or country of incorporation, registered agent name, status and registered office address, city or county of Virginia, five officer and director names, titles and addresses and the principal office location for each corporation are maintained on the Clerk's Information System (CIS) and shall be preprinted on the annual report form. Each recipient shall receive one non-imaged instructions page, at least one imaged cover page and continuation imaged page.

Size:	8-1/2" X 11"
Stock:	24# white wove micr/ocr. Avoid using high gloss, low porosity and coated paper.
Ink:	Black. The characteristics for inks used in scanning and imaging: matte finished, lead free and non-reflective.
Perforations:	None
Inserting:	Intelligent inserting is required to ensure 100% matching of components.
Finishing:	It is important that all five of the director and officer records be included on the annual reports. Only one package shall be mailed to each corporation. Audit reports must be structured to verify this. For any registered agent receiving more than 50 mailings, all finished mail packages must be grouped together and mailed in boxes via first class mail or better. All mail pieces must be in compliance with current postal regulations including: 9-digit carrier route delivered pre-sort bar coding, bar-coding above address, street address, street address line

must include address number, city, state, and 9-digit zip code. The Contractor shall provide address standardization conforming to current USPS postal regulations. All postal discounts must be passed through to the SCC. Co-mingling is not allowed.

Bar Code Specifications:

- Symbology: 3 of 9.
- See samples for size, and positioning and quiet zone (.25 inch @ beginning and end)
- Contents of bar code: 104 and corporate ID number

See Exhibit 12, page 89 for patch code requirements.

COMPONENT – Outgoing Mailing Envelopes (OME)

Size:	6" X 9-1/2"
Stock:	24# white wove
Ink:	Black on one side. Allow for full, heavy coverage.
Window:	1-1/2: X 4-1/2" poly window shall be located 1-1/8" from bottom and 2-3/4" from left. Imaged address block on assessment sheet shall show through the window. Contractor shall be responsible for all typesetting, paste-up, and layout.
Attribute:	Corporate outgoing mailing envelopes shall be clearly identified as a corporate mailing so as to be readily distinguishable from other entity-type mailings (LLC, LP).

COMPONENT – Return Assessment Envelopes

Size:	#9 (3-7/8 X 8-7/8")
Stock:	24# yellow wove
Ink:	Black on front and on flap. Allow for full coverage on front.

COMPONENT – Return Annual Report Envelopes

Size:	5-3/4" X 8-3/4"
Stock:	24# white wove or 24# blue wove. COLOR DEPENDENCY: In February of each year, the year for which the annual reports are being mailed changes. Return annual report envelopes will fluctuate between white and blue after a full 12-month cycle. For example, white envelopes may be used from 02/2007 through 01/2008 and blue would be used from 02/2008 through 01/2009.

C. NOTICE OF REVOCATION/TERMINATION FOR DELINQUENT FEE/ANNUAL REPORT

Notice of automatic revocation/termination is mailed to each corporation if the assessment fee is unpaid and/or an acceptable corporate annual report has not been filed as of the last day of the fourth month immediately following the due date of that year (Exhibit 3, page 60). The mailer contains an outgoing mailing envelope and the revocation/termination notice (one page).

This mailing shall result in 4 distinctly different mailings:

For foreign corporations:

1. Notice of Revocation of Certificate of Authority to Transact Business in Virginia (Fee).
2. Notice of Revocation of Certificate of Authority to Transact Business in Virginia (Annual Report).

For domestic corporations:
3. Notice of Termination of Corporate Existence (Fee).
4. Notice of Termination of Corporate Existence (Annual Report).

Two complete sets of these letters shall be printed. One set shall be mailed as usual and the other shall be shipped to the Clerk's Office for the purpose of scanning and imaging.

COMPONENT – Termination/Revocation Notice

Size: 8-1/2" X 11"

Stock: 24# white wove micr/ocr. Avoid using high gloss, low porosity and coated paper.

Ink: Black. The characteristics for inks used in scanning and imaging: Matte finished, lead free and non-reflective.

Finishing: Bar Code Specifications:
- Symbology: 3 of 9.
- See samples for size, and positioning and quiet zone (.25 inch @ beginning and end)
- Contents of bar code: To be determined

COMPONENT – Outgoing Mailing Envelopes (OME)

Size: 6" X 9-1/2"

Stock: 24# white wove

Ink: Black on one side. Allow for full, heavy coverage.

Window: 1-1/2: X 4-1/2" poly window shall be located 1-1/8" from bottom and 2-3/4" from left. Imaged address block on assessment sheet shall show through the window. Contractor shall be responsible for all typesetting, paste-up, and layout.

Attribute: Corporate outgoing mailing envelopes shall be clearly identified as a corporate mailing so as to be readily distinguishable from other entity-type mailings (LLC, LP).

ANNUAL NOTICES

D. LIMITED LIABILITY COMPANY ANNUAL REGISTRATION FEE NOTICE

Every domestic limited liability company and every foreign limited liability company registered to transact business in the Commonwealth, shall pay an annual registration fee of $50 to the State Treasury on or before October 1 in each year after the calendar year in which it was formed or registered to transact business in the Commonwealth (Exhibit 4, page 65). The mailing shall consist of an outgoing mailing envelope, a limited liability company annual registration fee bill (one page) and return envelope.

COMPONENT – Limited Liability Company Annual Registration Fee Notice

Size: 8-1/2" X 11"

Stock: 24# white wove micr/ocr

Ink: Black. The characteristics for inks used in scanning and imaging: Matte finished, lead free and non-reflective. MICR ink or toner is not acceptable.

Perforations: One along the 8-1/2" dimension 3-l/2" from the bottom edge. To prevent torn edges a fine micro sheen perforation is required.

Imaging: Simplex laser quality imaging (300 X 300 dpi). Up to five different fonts on the same page. Address block must be visible in the outside mailing envelope window. Delivery point barcode must show through the window or be imaged on the face of the envelope.

OCR scan line shall be imaged. OCR font is A.

OCR characters must be 10 cpi using OCR A font, and be alphanumeric. Scan ink must be OCR non-reflective.
The OCR read area must begin no less than 1” from the left edge of the assessment notice and end no less than 1/2" from the right edge of the assessment notice. No other text shall be printed on the same line across the width of the document.

The scan band, the imaginary area which surrounds the scan line, must be 1/2" wide and extend a minimum of .375" past each end of the scan line. OCR characters must be centered in the width of the scan band.

COMPONENT – Outgoing Mailing Envelopes (OME)

Size: 6” X 9-1/2”
Stock: 24# white wove
Ink: Black on one side. Allow for full, heavy coverage.
Window: 1-1/2: X 4-1/2” poly window shall be located 1-1/8” from bottom and 2-3/4” from left. Imaged address block on assessment sheet shall show through the window. Contractor shall be responsible for all typesetting, paste-up, and layout.
Attribute: LLC outgoing mailing envelopes shall be clearly identified as an LLC mailing so as to be readily distinguishable from other entity-type mailings.

COMPONENT – Return LLC Assessment Envelopes

Size: 5-3/4” X 8-3/4”
Stock: 24# goldenrod wove
Ink: Black on front and on flap. Allow for full coverage on front.

E. NOTICE OF IMPENDING CANCELLATION OF CERTIFICATE

If any domestic or foreign limited liability company fails to pay on or before October 1 of the year assessed the annual registration fee, the Commission shall mail notice to the limited liability company of impending cancellation of its certificate of organization or certificate of registration, as the case may be. Any domestic or any foreign limited liability company failing to pay the annual registration fee by October 1 shall incur a penalty of $25.00. The mail shall consist of an outgoing mailing envelope, a notice of impending cancellation of certificate (one page) and return envelope (Exhibit 5, page 67).

COMPONENT – Limited Liability Company Notice of Impending Cancellation of Certificate

Size: 8-1/2" X 11"
Stock: 24# white wove micr/ocr
Ink: Black. The characteristics for inks used in scanning and imaging: Matte finished, lead free and non-reflective. MICR ink or toner is not acceptable.
Perforations: One along the 8-1/2" dimension 3-l/2" from the bottom edge.
To prevent torn edges a fine micro sheen perforation is required.
Imaging: Simplex laser quality imaging (300 X 300 dpi). Up to five different fonts on the same page. Address block must be visible in the outside mailing envelope window. Delivery point barcode must show through the window or be imaged on the face of the envelope.

OCR scan line shall be imaged. OCR font is A.

OCR characters must be 10 cpi using OCR A font, and be alphanumeric. Scan ink must be OCR non-reflective.

The OCR read area must begin no less than 1" from the left edge of the assessment notice and end no less than 1/2" from the right edge of the assessment notice. No other text shall be printed on the same line across the width of the document.

The scan band, the imaginary area that surrounds the scan line, must be 1/2" wide and extend a minimum of .375" past each end of the scan line. OCR characters must be centered in the width of the scan band.

COMPONENT – Outgoing Mailing Envelopes (OME)

Size: 6" X 9-1/2"
Stock: 24# white wove
Ink: Black on one side. Allow for full, heavy coverage.
Window: 1-1/2: X 4-1/2" poly window shall be located 1-1/8" from bottom and 2-3/4" from left. Imaged address block on assessment sheet shall show through the window. Contractor shall be responsible for all typesetting, paste-up, and layout.
Attribute: LLC outgoing mailing envelopes will be clearly identified as an LLC mailing so as to be readily distinguishable from other entity-type mailings.

COMPONENT – Return LLC Notice of Impending Cancellation of Certificate Envelope

Size: 5-3/4" X 8-3/4"
Stock: 24# goldenrod wove
Ink: Black on front and on flap. Allow for full coverage on front.

F. NOTICE OF CANCELLATION OF DOMESTIC LIMITED LIABILITY COMPANY EXISTENCE OR CANCELLATION OF CERTIFICATE OF REGISTRATION TO TRANSACT BUSINESS OF VIRGINIA

If any domestic or foreign limited liability company fails to pay on or before December 31 of the year assessed the annual registration fee, the certificate shall be automatically canceled as of December 31 (Exhibit 6, page 69). The mailing shall consist of an outgoing mailing envelope, a notice of cancellation of certificate (one page) and return envelope. The 2007 mailing statistics for this Notice are shown in Exhibit 10, page 87.

COMPONENT – Notice of Cancellation

Size: 8-1 /2" X 11"
Stock: 24# white laser or approved equivalent
Ink: Black
Perforations: None
Finishing: Bar Code Specifications:

- Symbology: 3 of 9.
- See samples for size, and positioning and quiet zone (.25 inch @ beginning and end)
- Contents of bar code: To be determined

Two complete sets of these letters shall be printed. One set shall be mailed as usual and the other shall be shipped to the Clerk's Office for the purpose of scanning and imaging.

COMPONENT – Outgoing Mailing Envelopes (OME)

Size: 6" X 9-1/2"
Stock: 24# white wove
Ink: Black. The characteristics for inks used in scanning and imaging: Matte finished, lead free and non-reflective.
Window: 1-1/2: X 4-1/2" poly window shall be located 1-1/8" from bottom and 2-3/4" from left. Imaged address block on assessment sheet shall show through the window. Contractor shall be responsible for all typesetting, paste-up, and layout.
Attribute: LLC outgoing mailing envelopes shall be clearly identified as an LLC mailing so as to be readily distinguishable from other entity-type mailings.

G. LIMITED PARTNERSHIP ANNUAL REGISTRATION FEE NOTICE

Every domestic limited partnership and every foreign limited partnership registered to transact business in this Commonwealth, shall pay an annual registration fee of $50 to the State Treasury on or before October 1 in each year after the calendar year in which it was formed or registered to transact business in this Commonwealth (Exhibit 7, page 71). The mailing shall consist of an outgoing mailing envelope, a limited partnership annual registration fee bill (one page) and return envelope. The 2007 mailing statistics for this Notice are shown in Exhibit 10, page 87.

COMPONENT – Limited Partnership Annual Registration Fee Notice

Size: 8-1/2" X 11"
Stock: 24# white wove micr/ocr
Ink: Black. The characteristics for inks used in scanning and imaging: Matte finished, lead free and non-reflective. MICR ink or toner is not acceptable.

Perforations: One along the 8-1/2" dimension 3-l/2" from the bottom edge. To prevent torn edges a fine micro sheen perforation is required.

Imaging: Simplex laser quality imaging (300 X 300 dpi). Up to five different fonts on the same page. Address block must be visible in the outside mailing envelope window. Delivery point barcode must show through the window or be imaged on the face of the envelope.

OCR scan line shall be imaged. OCR font is A.

OCR characters must be 10 cpi using OCR A font, and be alphanumeric.

Scan ink must be OCR non-reflective.

The OCR read area must begin no less than 1" from the left edge of the assessment notice and end no less than 1/2" from the right edge of the assessment notice. No other text shall be printed on the same line across the width of the document.

The scan band, the imaginary area which surrounds the scan line, must be 1/2" wide and extend a minimum of .375" past each end of the scan line. OCR characters must be centered in the width of the scan band.

COMPONENT – Outgoing Mailing Envelopes (OME)

Size: 6" X 9-1/2"
Stock: 24# white wove
Ink: Black on one side. Allow for full, heavy coverage.
Window: 1-1/2: X 4-1/2" poly window shall be located 1-1/8" from bottom and 2-3/4" from left. Imaged address block on assessment sheet shall show through the window. Contractor shall be responsible for all typesetting, paste-up, and layout.
Attribute: LP outgoing mailing envelopes shall be clearly identified as an LP mailing so as to be readily distinguishable from other entity-type mailings.

COMPONENT – Return Assessment Envelopes

Size: 5-3/4" X 8-3/4"
Stock: 24# gray wove
Ink: Black on front and on flap. Allow for full coverage on front.

VI. PRE-BID CONFERENCE: An optional pre-bid conference will be held at 2:00 PM on October 22, 2008 in the Large Conference Room, 7th floor, 1300 E. Main St., Richmond, VA 23219. Bidders are requested to RSVP via email to: jim.warren@scc.virginia.gov no later than 5:00 PM, October 21, 2008 to indicate their intention to attend. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a bid, bidders who intend to submit a bid are strongly encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VII. GENERAL TERMS AND CONDITIONS:

A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."

B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION:** By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA).* If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over $10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:

   a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

   c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or

anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. **DEBARMENT STATUS:** By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

G. **ANTITRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs:** Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

I. **CLARIFICATION OF TERMS:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. **PAYMENT:**

1. To Prime Contractor:

   a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

   b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

   c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. **Unreasonable Charges**. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A Contractor awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. **QUALIFICATIONS OF BIDDERS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder

fails to satisfy the Commonwealth that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.

O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

   a. By mutual agreement between the parties in writing; or

   b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or

   c. By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over $50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.

R. **DRUG-FREE WORKPLACE:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace"* means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

S. **NONDISCRIMINATION OF CONTRACTORS**: A bidder or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

T. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

VIII. SPECIAL TERMS AND CONDITIONS:

A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to the SCC will be used in product literature or advertising. The Contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses any of its products or services and the Contractor shall not include the SCC in any client list in advertising and promotional materials.

B. **AUDIT:** The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

C. **AWARD:** An award will be made to the lowest responsive and responsible bidder. Evaluation will be based on a grand total basis. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

D. **CANCELLATION OF CONTRACT:** The SCC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

E. **CERTIFIED SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** The SCC welcomes and encourages bids or quotes from certified small businesses, including but not limited to women-owned and minority-owned businesses, either as prime contractors or subcontractors to prime contractors. Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to certified small, women-owned and minority-owned businesses. Names of firms are available on the Commonwealth of Virginia electronic procurement website: http://eva.virginia.gov. When such business has been subcontracted to these firms, Contractor agrees to provide the information required in Appendix A to this solicitation.

F. **IDENTIFICATION OF BID ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and identified as follows:

From:_____	November 5, 2008	2:00 P.M. EST
Name of Bidder	Due Date	Time
_____	SCC-08-014-CLK	
Street or Box Number	IFB No.	
_____	Printing and Distributing Monthly & Annual Notices	
City, State, Zip Code	IFB Title	

Name of Contract/Purchase Officer or Buyer Jim Warren, VCO

The envelope should be addressed as directed on Page 2 of the solicitation. If a bid not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. Bids may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids should be placed in the envelope.

G. **LIABILITY INSURANCE AND INDEMNIFICATION**: Contractor agrees to indemnify, defend and hold harmless the SCC, its officers, commissioners and employees ("SCC") from and against any and all third party claims, or direct damages suffered by the SCC, demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, fines, judgments, settlements, expenses (including attorneys' and accountants' fees and disbursements) and costs (each, a "Claim" and collectively, "Claims"), incurred by, borne by or asserted against the SCC to the extent such Claims in

any way relate to, arise out of or result from: (i) any act or omission of any Contractor employee or Subcontractor of Contractor, (ii) breach of any representation, warranty or covenant of Contractor contained herein, (iii) any defect in the Deliverables or the service(s), or (iv) any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Deliverables or service(s). Selection and approval of counsel and approval of any settlement shall be accomplished in accordance with all applicable laws, rules and regulations. In all cases the selection and approval of counsel and approval of any settlement must be satisfactory to the SCC.

H. **PRICE ESCALATION/DE-ESCALATION:** Price adjustments may be permitted for changes in the Contractor's cost of paper. No price increases will be authorized for 180 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 180 days thereafter and only where verified to the satisfaction of the SCC. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the SCC.

Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The Contractor shall document the amount and proposed effective date of any general change in the price of paper. Documentation shall be supplied with the Contractor's request for increase, which will: (1) verify that the requested price increase is general in scope and not applicable just to the SCC; and (2) verify the amount or percentage of increase which is being passed on to the Contractor by the Contractor's suppliers.

The purchasing office will notify the Contractor in writing of the effective date of any increase, which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Contractor is further advised that decreases, which affect the cost of paper, are required to be communicated immediately to the purchasing office.

I. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

J. **RENEWAL OF CONTRACT:** This contract may be renewed at the sole discretion of the SCC for four (4) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

K. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the SCC. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the SCC the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

L. **CLASS 2 - EXCELLENT QUALITY PRINTING:** This class shall be used when good clean, crisp reproduction is required. One color or multiple color jobs may be classified as "Class 1." Four-color process subjects shall have pleasing color matches with good skin tones; some color correction may be necessary. PMS color matches may be required. Very fine lines and drawings may be required. Normally half-tones or screen tints will require 133, 150, or 200 line screens. There is to be large reverse areas, and/or large solid areas where good even ink coverage is necessary. Because of the overall design, very accurate registration is required. Camera-ready copy is generally furnished. Finishing and bindery operations shall be of the same excellent quality.

M. **OWNERSHIP OF PRINTING MATERIALS:** All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of the SCC. Any furnished materials shall remain the property of the SCC. All such items and materials shall be delivered to the SCC in usable condition after completion of the work, and prior to submission of the invoice for payment.

N. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The Contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the SCC to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

IX. METHOD OF PAYMENT:

The Contractor shall invoice by the 10th of the month following the preceding month in which services were provided. Upon receipt of a proper invoice, payment will be made in accordance with Paragraph J of the General Terms and Conditions at the prices stated in Section X, Appendix E (page 40).

Invoices shall be submitted by the Contractor directly to:
State Corporation Commission
Clerk's Office
Administrative Supervisor
P.O. Box 1197
Richmond, VA 23218-1197

X. PRICING SCHEDULE: See Appendix E (page 40)

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APPENDIX A

SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESSES

I. SMALL BUSINESS CERTIFICATION

Small businesses, including but not limited to women-owned and minority-owned businesses, that meet the small business designation as defined in Section II must be certified prior to the date set for receipt of bids, proposals or quotes. Small businesses that meet the designation in Section II and are already certified by either the Virginia Department of Minority Business Enterprise (DMBE) or by another source that meets the small business designation as defined in Section II, must provide a copy of the small business certification. (Businesses who desire more information on the Commonwealth of Virginia certification program may reference the DMBE website www.dmbe.virginia.gov).

II. SMALL BUSINESS DESIGNATION

If your company is certified as a small business, including but not limited to women-owned and minority-owned businesses, as defined below, please check the appropriate box:

☐ **Small Business:** "Small business " means a business, independently owned and operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with its affiliates, has 250 or fewer employees, or average annual gross receipts of $10 million or less averaged over the previous three years.

☐ **Small Women-Owned Business:** Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

☐ **Small Minority-Owned Business:** Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

Minority Individual: "Minority individual" means an individual who is a citizen of the United States or a non-citizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:

a. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

b. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, a U. S. territory of the Pacific, India, Pakistan, Bangladesh or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

c. "Hispanic American" means a person having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

d. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

III. SUBCONTRACTING SMALL BUSINESS OPPORTUNITIES

Does your company intend to offer subcontracting opportunities to businesses certified as small businesses, including but not limited to women-owned and minority-owned businesses? Check the appropriate box below:

☐ **YES** ☐ **NO**

If YES is checked proceed to Section IV (1-3) of this Appendix for additional requirements.

IV. SUBCONTRACTING WITH SMALL BUSINESSES.

1. Prime contractors that do not meet the small business designation stated in Section II are encouraged to offer subcontracting opportunities to businesses certified as small businesses, including but not limited to women-owned and minority-owned businesses. To assist in locating such small businesses, the following searchable databases and/or member listings are provided:

- eVA(Virginia's Web-based Purchasing System)
  http://www.eva.virginia.gov
- Virginia Minority Suppliers Development Council (VMSDC)
  http://www.vmsdc.org
- Metropolitan Business League (MBL)
  http://www.thembl.com
- Pro-Net (Small Business Administration)
  http://pro-net.sba.gov/
- Diversity Business for multicultural-owned businesses
  http://www.diversitybusiness.com/

- Other Small Business Organizations (such as Virginia Chapter of National Federation of Independent Businesses www.nfib.com/object/stateDirVA.html or the Virginia Chamber of Commerce www.vachamber.com)

2. Prime contractors that plan to use certified small businesses, including but not limited to women-owned and minority-owned businesses, as subcontractors, must report the planned utilization of small businesses in performance of this contract. The following minimum information must be provided with your bid or quote.

   - **Small Business Name & Address**
   - **Contact Person, Telephone Number& Email Address**
   - **Type of Goods and/or Service provided**
   - **Planned Contract Dollars During Period of Contract for Utilization of Small Businesses**

3. Prime contractors awarded a term contract by the SCC that state their intent to utilize certified small businesses as subcontractors, including but not limited to women-owned and minority-owned businesses, shall submit a monthly report to the SCC of all dollars spent during the period of the contract with small business subcontractors that provide goods and/or services under this contract. The report shall be due by the 10th of the month following the month for which the spend data is being reported. At a minimum, the following information must be provided to the SCC Procurement Office:

   - **Applicable Month and Year**
   - **Small Business Name & Address utilized**
   - **Contact Person, Telephone Number& Email Address**
   - **Type of Goods and/or Services Provided**
   - **Amount of Actual Monthly Spend Provided to Each Small Business**
   - **Evidence of Compliance (documentation that supports actual monthly spend, i.e., copy of check paid to small business, copy of paid invoice, etc.)**

APPENDIX B

BIDDER DATA SHEET

(To Be Completed by Bidder)

Qualifications of Bidder: The bidder must have the capability and capacity in all respects in order to fully satisfy all contractual requirements.

Bidder Corporate Overview

1. Years in business: Indicate the length of time you have been in business providing this type of service: _____years _____months.

2. Background and Experience: Provide background and experience in this market.

3. Corporate Identity: Provide the identity of any parent corporation, include address, phone and fax numbers, FEIN or tax ID No., Company web site and contact email. Also provide the identity of any subsidiaries, as applicable.

4. Locations: Describe the geographical locations of your firm at the national, regional, and local levels, as applicable, and identify all locations that will be used to support this contract and the operations handled from these locations.

Back-up Production Facility:

5. Bidder must indicate they have a back-up production facility of the same type, with the same type equipment as the primary production facility and indicate where it is located. Bidder must provide a formal written recovery plan for business continuation and submit with their bid.

Financial Information:

6. Total Annual Revenue: State total annual revenue. Indicate the revenues associated with the provision of services relevant to your bid.

7. Dun and Bradstreet: Provide a Dun and Bradstreet Comprehensive Report of Bidder's financial information.

8. Annual Reports: Include your most recent annual report or Audited Financial Statements if you are a privately held entity. In the event your most recent annual report or Audited Financial Statements do not include 2007 financial data, the 2007 financial data must also be provided even though it may be unaudited.

References:

9. Customer References: The Bidder must demonstrate a proven record of successfully providing services similar to those defined in Section V to customers of similar scope and complexity. The references must be from past and/or current commercial or government accounts, including the SCC if applicable. The Bidder shall provide three references, with contact names, email addresses, phone number and service descriptions (specific services provided), which the SCC may use in reference checking. If your firm has provided the requested services to the SCC in the past, the SCC must be listed as a reference.

The SCC will make such reasonable investigations as deemed proper and necessary to determine the ability of a Bidder to perform the contract and these may include, but may not be limited to, reference checks and interviews. Bidder should verify the reference information (contact person, telephone numbers and email address) is current and up-to-date prior to submitting them. Indicate whether any commercial, government or state insurance contracts have not been extended or have been cancelled for performance issues in the last three (3) years.

Bidder Reference # 1 Organization/Company Name _____

Period of Performance (Contract) From _____ through _____
(Beginning Date) (Ending Date)

Contact Name(s)	Email	Phone Number	Service Description

Bidder Reference # 2 Organization/Company Name _____

Period of Performance(Contract) From: _____ through _____
(Beginning Date) (Ending Date)

Contact Names(s)	Email	Phone Number	Service Description

Bidder Reference # 3 Organization/Company Name _____

Period of Performance (Contract) _____ through _____
(Beginning Date) (Ending Date)

Contact Name(s)	Email	Phone Number	Service Description

APPENDIX C

Form **W-9**
(Rev. January 2003)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number
| | | – | | | – | | | | |

or

Employer identification number
| | – | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ▶ Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% **after** December 31, 2003; 28% **after** December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under **4** above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;

10. A real estate investment trust;

11. An entity registered at all times during the tax year under the Investment Company Act of 1940;

12. A common trust fund operated by a bank under section 584(a);

13. A financial institution;

14. A middleman known in the investment community as a nominee or custodian; or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15.**

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: *See the chart on page 4 for further clarification of name and TIN combinations.*

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5,** Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at **www.ssa.gov/online/ss5.html.** You may also get this form by calling 1-800-772-1213. Use **Form W-7,** Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4,** Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at **www.irs.gov.**

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: *Writing "Applied For" means that you have already applied for a TIN* **or** *that you intend to apply for one soon.*

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in **1** through **5** below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item **2** in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item **2** of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

APPENDIX D

Directions to the Tyler Building

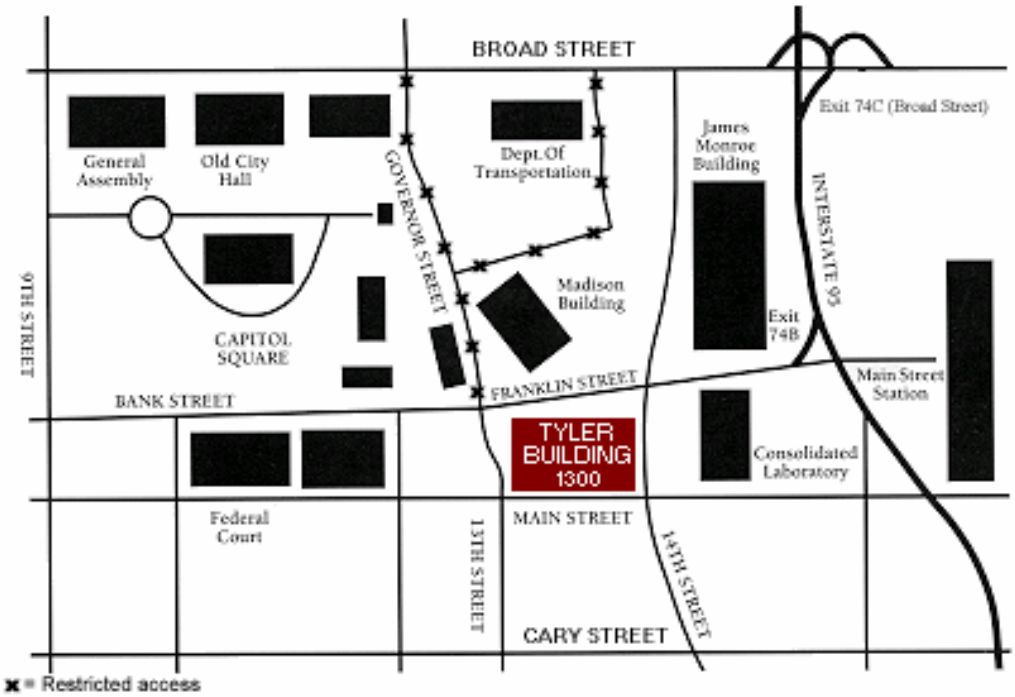
- **Approaching Richmond from the NORTH:** Take I-95 South into Richmond. Take the Franklin Street exit (74B). At the end of the exit ramp, take a right, drive two blocks. The Tyler Building is on the left - between Main and Bank streets.

- **Approaching Richmond from the WEST:** Take I-64 East to I-95 South into Richmond. Take the Franklin Street exit (74B). At the end of the exit ramp, take a right, drive two blocks. The Tyler Building is on the left - between Main and Bank streets.

- **Approaching Richmond from the EAST:** Take I-64 West to Richmond. Exit onto I-95 South, stay in right lane to the Franklin Street Exit (74B). At the end of the exit ramp, take a right, drive two blocks. The Tyler Building is on the left - between Main and Bank streets.

- **Approaching Richmond from the SOUTH:** Take I-95 North into Richmond. After crossing the James River, take the Broad Street Exit (74C). Stay in right lane onto ramp to 17th Street. Follow 17th Street to Broad Street intersection. Take a right on Broad Street and get in left lane. Make a left on 14th Street. Go two blocks. Take a right on Main Street. Tyler Building is on the right at the corner of 13th and Main.

- **From the RMA Downtown Expressway (Rt. 195):** - Take Rt. 195 South into Richmond (through 50-cent toll), and take the 7th/9th Street exit. After exiting, stay in left lane and take first left onto 7th Street. Go two blocks and take right onto Cary Street. Turn left on 14th Street. Go one block and turn left on Main Street. The Tyler Building is on the right at the corner of 13th and Main.



APPENDIX E

PRICING SCHEDULE

The Contractor shall provide the printing and mailing services as specified herein at the prices as stated below:

Monthly Notices			
1.	**Notice of Assessment of Annual Registration Fee/Annual Report**		
	Estimated # of Units:	Unit Cost Per 1000:	Extended Cost:
	22,000		
2.	**Notice of Impending Revocation/Termination for Delinquent Fee/Annual Report**		
	Estimated # of Units:	Unit Cost Per 1000:	Extended Cost:
	96,000		
3.	**Notice of Revocation/Termination for Delinquent Fee/Annual Report**		
	Estimated # of Units:	Unit Cost Per 1000:	Extended Cost:
	23,000		
Annual Notices			
4.	**Limited Liability Company Annual Registration Fee Notice**		
	Estimated # of Units:	Unit Cost Per 1000:	Extended Cost:
	181,000		
5.	**Limited Liability Company Notice of Impending Cancellation of Certificate**		
	Estimated # of Units:	Unit Cost Per 1000:	Extended Cost:
	43,000		
6.	**Notice of Cancellation of Domestic Limited Liability Company Existence or Cancellation of Certificate of Registration to Transact Business in Virginia:**		
	Estimated # of Units:	Unit Cost Per 1000:	Extended Cost:
	23,000		
7.	**Limited Partnership Annual Registration Fee Notice**		
	Estimated # of Units:	Unit Cost Per 1000:	Extended Cost:
	10,000		
		GRAND TOTAL	

EXHIBIT 1

NOTICE OF ASSESSMENT OF ANNUAL REGISTRATION FEE/ANNUAL REPORT

Vendor Record Format

Monthly Corporate Assessment Run

- There will be 2 data tapes each month.
- Tape VASCC1 contains data for the individual mailings. Tape VASCCB contains data for the bulk mailing. All of the following information is true for both tapes.
- Standard label, Fixed length records, LRECL = 950, BLKSIZE = 19,000.
- Corporate data and Officer/Director data are on separate records.
- A record type of "C" indicates the Corporate data record; a record-type of "O" indicates the Officer/Director data record, which contains the same Corporate Id as the associated Corporate Data record.
- Every Corporation will have 1 "C" record. A Corporation may have from 0 to 2 "O" records.
- There are up to 4 officer/directors per "O" record, with a maximum of 5 officer/directors per corporation (i.e. hence, a maximum of 2 "O" records per corporation).
- Processing for a corporation continues until another Corporate Id is read (the next record type "C").
- A 1-page ***Assessment Notice*** should be printed for each Corporation.
- A 2-page ***Annual Report*** should be printed for each Corporation, even if the Corporation does not have an "O" record.

TAPES VASCC1 AND VASCCB – RECORD LAYOUT FOR CORPORATE RECORD TYPE

	Field	Format	Length	Start	End	Value	Value Definition
A.	Record Type	A1	1	1	1	C	Corporate
B.	Corporate ID **(BOLD)**	A9	9	2	10		
C.	Registered Agent Name - line 1	A50	50	11	60		
D.	Registered Agent Name - line 2	A50	50	61	110		
E.	Corporate Name - line 1	A50	50	111	160		
F.	Corporate Name - line 2	A50	50	161	210		
G.	Registered Agent Street - line 1	A45	45	211	255		
H.	Registered Agent Street - line 2	A45	45	256	300		
I.	Registered Agent City State Zip	A45	45	301	345		
J.	State Incorporated Description	A20	20	346	365		
K.	Registered Location Description	A26	26	366	391		
L.	Registered Agent Status	A6	6	392	397		
M.	Assessment Flag	A1	1	398	398		
N.	Annual Report Flag	A1	1	399	399		
O.	Corporate Street 1	A45	45	400	444		
P.	Corporate Street 2	A45	45	445	489		
Q.	Corporate City State Zip	A45	45	490	534		
R.	OCR Scan Line	A24	24	535	558		
S.	OCR Scan Check Digit	A1	1	559	559		
T.	*The following italicized fields repeat 8 times*						
U.	*Corporate Stock Class 1*	A8	8	560	567		
V.	*Corporate Stock Shares 1*	A18	18	568	585		
W.	*Remaining 7 occurrences of preceeding fields*			586	767		
X.	Year	N4	4	768	771		
Y.	Assessment Fee	N6.2	8	772	779		
Z.	Previous Balance	N6.2	8	780	787		
AA.	Total Due	N6.2	8	788	795		
BB.	Priority	A8	8	796	803		
CC.	Bulk Mail Sequence	A3	3	804	806		
DD.	Current Date	N8	8	807	814		ccyymmdd
EE.	Registered Agent Location	A3	3	815	817		
FF.	Corporate State Incorporated	A2	2	818	819		
GG.	Due Date **(BOLD)**	N8	8	820	827		ccyymmdd
HH.	Filler	A123	123	828	950		

TAPES VASCC1 AND VASCCB – RECORD LAYOUT FOR OFFICER/DIRECTOR RECORD TYPE

	Field	Format	Length	Start	End	Value	Value Definition
II.	Record Type	A1	1	1	1	O	Officer/ Director
JJ.	Corporate ID	A9	9	2	10		
KK.	*The following italicized fields repeat 5 times*						
LL.	*Officer Flag*	A1	1	11	11		
MM.	*Director Flag*	A1	1	12	12		
NN.	*Officer First Name*	A20	20	13	32		
OO.	*Officer Middle Name*	A20	20	33	52		
PP.	*Officer Last Name*	A30	20	53	82		
QQ.	*Officer Street - line 1*	A45	45	83	127		
RR.	*Officer Street - line 2*	A45	45	128	172		
SS.	*Officer City State Zip*	A38	38	173	210		
TT.	*Officer Title*	A15	15	211	225		
UU.	*Officer Index*	A11	11	226	236		
VV.	*Remaining 4 occurrences of preceeding fields*			237	914		
WW.	Filler	A36	36	915	950		

COMMONWEALTH OF VIRGINIA – STATE CORPORATION COMMISSION

NOTICE OF ASSESSMENT OF ANNUAL REGISTRATION FEE

Pursuant to §§ 13.1-775 (stock corporations) and 13.1-936 (nonstock corporations) of the Code of Virginia, each assessed corporation shall pay the annual registration fee required by law on or before the corporation's annual report due date determined in accordance with § 13.1-775 or § 13.1-936 of each year.

Payment is due GG and must be received at the Commission on or before this date to avoid imposition of the statutory penalty. Postmarks cannot be considered.

E
F
C
D
G
H
I

SEND PAYMENT WITH COUPON TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P. O. BOX 7607
MERRIFIELD, VA 22116-7607

SEND CORRESPONDENCE AND OTHER DOCUMENTS TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P. O. BOX 1197
RICHMOND, VA 23218-1197

(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

YOUR FILE COPY

NAME:
E
F

SCC ID NO.
B X

MAKE CHECK PAYABLE TO:
TREASURER OF VIRGINIA

PLEASE DO NOT SEND CASH

REGISTRATION FEE	$	Y
PRIOR YEARS BALANCE	$	Z
PENALTY AFTER GG	$	
TOTAL AMOUNT DUE	**$**	AA

PLEASE NOTE THAT FAILURE TO RECEIVE PAYMENT ON OR BEFORE THE DUE DATE WILL RESULT IN THE IMPOSITION OF A LATE PAYMENT PENALTY OF 10% OR $10.00, WHICHEVER IS GREATER, IN ADDITION TO THE ASSESSMENT. FAILURE TO RECEIVE PAYMENT **ON OR BEFORE** THE LAST DAY OF THE FOURTH MONTH IMMEDIATELY FOLLOWING THE DUE DATE WILL RESULT IN THE CORPORATION BEING AUTOMATICALLY TERMINATED (DOMESTIC CORPORATIONS) OR HAVING ITS CERTIFICATE OF AUTHORITY AUTOMATICALLY REVOKED (FOREIGN CORPORATIONS).

RS

Detach Payment Coupon Along This Perforation

COMMONWEALTH OF VIRGINIA – STATE CORPORATION COMMISSION
NOTICE OF ASSESSMENT OF ANNUAL REGISTRATION FEE

SCC ID NO.
B X

E
F
C
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H
I

RETURN THIS COUPON AND INCLUDE YOUR SCC ID NO. ON YOUR CHECK.

DO NOT INCLUDE ANY OTHER DOCUMENTS OR CORRESPONDENCE WITH YOUR PAYMENT AND THIS PAYMENT COUPON

MAKE CHECK PAYABLE TO:
TREASURER OF VIRGINIA

PLEASE DO NOT SEND CASH

SEND PAYMENT WITH THIS COUPON TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P. O. BOX 7607
MERRIFIELD, VA 22116-7607

(804) 371-9733 OR TOLL-FREE IN VIRGINIA
1-866-722-2551

REGISTRATION FEE	$	Y
PRIOR YEARS BALANCE	$	Z
PENALTY AFTER GG	$	
TOTAL AMOUNT DUE	**$**	AA

PLEASE NOTE THAT FAILURE TO RECEIVE PAYMENT ON OR BEFORE THE DUE DATE WILL RESULT IN THE IMPOSITION OF A LATE PAYMENT PENALTY OF 10% OR $10.00, WHICHEVER IS GREATER, IN ADDITION TO THE ASSESSMENT. FAILURE TO RECEIVE PAYMENT **ON OR BEFORE** THE LAST DAY OF THE FOURTH MONTH IMMEDIATELY FOLLOWING THE DUE DATE WILL RESULT IN THE CORPORATION BEING AUTOMATICALLY TERMINATED (DOMESTIC CORPORATIONS) OR HAVING ITS CERTIFICATE OF AUTHORITY AUTOMATICALLY REVOKED (FOREIGN CORPORATIONS).

RS

PATCH CODE

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

(X) **2007 ANNUAL REPORT**

BARCODE

① CORPORATION NAME:
E
F

② VA REGISTERED AGENT NAME AND OFFICE ADDRESS: L
C
D
G
H
I

③ CITY OR COUNTY OF VA REGISTERED OFFICE:
EE - K

④ STATE OR COUNTRY OF INCORPORATION:
FF - J

DUE DATE: GG
SCC ID NO.: B

⑤ STOCK INFORMATION:

CLASS	AUTHORIZED
U	V
W↓	W↓

DO NOT ATTEMPT TO ALTER THE INFORMATION ABOVE. Carefully read the attached instruction sheet. Type or print in black only. If item ⑥ is blank or incorrect, you must add or change the principal office address where indicated. If item ⑦ is blank or incorrect, you must add or change the director and officer information where indicated.

⑥ PRINCIPAL OFFICE ADDRESS:

☐ Mark this box if address shown below is correct.	If the block to the left is blank or contains incorrect data, please add or correct the address below.
ADDRESS: O P	ADDRESS:
CITY/ST/ZIP: Q	CITY/ST/ZIP:

⑦ DIRECTORS AND PRINCIPAL OFFICERS:

All directors and all principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ LL DIRECTOR ☐ MM	OFFICER ☐ DIRECTOR ☐
NAME: NN OO PP	NAME:
TITLE: TT	TITLE:
ADDRESS: QQ RR	ADDRESS:
CITY/ST/ZIP: SS	CITY/ST/ZIP:

I AFFIRM THAT THE INFORMATION CONTAINED IN THIS REPORT IS ACCURATE AND COMPLETE.

SIGNATURE OF DIRECTOR/OFFICER LISTED IN THIS REPORT | PRINTED NAME AND CORPORATE TITLE | DATE

It is a Class 1 misdemeanor for any person to sign a document he knows is false in any material respect with intent that the document be delivered to the Commission for filing.

2007 ANNUAL REPORT CONTINUED

CORPORATION NAME:
E
F

DUE DATE: GG
SCC ID NO.: B

All directors and all principal officers must be listed.
An individual may be designated as both a director and an officer.

⑦ DIRECTORS AND PRINCIPAL OFFICERS (continued):

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
ANNUAL REPORT INSTRUCTIONS

DO NOT ATTEMPT TO ALTER ANY PRE-PRINTED INFORMATION FOR ITEMS ① through ⑤ OF THE REPORT FORM. Changes to items ① through ⑤ **cannot** be accomplished on the annual report form and will require a separate filing. If you need to change items ② and/or ③, contact this office to request a pre-printed form SCC635/834. If you need to change items ①, ④, and/or ⑤, visit our Web site or contact our office in order to receive the appropriate amendment forms, instructions and associated fees.

The annual report must be completed **in black** and be **legible and reproducible**. If an error is made, please use white correction fluid or erase completely.

All directors and all principal officers (e.g., president, secretary, treasurer, etc.)must be listed in item ⑦ of the annual report. An individual may be designated as both a director and an officer. See §§ 13.1-675 A, 13.1-693 A and 13.1-775 A 3 (stock corporations) or §§ 13.1-855 A, 13.1-872 A and 13.1-936 A 3 (nonstock corporations) of the Code of Virginia. Note: If the corporation (1) does not have *directors* because (i) initial directors are not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated pursuant to a valid shareholder agreement authorized by § 13.1-671.1 or § 13.1-852.1 of the Code of Virginia, or (2) does not have *officers* because an organizational meeting has not been held, insert "No Directors" or "No Directors or Officers," as the case may be, in the right block in item ⑦.

Changes to items ⑥ and ⑦ **must** be accomplished on this report.

⑥ If there is no principal office address in the left block or the pre-printed address is incorrect, you must add or correct the principal office address in the right block.

⑦ If there is no director and officer information in the left block(s) or the pre-printed data is incorrect, you must add or correct the director and officer information in the right block(s). Include additional pages if additional space is needed, but please do not staple them to the report form.

Note: All directors and officers listed on this report will be "on record" in the Clerk's Office. However, we maintain in our computer database only the first five individuals listed on this report.

Virginia law requires the Commission to return for correction or explanation an annual report that is incomplete or inaccurate. An acceptable report must be received on or before the due date. The corporation is not in good standing if the report is overdue. If an acceptable report is not received **on or before** the last day of the fourth month following the due date, the corporation's existence (domestic)/certificate of authority (foreign) will be automatically terminated/revoked.

THE COMPLETED REPORT MUST BE SIGNED, DATED AND RETURNED TO THE CLERK'S OFFICE.

Web Site Address: www.scc.virginia.gov/division/clk/index.htm

Phone: (804) 371-9733 or toll-free in Virginia (866)-722-2551

Mailing Address:

State Corporation Commission
Clerk's Office
PO Box 1197
Richmond VA 23218-1197

Courier Delivery Address:

State Corporation Commission
Clerk's Office, First Floor
1300 E Main St
Richmond VA 23219

PRIVACY ADVISORY: Information such as social security number, date of birth, maiden name, or financial institution account numbers is NOT required to be included in business entity documents filed with the Office of the Clerk of the Commission. Any information provided on these documents is subject to public viewing.

EXHIBIT 2

NOTICE OF IMPENDING REVOCATION/TERMINATION FOR DELINQUENT FEE/ANNUAL REPORT

Vendor Record Format

Monthly Corporate Impending Termination Run

a) There will be 2 data tapes each month.

b) Tape SCCPR1 contains data for the '***Impending Termination - Fee Delinquent' letters***.

- Standard label, Fixed length records, LRECL = 412, BLKSIZE = 32,548.
- Print a 1-page letter for each Corporation on the tape.
- Print each letter on perforated paper to allow for a detachable payment stub.
- A "0" in the first position of the Corporate Id signifies a Domestic Corporation. An "F" in the first position of the Corporate Id signifies a Foreign Corporation.

c) Tape C1083A contains data for the '***Impending Termination - Annual Report Not Filed' letters & Annual Reports.***

- Standard label, Fixed length records, LRECL = 950, BLKSIZE = 19,000.
- Print a 1-page letter and a 2-page Annual Report for each Corporation on the tape.
- Print letters on non-perforated paper.
- A "0" in the first position of the Corporate Id signifies a Domestic Corporation. An "F" in the first position of the Corporate Id signifies a Foreign Corporation.
- Corporate data and Officer/Director data are on separate records.
- A record type of "C" indicates the Corporate data record; a record-type of "O" indicates the Officer/Director data record, which contains the same Corporate Id as the associated Corporate Data record. Record layouts are attached.
- Every Corporation will have 1 "C" record. A Corporation may have from 0 to 2 "O" records.
- There are up to 4 officer/directors per "O" record, with a maximum of 5 officer/directors per corporation (i.e. hence, a maximum of 2 "O" records per corporation).
- Processing for a corporation continues until another Corporate Id is read (the next record type "C").
- A 2-page annual report should be printed for each Corporation, even if the Corporation does not have an "O" record.

TAPE SCCPR1 – RECORD LAYOUT FOR IMPENDING TERMINATIONS AND REVOCATIONS FOR FEE

	Field	Format	Length	Start	End	Value	Value Definition
1.	Corporate ID	A9	9	1	9		
2.	Corporate Name - line 1	A50	50	10	59		
3.	Corporate Name - line 2	A50	50	60	109		
4.	Registered Agent Name - line 1	A50	50	110	159		
5.	Registered Agent Name - line 2	A50	50	160	209		
6.	Registered Agent Street - line 1	A45	45	210	254		
7.	Registered Agent Street - line 2	A45	45	255	299		
8.	Registered Agent City	A23	23	300	322		
9.	Registered Agent State	A2	2	323	324		
10.	Registered Agent Zip	N9	9	325	333		
11.	Previous Balance	N6.2	8	334	341		
12.	Assessment Fee	N6.2	8	342	349		
13.	Penalty	N6.2	8	350	357		
14.	Total Due	N6.2	8	358	365		
15.	Corporate State Incorporated	A2	2	366	367		
16.	OCR Scan Line	A24	24	368	391		
17.	OCR Scan Check Digit	A1	1	392	392		
18.	Due Date **(BOLD)**	N8	8	393	400		ccyymmdd
19.	Assessment Year	N4	4	401	404		ccyy
20.	Termination Date **(BOLD)**	N8	8	405	412		ccyymmdd

TAPE C1083A – RECORD LAYOUT FOR IMPENDING TERMINATIONS AND REVOCATIONS FOR ANNUAL REPORT

	Field	Format	Length	Start	End	Value	Value Definition
A.	Record Type	A1	1	1	1	C	Corporate
B.	Corporate ID **(BOLD)**	A9	9	2	10		
C.	Registered Agent Name - line 1	A50	50	11	60		
D.	Registered Agent Name - line 2	A50	50	61	110		
E.	Corporate Name - line 1	A50	50	111	160		
F.	Corporate Name - line 2	A50	50	161	210		
G.	Registered Agent Street - line 1	A45	45	211	255		
H.	Registered Agent Street - line 2	A45	45	256	300		
I.	Registered Agent City State Zip	A45	45	301	345		
J.	State Incorporated Description	A20	20	346	365		
K.	Registered Location Description	A26	26	366	391		
L.	Registered Agent Status	A6	6	392	397		
M.	Assessment Flag	A1	1	398	398	Y	
N.	Annual Report Flag	A1	1	399	399	N	
O.	Corporate Street 1	A45	45	400	444		
P.	Corporate Street 2	A45	45	445	489		
Q.	Corporate City State Zip	A45	45	490	534		
R.	OCR Scan Line	A24	24	535	558	0's	
S.	OCR Scan Check Digit	A1	1	559	559	0	
T.	*The following italicized fields repeat 8 times*						
U.	*Corporate Stock Class 1*	A8	8	560	567		
V.	*Corporate Stock Shares 1*	A18	18	568	585		
W.	*Remaining 7 occurrences of preceeding fields*			586	767		
X.	Year	N4	4	768	771		ccyy
Y.	Assessment Fee	N6.2	8	772	779	0	
Z.	Previous Balance	N6.2	8	780	787	0	
AA.	Total Due	N6.2	8	788	795	0	
BB.	Priority	A8	8	796	803	blank	
CC.	Bulk Mail Sequence	A3	3	804	806	blank	
DD.	Current Date	N8	8	807	814		ccyymmdd
EE.	Registered Agent Location	A3	3	815	817		
FF.	Corporate State Incorporated	A2	2	818	819		
GG.	Due Date **(BOLD)**	N8	8	820	827		ccyymmdd
GGa.	Assessment Year	N4	4	401	404		ccyy
GGb.	Termination Date	N8	8	405	412		ccyymmdd
HH.	Filler	A123	123	828	950		

TAPE C1083A – RECORD LAYOUT FOR OFFICER/DIRECTOR RECORD TYPE

	Field	Format	Length	Start	End	Value	Value Definition
II.	Record Type	A1	1	1	1	O	Officer/Director
JJ.	Corporate ID	A9	9	2	10		
KK.	*The following italicized fields repeat 4 times*						
LL.	*Officer Flag*	A1	1	11	11		
MM.	*Director Flag*	A1	1	12	12		
NN.	*Officer First Name*	A20	20	13	32		
OO.	Officer Middle Name	A20	20	33	52		
PP.	*Officer Last Name*	A30	20	53	82		
QQ.	*Officer Street - line 1*	A45	45	83	127		
RR.	*Officer Street - line 2*	A45	45	128	172		
SS.	*Officer City State Zip*	A38	38	173	210		
TT.	*Officer Title*	A15	15	211	225		
UU.	*Officer Index*	A11	11	226	236		
VV.	*Remaining 3 occurrences of preceeding fields*			237	914		
WW.	Filler	A36	36	915	950		

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

NOTICE OF IMPENDING REVOCATION OF CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

PRINT DATE

4
5
2
3
6
7
8 9 10

Corporation's Name:

SCC ID No.:

The records of the State Corporation Commission indicate that the Commission did not receive on or before 18 , payment of the annual registration fee assessed against the named corporation. Accordingly, the corporation has been assessed the penalty prescribed by statute for failure to pay. See § 13.1 – 768 (stock corporations) or § 13.1-930 (nonstock corporations) of the Code of Virginia. In addition, the corporation is not in good standing, and the Commission will not process any documents submitted by the corporation, except the annual report required by § 13.1 – 768 (stock corporations) or § 13.1 – 930 (nonstock corporations), until all unpaid charges assessed against it are paid.

If the registration fee is not received at the Commission **on or before** 20 (BOLD) , the corporation's certificate of authority will be automatically **revoked** as of 20 (BOLD) , pursuant to the above-cited statutes. The Commission cannot consider postmarks or grant extensions of time.

Note: This corporation will be sent a separate notice of impending revocation if its annual report was not received on or before 18 .

Detach Payment Coupon Along This Perforation

STATE CORPORATION COMMISSION
CLERK'S OFFICE
P. O. BOX 7607
MERRIFIELD, VA 22116-7607

PLEASE RETURN THIS COUPON WITH YOUR CHECK PAYABLE TO "TREASURER OF VIRGINIA" AND INCLUDE YOUR SCC ID NO. ON YOUR CHECK.

CORPORATION'S NAME: 2
3

SCC ID NO.: 1

CORP ID	YEAR	FEE	PENALTY	FEES FROM PREVIOUS YEAR	TOTAL DUE
1	19	12	13	11	14

16 17

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

NOTICE OF IMPENDING TERMINATION OF CORPORATE EXISTENCE

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

DATE PRINTED

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Corporation's Name: 2
3
SCC ID No.: 1

The records of the State Corporation Commission indicate that the Commission did not receive on or before 18, payment of the annual registration fee assessed against the named corporation. Accordingly, the corporation has been assessed the penalty prescribed by statute for failure to pay. See § 13.1 – 752 (stock corporations) or § 13.1-914 (nonstock corporations) of the Code of Virginia. In addition, the corporation is not in good standing, and the Commission will not process any documents submitted by the corporation, except the annual report required by § 13.1 – 775 (stock corporations) or § 13.1 – 936 (nonstock corporations), until all unpaid charges assessed against it are paid.

If the registration fee is not received at the Commission **on or before** 20 (BOLD), the corporation's existence will be automatically **terminated as of** 20 (BOLD), pursuant to the above-cited statutes. The Commission cannot consider postmarks or grant extensions of time.

Note: This corporation will be sent a separate notice of impending termination if its annual report was not received by 18.

Detach Coupon Along This Perforation

STATE CORPORATION COMMISSION
CLERK'S OFFICE
P. O. BOX 7607
MERRIFIELD, VA 22116-0706

PLEASE RETURN THIS COUPON WITH YOUR CHECK PAYABLE TO "TREASURER OF VIRGINIA" AND INCLUDE YOUR SCC ID NO. ON YOUR CHECK.

CORPORATION'S NAME: 2
3
SCC ID NO.: 1

CORP ID	YEAR	FEE	PENALTY	FEES FROM PREVIOUS YEAR	TOTAL DUE
1	19	12	13	11	14

16 17

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

NOTICE OF IMPENDING REVOCATION OF CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

PRINT DATE

C
D
E
F
G
H
I

Corporation's Name:

SCC ID No.:

The records of the State Corporation Commission indicate that as of GG , an acceptable annual report was not received for the named corporation. If an acceptable annual report is not received **on or before** GGb (BOLD) , the corporation's certificate of authority to transact business in Virginia will be automatically **revoked** as of GGb (BOLD) , pursuant to § 13.1 – 768 (stock corporations) or § 13.1 – 930 (nonstock corporations) of the Code of Virginia. Postmarks cannot be considered and extensions of time cannot be granted.

The law requires the Commission to return for correction or explanation a report that is incomplete or inaccurate. Therefore, it is recommended that the report (which was due GG) be delivered to the Commission immediately so that, if the Commission must return the report, the corporation will have adequate time to make any necessary corrections or explanations and return the report to the Commission in time for filing **on or before** GGb (BOLD) . In addition, the corporation is not in good standing as long as the report is overdue.

Annual reports should be submitted to:

State Corporation Commission
Clerk's Office
P. O. Box 1197 (1300 E. Main St., Richmond, VA 23219)
Richmond, VA 23218-1197

Note: This corporation will be sent a separate notice of impending revocation if its annual registration fee was not paid by GG .

PATCH CODE

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

(X) **2007 ANNUAL REPORT**

BARCODE

① CORPORATION NAME:
E
F

② VA REGISTERED AGENT NAME AND OFFICE ADDRESS: L
C
D
G
H
I

③ CITY OR COUNTY OF VA REGISTERED OFFICE:
EE - K

④ STATE OR COUNTRY OF INCORPORATION:
FF - J

DUE DATE: GG
SCC ID NO.: B

⑤ STOCK INFORMATION:

CLASS	AUTHORIZED
U	V
W↓	W↓

DO NOT ATTEMPT TO ALTER THE INFORMATION ABOVE. Carefully read the attached instruction sheet. Type or print in black only. If item ⑥ is blank or incorrect, you must add or change the principal office address where indicated. If item ⑦ is blank or incorrect, you must add or change the director and officer information where indicated.

⑥ PRINCIPAL OFFICE ADDRESS:

☐ Mark this box if address shown below is correct.	If the block to the left is blank or contains incorrect data, please add or correct the address below.
ADDRESS: O P CITY/ST/ZIP: Q	ADDRESS: CITY/ST/ZIP:

⑦ DIRECTORS AND PRINCIPAL OFFICERS:

All directors and all principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ LL DIRECTOR ☐ MM NAME: NN OO PP TITLE: TT ADDRESS: QQ RR CITY/ST/ZIP: SS	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

I AFFIRM THAT THE INFORMATION CONTAINED IN THIS REPORT IS ACCURATE AND COMPLETE.

SIGNATURE OF DIRECTOR/OFFICER LISTED IN THIS REPORT | PRINTED NAME AND CORPORATE TITLE | DATE

It is a Class 1 misdemeanor for any person to sign a document he knows is false in any material respect with intent that the document be delivered to the Commission for filing.

2007 ANNUAL REPORT CONTINUED

CORPORATION NAME:
E
F

DUE DATE: GG
SCC ID NO.: B

⑦ DIRECTORS AND PRINCIPAL OFFICERS (continued):

All directors and all principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
ANNUAL REPORT INSTRUCTIONS

DO NOT ATTEMPT TO ALTER ANY PRE-PRINTED INFORMATION FOR ITEMS ① through ⑤ OF THE REPORT FORM. Changes to items ① through ⑤ **cannot** be accomplished on the annual report form and will require a separate filing. If you need to change items ② and/or ③, contact this office to request a pre-printed form SCC635/834. If you need to change items ①, ④, and/or ⑤, visit our Web site or contact our office in order to receive the appropriate amendment forms, instructions and associated fees.

The annual report must be completed **in black** and be **legible and reproducible**. If an error is made, please use white correction fluid or erase completely.

All directors and all principal officers (e.g., president, secretary, treasurer, etc.)must be listed in item ⑦ of the annual report. An individual may be designated as both a director and an officer. See §§ 13.1-675 A, 13.1-693 A and 13.1-775 A 3 (stock corporations) or §§ 13.1-855 A, 13.1-872 A and 13.1-936 A 3 (nonstock corporations) of the Code of Virginia. Note: If the corporation (1) does not have *directors* because (i) initial directors are not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated pursuant to a valid shareholder agreement authorized by § 13.1-671.1 or § 13.1-852.1 of the Code of Virginia, or (2) does not have *officers* because an organizational meeting has not been held, insert "No Directors" or "No Directors or Officers," as the case may be, in the right block in item ⑦.

Changes to items ⑥ and ⑦ **must** be accomplished on this report.

⑥ If there is no principal office address in the left block or the pre-printed address is incorrect, you must add or correct the principal office address in the right block.

⑦ If there is no director and officer information in the left block(s) or the pre-printed data is incorrect, you must add or correct the director and officer information in the right block(s). Include additional pages if additional space is needed, but please do not staple them to the report form.

Note: All directors and officers listed on this report will be "on record" in the Clerk's Office. However, we maintain in our computer database only the first five individuals listed on this report.

Virginia law requires the Commission to return for correction or explanation an annual report that is incomplete or inaccurate. An acceptable report must be received on or before the due date. The corporation is not in good standing if the report is overdue. If an acceptable report is not received **on or before** the last day of the fourth month following the due date, the corporation's existence (domestic)/certificate of authority (foreign) will be automatically terminated/revoked.

THE COMPLETED REPORT MUST BE SIGNED, DATED AND RETURNED TO THE CLERK'S OFFICE.

Web Site Address: www.scc.virginia.gov/division/clk/index.htm

Phone: (804) 371-9733 or toll-free in Virginia (866)-722-2551

Mailing Address:

State Corporation Commission
Clerk's Office
PO Box 1197
Richmond VA 23218-1197

Courier Delivery Address:

State Corporation Commission
Clerk's Office, First Floor
1300 E Main St
Richmond VA 23219

PRIVACY ADVISORY: Information such as social security number, date of birth, maiden name, or financial institution account numbers is NOT required to be included in business entity documents filed with the Office of the Clerk of the Commission. Any information provided on these documents is subject to public viewing.

IFB #CLK-08-014

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

NOTICE OF IMPENDING TERMINATION OF CORPORATE EXISTENCE

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

PRINT DATE

C
D
E
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Corporation's Name: E
F
SCC ID No.: B

The records of the State Corporation Commission indicate that as of GG, an acceptable annual report was not received for the named corporation. If an acceptable annual report is not received **on or before** GGb (BOLD), the corporation's existence will be automatically **terminated as of** GGb (Bold), pursuant to § 13.1 – 752 (stock corporations) or § 13.1-914 (nonstock corporations) of the Code of Virginia. Postmarks cannot be considered and extensions of time cannot be granted.

The law requires the Commission to return for correction or explanation a report that is incomplete or inaccurate. Therefore, it is recommended that the report (which was due GG) be delivered to the Commission immediately so that, if the Commission must return the report, the corporation will have adequate time to make any necessary corrections or explanations and return the report to the Commission in time for filing **on or before** GGb (BOLD). In addition, the corporation is not in good standing as long as the report is overdue.

Annual reports should be submitted to:

State Corporation Commission
Clerk's Office
P.O. Box 1197 (1300 E. Main St., Richmond, VA 23219)
Richmond, VA 23218-1197

Note: This corporation will be sent a separate notice of impending termination if its annual registration fee was not paid by GG.

PATCH CODE

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

(X) **2007 ANNUAL REPORT**

BARCODE

① CORPORATION NAME:
E
F

② VA REGISTERED AGENT NAME AND OFFICE ADDRESS: L
C
D
G
H
I

③ CITY OR COUNTY OF VA REGISTERED OFFICE:
EE - K

④ STATE OR COUNTRY OF INCORPORATION:
FF - J

DUE DATE: GG
SCC ID NO.: B

⑤ STOCK INFORMATION:

CLASS	AUTHORIZED
U W↓	V W↓

DO NOT ATTEMPT TO ALTER THE INFORMATION ABOVE. Carefully read the attached instruction sheet. Type or print in black only. If item ⑥ is blank or incorrect, you must add or change the principal office address where indicated. If item ⑦ is blank or incorrect, you must add or change the director and officer information where indicated.

⑥ PRINCIPAL OFFICE ADDRESS:

☐ Mark this box if address shown below is correct.	If the block to the left is blank or contains incorrect data, please add or correct the address below.
ADDRESS: O P CITY/ST/ZIP: Q	ADDRESS: CITY/ST/ZIP:

⑦ DIRECTORS AND PRINCIPAL OFFICERS:

All directors and all principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ LL DIRECTOR ☐ MM NAME: NN OO PP TITLE: TT ADDRESS: QQ CITY/ST/ZIP: RR SS	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

I AFFIRM THAT THE INFORMATION CONTAINED IN THIS REPORT IS ACCURATE AND COMPLETE.

SIGNATURE OF DIRECTOR/OFFICER LISTED IN THIS REPORT	PRINTED NAME AND CORPORATE TITLE	DATE

It is a Class 1 misdemeanor for any person to sign a document he knows is false in any material respect with intent that the document be delivered to the Commission for filing.

2007 ANNUAL REPORT CONTINUED

CORPORATION NAME:
E
F

DUE DATE: GG
SCC ID NO.: B

⑦ DIRECTORS AND PRINCIPAL OFFICERS (continued):

All directors and all principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☐ DIRECTOR ☐ NAME: TITLE: VV ADDRESS: CITY/ST/ZIP:	OFFICER ☐ DIRECTOR ☐ NAME: TITLE: ADDRESS: CITY/ST/ZIP:

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
ANNUAL REPORT INSTRUCTIONS

DO NOT ATTEMPT TO ALTER ANY PRE-PRINTED INFORMATION FOR ITEMS ① through ⑤ OF THE REPORT FORM. Changes to items ① through ⑤ **cannot** be accomplished on the annual report form and will require a separate filing. If you need to change items ② and/or ③, contact this office to request a pre-printed form SCC635/834. If you need to change items ①, ④, and/or ⑤, visit our Web site or contact our office in order to receive the appropriate amendment forms, instructions and associated fees.

The annual report must be completed **in black** and be **legible and reproducible**. If an error is made, please use white correction fluid or erase completely.

All directors and all principal officers (e.g., president, secretary, treasurer, etc.)must be listed in item ⑦ of the annual report. An individual may be designated as both a director and an officer. See §§ 13.1-675 A, 13.1-693 A and 13.1-775 A 3 (stock corporations) or §§ 13.1-855 A, 13.1-872 A and 13.1-936 A 3 (nonstock corporations) of the Code of Virginia. Note: If the corporation (1) does not have *directors* because (i) initial directors are not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated pursuant to a valid shareholder agreement authorized by § 13.1-671.1 or § 13.1-852.1 of the Code of Virginia, or (2) does not have *officers* because an organizational meeting has not been held, insert "No Directors" or "No Directors or Officers," as the case may be, in the right block in item ⑦.

Changes to items ⑥ and ⑦ **must** be accomplished on this report.

⑥ If there is no principal office address in the left block or the pre-printed address is incorrect, you must add or correct the principal office address in the right block.

⑦ If there is no director and officer information in the left block(s) or the pre-printed data is incorrect, you must add or correct the director and officer information in the right block(s). Include additional pages if additional space is needed, but please do not staple them to the report form.

Note: All directors and officers listed on this report will be "on record" in the Clerk's Office. However, we maintain in our computer database only the first five individuals listed on this report.

Virginia law requires the Commission to return for correction or explanation an annual report that is incomplete or inaccurate. An acceptable report must be received on or before the due date. The corporation is not in good standing if the report is overdue. If an acceptable report is not received **on or before** the last day of the fourth month following the due date, the corporation's existence (domestic)/certificate of authority (foreign) will be automatically terminated/revoked.

THE COMPLETED REPORT MUST BE SIGNED, DATED AND RETURNED TO THE CLERK'S OFFICE.

Web Site Address: www.scc.virginia.gov/division/clk/index.htm

Phone: (804) 371-9733 or toll-free in Virginia (866)-722-2551

Mailing Address:

State Corporation Commission
Clerk's Office
PO Box 1197
Richmond VA 23218-1197

Courier Delivery Address:

State Corporation Commission
Clerk's Office, First Floor
1300 E Main St
Richmond VA 23219

PRIVACY ADVISORY: Information such as social security number, date of birth, maiden name, or financial institution account numbers is NOT required to be included in business entity documents filed with the Office of the Clerk of the Commission. Any information provided on these documents is subject to public viewing.

EXHIBIT 3

NOTICE OF REVOCATION/TERMINATION FOR DELINQUENT FEE/ANNUAL REPORT

Vendor Record Format

Monthly Corporate Termination Run

- There will be 2 data tapes each month.
- Tape C1100A contains data for the '***Termination - Fee Delinquent' letters*** – the Letter Type will always be "F" on this tape. Tape C1110A contains data for the '***Termination - Annual Report Not Filed' letters*** – the Letter Type will always be "A" on this tape. All of the following information is true for both tapes.
- Standard label, Fixed length records, LRECL = 378, BLKSIZE = 3,780.
- Print a 1-page letter for each Corporation on the tape.
- Print letters on non-perforated paper.
- A "0" in the first position of the Corporate Id signifies a Domestic Corporation. An "F" in the first position of the Corporate Id signifies a Foreign Corporation.

TAPES C1100A AND C1110A – RECORD LAYOUT

	Field	Format	Length	Start	End	Value	Value Definition
1.	Corporate ID	A9	9	1	9		
2.	Corporate Name - line 1	A50	50	10	59		
3.	Corporate Name - line 2	A50	50	60	109		
4.	Registered Agent Name - line 1	A50	50	110	159		
5.	Registered Agent Name - line 2	A50	50	160	209		
6.	Registered Agent Street - line 1	A45	45	210	254		
7.	Registered Agent Street - line 2	A45	45	255	299		
8.	Registered Agent City	A23	23	300	322		
9.	Registered Agent State	A2	2	323	324		
10.	Registered Agent Zip	N9	9	325	333		
11.	Filler	A34	34	334	367		
12.	Corporate State Incorporated	A2	2	368	369		
13.	Letter Type	A1	1	370	370	F A	Fee Delinquent Ann. Rpt Not Filed
14.	Termination Date **(BOLD)**	`	8	371	378		ccyymmdd

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA 1-866-722-2551

PRINT DATE

NOTICE OF REVOCATION OF CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

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8 9 10

Corporation's Name: 2
3
SCC ID No.: 1

Virginia corporation law provides that a foreign corporation shall pay its annual registration fee each year on or before the last day of the month in which its certificate of authority to transact business in Virginia was issued (the "due date"). If the fee remains unpaid as of the last day of the fourth month immediately following the due date, the corporation's certificate of authority shall be automatically revoked. See §§ 13.1-768 (stock corporations) and 13.1-930 (nonstock corporations) of the Code of Virginia. According to the Commission's records, payment was not received for the above-named corporation on or before 14 and, consequently, the corporation's certificate of authority was automatically revoked as of that date.

Among other things, this revocation means that the corporation is no longer authorized to transact business in this Commonwealth. As there may be other consequences resulting from the revocation, it is suggested that the corporation, its officers and directors seek the advice of counsel.

If the corporation wishes to have its certificate of authority to transact business in Virginia reentered, it may do so by complying with the applicable statutes. For more information concerning reentry, contact:

State Corporation Commission
Clerk's Office
P.O. Box 1197 (1300 E. Main St., Richmond, VA 23219)
Richmond, VA 23218-1197

(804) 371-9733 or toll-free in Virginia-(866) 722-2551

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA 1-866-722-2551

PRINT DATE

NOTICE OF TERMINATION OF CORPORATE EXISTENCE

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Corporation's Name: 2
3
SCC ID No.: 1

Virginia corporation law provides that a domestic corporation shall pay its annual registration fee each year on or before the last day of the month in which its certificate of incorporation was issued (the "due date"). If the fee remains unpaid as of the last day of the fourth month immediately following the due date, the corporation's existence shall be automatically terminated. See §§ 13.1-752 (stock corporations) and 13.1-914 (nonstock corporations) of the Code of Virginia. According to the Commission's records, payment was not received for the above-named corporation on or before 14 and, consequently, the corporation's existence was automatically terminated as of that date.

Among other things, this termination means that the corporation can no longer lawfully conduct business and its directors are required to liquidate its business and affairs. As there may be other consequences resulting from the termination, it is suggested that the corporation, its officers and directors seek the advice of counsel.

If the corporation wishes to reinstate its corporate existence, it may do so by complying with the applicable statutes. For more information concerning reinstatement, contact:

State Corporation Commission
Clerk's Office
P.O. Box 1197 (1300 E. Main St., Richmond, VA 23219)
Richmond, VA 23218-1197

(804) 371-9733 or toll-free in Virginia (866) 722-2551

IFB #CLK-08-014

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA 1-866-722-2551

PRINT DATE

NOTICE OF REVOCATION OF CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

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Corporation's Name: 2
3
SCC ID No.: 1

Virginia corporation law provides that a foreign corporation shall file its annual report each year on or before the last day of the month in which its certificate of authority to transact business in Virginia was issued (the "due date"). If the report is not filed before the last day of the fourth month immediately following the due date, the corporation's certificate of authority shall be automatically revoked. See §§ 13.1-768 (stock corporations) and 13.1-930 (nonstock corporations) of the Code of Virginia. According to the Commission's records, the annual report was not received for the above-named corporation on or before 14 , and, consequently, the corporation's certificate of authority was automatically revoked as of that date.

Among other things, this revocation means that the corporation is no longer authorized to transact business in this Commonwealth. As there may be other consequences resulting from the revocation, it is suggested that the corporation, its officers and directors seek the advice of counsel.

If the corporation wishes to have its certificate of authority to transact business in Virginia reentered, it may do so by complying with the applicable statutes. For more information concerning reentry, contact:

State Corporation Commission
Clerk's Office
P.O. Box 1197 (1300 E. Main St., Richmond, VA 23219)
Richmond, VA 23218-1197

(804) 371-9733 or toll-free in Virginia (866) 722-2551

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA 1-866-722-2551

PRINT DATE

NOTICE OF TERMINATION OF CORPORATE EXISTENCE

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8 9 10

Corporation's Name: 2
3
SCC ID No.: 1

Virginia corporation law provides that a domestic corporation shall file its annual report each year on or before the last day of the month in which its certificate of incorporation was issued (the due date"). If the report is not filed before the last day of the fourth month immediately following the due date, the corporation's existence shall be automatically terminated. See §§ 13.1-752 (stock corporations) and 13.1-914 (nonstock corporations) of the Code of Virginia. According to the Commission's records, the annual report was not received for the above-named corporation on or before 14 and, consequently, the corporation's existence was automatically terminated as of that date.

Among other things, this termination means that the corporation can no longer lawfully conduct business and its directors are required to liquidate its business and affairs. As there may be other consequences resulting from the termination, it is suggested that the corporation, its officers and directors seek the advice of counsel.

If the corporation wishes to reinstate its corporate existence, it may do so by complying with the applicable statutes. For more information concerning reinstatement, contact:

State Corporation Commission
Clerk's Office
P.O. Box 1197 (1300 E. Main St., Richmond, VA 23219)
Richmond, VA 23218-1197

(804) 371-9733 or toll-free in Virginia (866) 722-2551

EXHIBIT 4

LIMITED LIABILITY COMPANY ANNUAL REGISTRATION FEE NOTICE

Vendor Record Format

Annual LLC Assessment Run

- There will be 1 data tape, labeled C1300, created each year in July.
- Standard label, Fixed length records, LRECL = 386, BLKSIZE = 17,756.
- The data is sorted by Zip, then LLC Corporate ID.
- Print a 1-page letter for each LLC Corporate ID on the tape.
- Print each letter on perforated paper to allow for a detachable payment stub.
- An "S" in the first position of the LLC Corporate Id signifies a Domestic LLC. A "T" in the first position of the LLC Corporate Id signifies a Foreign LLC.

RECORD LAYOUT

	Field	Format	Length	Start	End	Value	Value Definition
A.	LLC Corporate ID	A9	9	1	9	S T	= domestic = foreign
B.	Corporate Name - line 1	A65	65	10	74		
C.	Corporate Name - line 2	A35	35	75	109		
D.	Registered Agent Name - line 1	A50	50	110	159		
E.	Registered Agent Name - line 2	A50	50	160	209		
F.	Registered Agent Street - line 1	A45	45	210	254		
G.	Registered Agent Street - line 2	A45	45	255	299		
H.	Registered Agent City	A23	23	300	322		
I.	Registered Agent State	A2	2	323	324		
J.	Registered Agent Zip	A9	9	325	333		
K.	Year	N4	4	334	337		
L.	Assessment Fee	N6.2	8	338	345		
M.	Previous Balance	N6.2	8	346	353		
N.	Total Due	N6.2	8	354	361		
O.	OCR Scan Line	A25	25	362	386		

COMMONWEALTH OF VIRGINIA – STATE CORPORATION COMMISSION

LIMITED LIABILITY COMPANY ANNUAL REGISTRATION FEE NOTICE
2006 (K)

On July 1, the State Corporation Commission assessed an annual registration fee of $50.00 against the limited liability company ("Company") pursuant to §§ 13.1-1061, 13.1-1062 and 13.1-1063 of the Code of Virginia.

(K)

Payment of the assessment is due **October 1, 2006**, and must be received at the Commission on or before this date to avoid imposition of a $25.00 statutory penalty. Postmarks cannot be considered.

LLC NAME: B C

SCC ID NO.: A

D E F G H I J

SEND PAYMENT AND COUPON TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P. O. BOX 7621 (1300 E. MAIN ST., RICHMOND, VA 23219)
MERRIFIELD, VA 22116-7621

(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

SEND CORRESPONDENCE AND OTHER DOCUMENTS TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P.O. BOX 1197
RICHMOND, VA 23218

YOUR FILE COPY

K (BOLD)

If the Company has not paid all annual fees and/or penalties assessed in any previous year(s), those amounts are included in the total amount due. If less than the total amount due is tendered, the amount paid will be applied against fees/penalties uncollected for the longest period of time, as directed by § 13.1-1061 of the Code of Virginia. Failure to submit payment for the total amount due could result in underpayment of the assessment for the current year and imposition of the statutory penalty.

The Company's certificate of organization or registration, as the case may be, will be automatically canceled as of December 31 if this year's annual registration fee is not paid in full on or before that date. See § 13.1-1064 of the Code of Virginia.

MAKE CHECK PAYABLE TO:
TREASURER OF VIRGINIA

PLEASE DO NOT SEND CASH

REGISTRATION FEE	$	L
PRIOR YEARS BALANCE	$	M
PENALTY	$	
TOTAL AMOUNT DUE	$	N

Detach Payment Coupon Along This Perforation

COMMONWEALTH OF VIRGINIA – STATE CORPORATION COMMISSION
LIMITED LIABILITY COMPANY ANNUAL REGISTRATION FEE NOTICE
2006 (K)

LLC NAME: B C

SCC ID NO.: A

MAKE CHECK PAYABLE TO:
TREASURER OF VIRGINIA

PLEASE DO NOT SEND CASH

SEND PAYMENT WITH THIS COUPON TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P.O. BOX 7621 (1300 E. MAIN ST., RICHMOND, VA 23219)
MERRIFIELD, VA 22116-7621

(804) 371-9733 OR
TOLL-FREE IN VIRGINIA 1-866-722-2551

REGISTRATION FEE	$	L
PRIOR YEARS BALANCE	$	M
PENALTY	$	
TOTAL AMOUNT DUE	$	N

RETURN THIS PAYMENT COUPON AND INCLUDE YOUR SCC ID NO. ON YOUR CHECK.

DO NOT INCLUDE ANY OTHER DOCUMENTS OR CORRESPONDENCE WITH YOUR PAYMENT AND THIS PAYMENT COUPON

EXHIBIT 5

LIMITED LIABILITY COMPANY
NOTICE OF IMPENDING CANCELLATION OF CERTIFICATE

Vendor Record Format

LLC Impending Cancellation

- There will be 1 data tape, labeled C1300(?), created each year in October.
- Standard label, Fixed length records, LRECL = 390, BLKSIZE = 17,940.
- The data is sorted by Zip, then LLC Corporate ID.
- Print a 1-page letter for each LLC Corporate ID on the tape.
- Print each letter on perforated paper to allow for a detachable payment stub.
- An "S" in the first position of the LLC Corporate Id signifies a Domestic LLC. A "T" in the first position of the LLC Corporate Id signifies a Foreign LLC.

RECORD LAYOUT

	Field	Format	Length	Start	End	Value	Value Definition
A.	LLC Corporate ID	A9	9	1	9	S T	= domestic = foreign
B.	Corporate Name - line 1	A65	65	10	74		
C.	Corporate Name - line 2	A35	35	75	109		
D.	Registered Agent Name - line 1	A50	50	110	159		
E.	Registered Agent Name - line 2	A50	50	160	209		
F.	Registered Agent Street - line 1	A45	45	210	254		
G.	Registered Agent Street - line 2	A45	45	255	299		
H.	Registered Agent City	A23	23	300	322		
I.	Registered Agent State	A2	2	323	324		
J.	Registered Agent Zip	A9	9	325	333		
K.	Previous Balance	N6.2	8	334	341		
L.	Assessment Fee	N6.2	8	342	349		
M.	Penalty	N6.2	8	350	357		
N.	Total Due	N6.2	8	358	357		
O.	OCR Scan Line	A25	25	358	390		

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

NOTICE OF IMPENDING CANCELLATION OF CERTIFICATE

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

DATE PRINTED

D
E
F
G
H I J

LLC Name: B

SCC ID No.: C A

The records of the State Corporation Commission indicate that the Commission did not receive, on or before October 1 of this year, payment of the annual registration fee assessed against the named limited liability company. Accordingly, the limited liability company has been assessed the penalty prescribed by § 13.1-1064 of the Code of Virginia. Also, please note that the Commission cannot file or issue any certificate for any limited liability company until all fees and penalties are paid. See § 13.1-1065 of the Code of Virginia.

As a matter of information, if payment of the registration fee is not received at the Commission on or before December 31 of this year, the limited liability company's certificate of organization or certificate of registration, as the case may be, will be canceled automatically as of that date pursuant to § 13.1-1064 of the Code of Virginia. The Commission cannot consider postmarks or grant extensions of time.

If you have any questions, please contact the Clerk's Office at the address or phone numbers shown above.

Detach Payment Coupon Along This Perforation

STATE CORPORATION COMMISSION
CLERK'S OFFICE – LIMITED LIABILITY COMPANIES
P. O. BOX 7621
MERRIFIELD VA 22116-7621
(1300 E. MAIN ST., RICHMOND, VA 23219)

PLEASE RETURN THIS COUPON WITH YOUR CHECK PAYABLE TO "TREASURER OF VIRGINIA" AND INCLUDE YOUR SCC ID NO. ON YOUR CHECK.

LLC NAME: B

SCC ID NO.: C A

LLC ID	FEE	PENALTY	FEES FROM PREVIOUS YEAR	TOTAL DUE
A	L	M	K	N

EXHIBIT 6

NOTICE OF CANCELLATION OF DOMESTIC LIMITED LIABILITY COMPANY EXISTENCE OR CANCELLATION OF CERTIFICATE OF REGISTRATION TO TRANSACT BUSINESS IN VIRGINIA

Vendor Record Format

LLC Cancellation

- There will be 1 data tape, labeled C1300(?), created each year in January.
- Standard label, Fixed length records, LRECL = 370, BLKSIZE = 17,760.
- The data is sorted by Zip, then LLC Corporate ID.
- Print a 1-page letter for each LLC Corporate ID on the tape.
- Print each letter on perforated paper to allow for a detachable payment stub.
- An "S" in the first position of the LLC Corporate Id signifies a Domestic LLC. A "T" in the first position of the LLC Corporate Id signifies a Foreign LLC.

RECORD LAYOUT

	Field	Format	Length	Start	End	Value	Value Definition
A.	LLC Corporate ID	A9	9	1	9	S T	= domestic = foreign
B.	Corporate Name - line 1	A50	50	10	59		
C.	Corporate Name - line 2	A50	50	60	109		
D.	Registered Agent Name - line 1	A50	50	110	159		
E.	Registered Agent Name - line 2	A50	50	160	209		
F.	Registered Agent Street - line 1	A45	45	210	254		
G.	Registered Agent Street - line 2	A45	45	255	299		
H.	Registered Agent City	A23	23	300	322		
I.	Registered Agent State	A2	2	323	324		
J.	Registered Agent Zip	A9	9	325	333		
K.	Previous Balance	N6.2	8	334	341		
L.	Fee	N7.2	9	342	350		
M.	Penalty	N6.2	8	351	358		
N.	Total Due	N7.2	9	359	367		
O.	State of Certification	A2	2	368	369		

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

P.O. BOX 1197
RICHMOND, VA 23218-1197
(804) 371-9733 OR TOLL-FREE INVIRGINIA 1-866-722-2551

DATE PRINTED

D
E
F
G
H I J

NOTICE OF CANCELLATION OF DOMESTIC LIMITED LIABILITY COMPANY EXISTENCE OR CANCELLATION OF CERTIFICATE OF REGISTRATION TO TRANSACT BUSINESS IN VIRGINIA

LLC Name: B
C
SCC ID No.: A

Virginia law provides that if any limited liability company fails to pay its annual registration fee on or before December 31 of the year it is due, its certificate of organization or certificate of registration, as the case may be, shall be automatically canceled as of December 31 of that year. See § 13.1-1064 of the Code of Virginia. According to the records of the Commission, the registration fee for the named limited liability company was not received on or before December 31, and, consequently, on December 31, 9999, the limited liability company's certificate was canceled by operation of law.
current YEAR MINUS ONE

Among other things, this cancellation means that the limited liability company can no longer lawfully conduct business. As there might be other consequences resulting from the cancellation, it is suggested that the limited liability company and its members seek advice from counsel.

If the limited liability company wishes to reinstate its certificate, it may do so by complying with the applicable statutes. For more information concerning reinstatement, contact the Clerk's Office at:

State Corporation Commission
Clerk's Office
P.O. Box 1197 (1300 E. Main St., Richmond, VA 23219)
Richmond, VA 23218-1197

(804) 371-9733 or toll-free in Virginia (866) 722-2551

EXHIBIT 7

LIMITED PARTNERSHIP ANNUAL REGISTRATION FEE NOTICE

Vendor Record Format

LP Assessment

- There will be 1 data tape, labeled C1300(?), created each year in July.
- Standard label, Fixed length records, LRECL = 386, BLKSIZE = 27,792.
- The data is sorted by Zip, then LP Corporate ID.
- Print a 1-page assessment bill for each LP ID on the tape.
- Print each letter on perforated paper to allow for a detachable payment stub.
- An "L" in the first position of the LP Corporate Id signifies a Domestic LP. A "P" in the first position of the LP Id signifies a Foreign LP.

RECORD LAYOUT

	Field	Format	Length	Start	End	Value	Value Definition
A.	LP Corporate ID	A9	9	1	9	L P	= domestic = foreign
B.	LP Name - line 1	A50	50	10	59		
C.	LP Name - line 2	A50	50	60	109		
D.	Registered Agent Name - line 1	A50	50	110	159		
E.	Registered Agent Name - line 2	A50	50	160	209		
F.	Registered Agent Street - line 1	A45	45	210	254		
G.	Registered Agent Street - line 2	A45	45	255	299		
H.	Registered Agent City	A23	23	300	322		
I.	Registered Agent State	A2	2	323	324		
J.	Registered Agent Zip	A9	9	325	333		
K.	Year	N4	4	334	337		
L.	Assessment Fee	N6.2	8	338	345		
M.	Previous Balance	N6.2	8	346	353		
N.	Total Due	N6.2	8	354	361		
O.	OCR Scan Line	A25	25	362	386		

COMMONWEALTH OF VIRGINIA – STATE CORPORATION COMMISSION

LIMITED PARTNERSHIP ANNUAL REGISTRATION FEE NOTICE
2007 (K)

On July 1, the State Corporation Commission assessed an annual registration fee of $50.00 against the limited partnership pursuant to §§ 50-73.66, 50-73.67 and 50-73.68 of the Code of Virginia.

Payment of the assessment is due **October 1, 2007**, and must be received at the Commission on or before this date to avoid imposition of a $25.00 statutory penalty. Postmarks cannot be considered.

LP NAME: B C

SCC ID NO.: A

D E F G H I J

SEND PAYMENT AND COUPON TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P. O. BOX 7613 (1300 E. MAIN ST., RICHMOND, VA 23219)
MERRIFIELD, VA 22116-7613

(804) 371-9733 OR TOLL-FREE IN VIRGINIA (866) 722-2551

SEND CORRESPONDENCE AND OTHER DOCUMENTS TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P.O. BOX 1197
RICHMOND, VA 23218

YOUR FILE COPY

K

If the limited partnership has not paid all annual fees and/or penalties assessed in any previous year(s), those amounts are included in the total amount due. If less than the total amount due is tendered, the amount paid will be applied against fees/penalties uncollected for the longest period of time, as directed by § 50-73.66 of the Code of Virginia. Failure to submit payment for the total amount due could result in underpayment of the assessment for the current year and imposition of the statutory penalty.

The limited partnership's certificate of limited partnership or registration, as the case may be, will be automatically canceled as of December 31 if this year's annual registration fee is not paid in full on or before that date. See § 50-73.69 of the Code of Virginia.

MAKE CHECK PAYABLE TO: TREASURER OF VIRGINIA		
REGISTRATION FEE	$ 999999.99	L
PRIOR YEARS BALANCE	$ 999999.99	M
PENALTY	$	
TOTAL AMOUNT DUE	**$ 999999.99**	N

Detach Payment Coupon Along This Perforation

COMMONWEALTH OF VIRGINIA – STATE CORPORATION COMMISSION
LIMITED PARTNERSHIP ANNUAL REGISTRATION FEE NOTICE
2007 (K)

LP NAME: B C

SCC ID NO.: A

RETURN THIS PAYMENT COUPON AND INCLUDE YOUR SCC ID NO. ON YOUR CHECK.

DO NOT INCLUDE ANY OTHER DOCUMENTS OR CORRESPONDENCE WITH YOUR PAYMENT AND THIS PAYMENT COUPON.

MAKE CHECK PAYABLE TO:
TREASURER OF VIRGINIA

PLEASE DO NOT SEND CASH

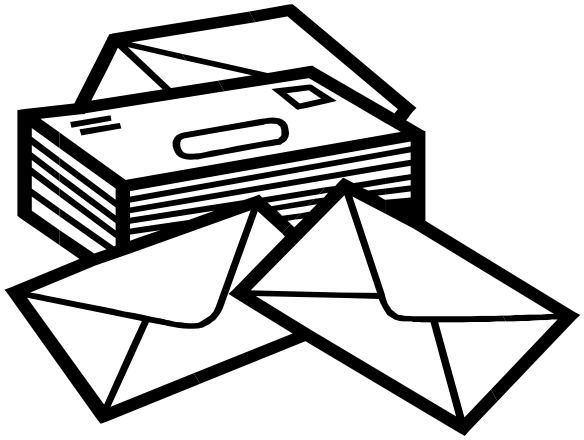
SEND PAYMENT WITH THIS COUPON TO:
STATE CORPORATION COMMISSION
CLERK'S OFFICE
P.O. BOX 7613 (1300 E. MAIN ST., RICHMOND, VA 23219)
MERRIFIELD, VA 22116-7613

(804) 371-9733 OR
TOLL-FREE IN VIRGINIA (866)-722-2551

REGISTRATION FEE	$ 999999.99	L
PRIOR YEARS BALANCE	$ 999999.99	M
PENALTY	$	
TOTAL AMOUNT DUE	**$ 999999.99**	N

EXHIBIT 8

Bank Lockbox Service Guide



OCR Remittance Coupon Specifications

OCR Remittance Coupons contain the information essential for processing. The remittance coupon information is captured electronically by OCR remittance processing equipment. Because OCR equipment is sensitive to variations in coupon size and encoding specifications, several factors should be considered when designing a new coupon for remittance processing. Detail specifications for the coupon design are provided in the table below.

DETAILS	COMMENTS	SPECIFICATIONS	
PHYSICAL CHARACTER-ISTICS	The physical characteristics of the coupon (*quality of paper, including size, weight, and smoothness*) determine how well and how consistently the coupon can be scanned. The coupon should be sized for a comfortable fit within the Courtesy Reply Mail (CRM) envelope. A fit, which is too tight, can cause folding and damage. A fit, which is too loose, requires a larger window. Pricing is predicated on test results.	➢ Length	**Preferred Length: 7.00"** Minimum Requirements: 5.87" Maximum Requirements: 8.75"
		The size of the coupon should be different from the size of a personal and/or commercial size check. *Average size of personnel check: 6"* *Average size of commercial check: 8"*	
		➢ Height	**Preferred Height: 3.50"** Minimum Requirements: 3.37" Maximum Requirements: 3.67"
		➢ Coupons are required to have a 0.125" (1/8) shift space on both sides after inserting the coupon inside the envelope. ➢ Height to length ratio minimum is 1:3. Must not exceed 2:3.	
PAPER	The paperweight is extremely important in reducing misapplications. Re-unites, after extraction track jams, are the primary reasons for misapplications. Image clarity is greatly affected by the quality of the paper and the quality of print.	➢ Weight	**Preferred Weight: 24 lb. - New*** Minimum Requirements: 20 lb. Maximum Requirements: 24 lb.
		*Recycled paper must be 24 lb. or greater	
		➢ Thickness	**Preferred Thickness: 0.009"** Minimum Requirements: 0.007" Maximum Requirements: 0.0095"
		➢ All coupons for a single box must be the same size and thickness. Variations exceeding 0.0004" will degrade the out sorting.	
		➢ Color	White paper is preferred with a reflectance greater than 70%

DETAILS	COMMENTS	SPECIFICATIONS	
		➢ Stiffness	Reading of 60-100 mg minimum (*Gurley)*
PAPER ***Continued…***		➢ Smooth-ness	Reading of more than 200 mg Sheffield Flow Units is preferred
		➢ Dirt level	< 10 parts per million &150 marks per 1000" square
		➢ Avoid using high gloss, low porosity, and coated paper. ➢ Long grain paper is recommended for all paperweights but is a requirement for paper weights under 24 lbs. ➢ Short grain paper must be 28 lbs or greater. ➢ Avoid background interference such as underlines, watermarks, and halftones.	
COUPON DESIGN	The statement portion should not resemble the coupon portion that will be remitted, or the scanline must be placed on both portions. *(It is not uncommon for customers to remit the wrong portion.)*	➢ No holes are allowed in the coupon. ➢ For quality controls, the customer's name must appear on the front of the coupon. ➢ It is a requirement for multiple coupon types captured in the same lockbox to have a numeric scanline identifier. Documents can also be identified by scanline placement, document size, and scanline length. ➢ The lower reverse side of the coupon, 1.6 inches from the bottom edge, is used for the placement of the audit trail and should remain clear of any print.	
COUPON PRINTING	Print vendors must retain an approved original OCR coupon and CRM envelope as a standard for judging forms delivered in production quantities. The ratio between print reflectance and background reflectance is measured using the print contrast signal (PCS).	➢ Impact printing produces unsatisfactory scanning results and cannot be accepted. ➢ Laser print is required, free of smudges and voids. ➢ If the coupon has printing on both sides, the opacity must be greater than 85% to ensure the printing on the reverse side does not show through when imaged. ➢ The scannable print *(used for all information, including headings/captions on the coupon)* must have a PCS of 0.60 or greater with respect to the background.	

DETAILS	COMMENTS	SPECIFICATIONS
SCANNABLE INK	High iron content in ink may appear as MICR in the OCR line.	➢ The characteristics for inks used in scanning and imaging: Matte-finished, lead free and non-reflective. ➢ Colors For OCR Printing: Do not use blue, gray, or red ink for the delivery address field, barcodes, or the scanline. *See Appendix 4.1 for acceptable colors.* ➢ The PCS must be greater than 0.60 in order for an image to appear during scanning.

SCANNABLE INK REFLECTANCE TO PRODUCE A PCS OF 0.60	
Background Reflectance	**Minimum Reflectance**
80 %	32 %
75 %	30 %
70 %	28 %
65 %	26 %
60 %	24 %

DETAILS	COMMENTS	DROP-OUT INK REFLECTANCE TO PRODUCE A PCS OF 0.20	
DROP-OUT INK	Printing certain areas in drop-out ink allows the scanning of handwritten/printed areas to be detected and read more accurately. Drop-out print reduces image size and storage requirements, speeds image processing, and makes the images easier to view on an image display screen.	**Background Reflectance**	**Background Reflectance**
		80 %	80 %
		75 %	75 %
		70 %	70 %
		65 %	65 %
		60 %	60 %

DETAILS	COMMENTS	SPECIFICATIONS
		➢ Drop-out ink must have a PCS of less than 0.20 for the print to disappear from the image. ➢ Drop-out ink is recommended in the following areas: ♦ Check block placed on the front of the coupon for change of address ♦ The lines provided to write the address changes ♦ The courtesy field for the customer to write in the amount remitted ♦ Instructions on how to remit payment ♦ Nonessential information such as the background, rules and graphics ♦ Any print that is within 0.250" (1/4") of data that is to be captured.

DETAILS	COMMENTS	SPECIFICATIONS
PLAIN ENGLISH FIELDS	The Plain English fields must contain the necessary fields to validate the account number as well as direct the payment to the proper location in the output file. The check digit must also be included in Plain English if the field has a check digit	➢ The Plain English fields should be 10-14 points with sans serif fonts. (*Helvetica is a font that can be imaged well.)* ➢ If a check digit is use on the account number, the check digit is required to be the last digit of the account number in the Plain English field. ➢ Each field on the coupon should have a clear caption such as "Amount Due" or "Account Number." ➢ The Plain English fields should be positioned on the right side of the coupon or across the top of the coupon, grouped by types. ➢ The Plain English fields should read in the same order as the scanline.
RECOGNITION FIELD FOR HAND-WRITTEN DOLLAR AMOUNT REMITTED	The field should be a clear box with **no** decimal points or dollar signs.	**LOCATION OF HANDWRITTEN RECOGNITION FIELD** ➢ Placement from edge of coupon — Minimum: 0.25" ➢ From bottom edge of coupon — Recommended 1.50" Minimum: 1.00" ➢ Clear band around recognition field — Minimum: 0.25" ➢ The "Amount To Be Remitted" field should have a well-defined caption. The font should be 8 -10 points. ➢ Do not the shade the "Amount To Be Remitted" box unless drop-out ink is used. Drop-out ink is used to indicate the location of the dollar amount. **RECOMMENDATIONS FOR CHARACTER BOXES** ➢ Border Thickness — **Recommended: .150"** Minimum: 0.125" ➢ Separator Bar — **Recommended: 0.030"** Minimum: 0.020" ➢ Inner Height of Character Boxes — **Recommended: 0.220"** Minimum: 0.180" ➢ Inner Width of Character Boxes — **Recommended: 0.180"** Minimum: 0.150" ➢ Height/Width Ratio for Boxes — **Recommended: 1.2/ 1** Minimum: 1.1/ 1

DETAILS	COMMENTS	SPECIFICATIONS
OCR SCANLINE FONT	Designing the OCR scanline is the most important step in the quality process. The scanline must be laser printed and must be free of smudges, voids, and have the smallest percentage of MICR ink that is required to produce toner ink.	➢ OCR-A Numeric: Must comply with ANSI X3.17 specification. ➢ OCR-B Numeric: Must comply with ANSI X3.49 specification and requires Product approval. ➢ OCR-A Alpha - Numeric: Must comply with ANSI X3.17 specification and requires Product approval. ➢ OCR-B Alpha - Numeric: Must comply with ANSI X3.17 specification and requires Product approval

DETAILS	COMMENTS	SPECIFICATIONS
CHARACTER-ISTICS OF THE OCR SCANLINE	Fields that is not required to be in the output file should be excluded from the scanline, unless required for validation or sorting. The OCR scanline must receive successful results from OPS test//review (7780)	➢ Total length of a <u>single</u> scanline should not exceed 79 characters, based on length of coupon. ➢ The WTLBX platform requires an account and dollar amount field to be in the scanline. ➢ If a scanline will not have a dollar amount, then the dollar amount field must be all zeros. All items will be all non-exact transaction. ➢ If multiple dollar amount fields in the scanline are a requirement, the scanline will be reviewed on a case-by-case basis. The OK will be based on the number of characters in the scanline and the other required fields of data. ➢ It is a requirement for multiple coupon types captured in the same lockbox to have a numeric scanline identifier. ➢ It is a requirement that there is a check digit on the entire scanline. And it is preferred to have the check digit on the account number field. ➢ To reduce potential misapplications, it is preferred not to have alpha characters and symbols in the scanline. However, if the use of alphas is a requirement then the alpha characters must be weighted so that they are included in the check digit routines. ♦ The alpha characters are to be converted to two-digit numeric value in the scanline (ex. A=01, B=02). ♦ The two-digit numeric value can be converted back to alpha characters before transmitting the file. ♦ In order to correct scanline misreads the Plain English fields must also reflect the numeric value.
PERFORATION	To eliminate the tearing of the coupon by the remitter, the perforation placement is extremely important. To prevent torn edges a fine micro sheen perforation is required.	➢ Paper weight less than 24 lbs. requires a <u>top</u> perforation on the coupon. ➢ It is preferred that the fold of the statement and the perforation line on the coupon to be the same.

DETAILS	COMMENTS	SPECIFICATIONS
OCR SCANLINE POSITION	It is strongly recommended to keep the scanline high to eliminate rejects if the extraction equipment needs adjusting because the bottom of the coupon is being sliced.	➢ The OCR scanline position must conform to the following: ♦ Vertical placement of the scanline should be absolutely no closer than 0.625" (5/8") to the side edge of the coupon. ♦ This dimension is measured from the edge of the coupon to the bottom edge of the character. The scanline can be positioned from this point upward. ♦ The 0.625" (5/8") minimum between the bottom of the scanline and bottom edge of the coupon allows for the required .500" clear band around the scanline and provides an additional .0250" (1/4") margin for mail extraction equipment, in the event these devices fall out of adjustment and begin slicing the bottom of the coupon. ➢ There must be an absolute minimum clear band of 0.500" (1/2") on the top of the scanline and on both sides of the scanline with reference to the coupon's side edges. ➢ A single (1) character space between each field is recommended if the field is over four characters long. However, two characters is the maximum amount of space between fields.

DETAILS	COMMENTS	SPECIFICATIONS
OCR CHECK DIGIT VERIFIER	OCR Scanline Check Digit Routine. *(See OCR Scanline Check Digit Specifications)*	➢ To accurately apply payments, the use of a check digit verifier on at least the entire scanline is requested and additionally preferred on the account number field. ➢ Check digits can be used on every field of data included in the transmission file, or for validation of other scanline data. ➢ If the check digit verifier is used on account number, it is required to be the last digit of the account number in the pain English field. ➢ The customer is required to provide the detailed specifications on the check digit verifier as well as examples of the calculation performed on sample data.
OCR SCANLINE REJECTS	*The most common reasons for scanline rejects:* ♦ Unapproved revisions to the OCR coupon ♦ The print vendor fails to perform quality check points prior to mass printing, resulting in: 1. Skewed scanlines 2. Scanlines printed too high or too low *3. Poor quality printing*	➢ *If the OCR scanline reject rate exceeds 3%, a surcharge will be applied to the Account Analyst statement.* ➢ *Rejects count as one reject per coupon. The client will be charged for all rejects, not just the quantity over three percent. The client will be notified before being charged for any rejects.*
REGIST-RATION MARKS	The print vendor can utilize registration marks on the coupon or	➢ The registration marks can be placed in opposing corners and can be placed around data to be recognized.

DETAILS	COMMENTS	SPECIFICATIONS	
		REQUIREMENTS FOR REGISTRATION MARKS	
		➢ Length	Minimum - 0.250" (1/4")
		➢ Thickness	Minimum - 0.04"
		➢ From leading edge	Minimum - 0.250" (1/4")
		➢ From other fields	Minimum - 0.250" (1/4")

OCR Scanline Check Digit Specifications

A check digit routine is a mathematical method of verifying the accuracy of a series of numbers, reading left to right. Check digits are generated by consistently applying a set of rules, or an algorithm, to the series of numbers.

To accurately read the scanline, a check digit is required on the entire scanline. Additionally, it is recommended that you have a check digit on the account number field. To further reduce the possibility of a character substitution passing the check digit verification, varying weights and weight selections for multiple check digit fields are critical to the check digit accuracy.

Check digit weights must have a rotating pattern of no more than 25 characters and 1 weight to the replacement value.

The preferred check digit routine is Modulus 10, sum of digits, with weights of 7,5,3,2. Other check routines may be accommodated. However, based on experience it is preferred not to use weights of 1,2,1,2,1,2 or 2,1,2,1,2,1. Historically, these weights have proven to be very susceptible to errors when dealing with character substitutions. For those who are not versed in OCR (Optical Character Recognition), a character substitution occurs when the OCR read logic misreads a character; for example a “6” is misread as a “5”. By utilizing varying weights for multiple check digit scanlines the likelihood of a character misread passing two check digits is very remote. If the same weights are used for all check digits in a multiple check digit scanline and a character substitution passes one check digit, chances are that the character substitution will pass all further check digit routines. It is this fact that promotes varying the weights for check digits.

An Example of a Preferred Check Digit Calculation

Example scanline data: 8529831

Identify the series of numbers	8	5	2	9	8	3	1	**TOTAL SUM**
Assign weights	7	5	3	2	7	5	3	
Multiply each number by its assigned weight	56	25	6	18	56	15	3	
Sum the digits of the result	5+6 = 11	2+5 = 7	6	1+8 = 9	5+6 =11	1+5 = 6	3	
Sum	11	18	24	33	44	50	53	**53**
Divide the Sum by the Modulus 10 to determine the remainder: 53/10 = 5 with a remainder of 3.								
Subtract the remainder from the Modulus 10 to determine the check digit: 10 - 3 = 7								
The resulting check digit verifier is: 7								

Acceptable Drop-Out Inks for OCR Scanning

Recommended drop-out inks in reference to Summit Screen Inks, formerly of Sinclair and Valentine OCR Inks.

COLOR	INK	COLOR	INK
Red	J-6983	Lt. Blue	J-27972
Yellow	J-24182	Lt. Blue	J-27973
Lt. Green	J-31858	Lt. Blue	J-24185
Dk. Green	J-22052	Red	J-30495
Lt. Blue	J-24186	Dk. Green	J-30496
Dk. Blue	J-18710	Dk. Blue	J-370498
Orange	J-30269	Magenta	J-22045
Brown	J-22053	Black	J-20988
Red	J-19410	Lt. Blue	J-24662
Lt. Blue	J-24555	Lt. Green	J-24554
Red	J-24882	Pink	J-24944
Red	J-25083	Pink	J-24893

What If The Print Vendor Says It's Too Costly To Use Drop-out Ink?

It is less expensive to print a document with a single color of ink than two or more colors. It is not cost-effective to have different colors for the drop-out portions and the scannable portions of the coupon. The solution to this problem is to print the different portions of the document with different densities of the same color. For example:

- The parts of the coupon that are to appear in the image (scannable print) should be printed at 100% density.
- The parts of the document that are to Drop-Out on the image should be printed at 10 to 20% density and 133 lines per inch.
- Other shading that should be clearly visible and does not have to Drop-Out could be printed at 30 to 50% density.

EXHIBIT 9

2007 CORPORATE MAILING STATISTICS

Assessment/Annual Report Mailers

Month/Year Mailed	Individually Mailed Assessment/Annual Report Mailers	Bulk Mailed Assessment/Annual Report Mailers	Total Assessment/Annual Report Mailers	Total Perforated Sheets in Assessment/Annual Report Mailer	Total Non-Perforated Sheets in Assessment/Annual Report Mailer
January-07	19,331	2,291	21,622	21,622	64,866
February-07	16,396	2,051	18,447	18,447	55,341
March-07	16,680	2,227	18,907	18,907	56,721
April-07	16,626	2,056	18,682	18,682	56,046
May-07	15,273	2,048	17,321	17,321	51,963
June-07	15,295	2,136	17,431	17,431	52,293
July-07	15,014	1,950	16,964	16,964	50,892
August-07	14,833	2,232	17,065	17,065	51,195
September-07	13,555	1,879	15,434	15,434	46,302
October-07	17,991	2,230	20,221	20,221	60,663
November-07	17,151	1,879	19,030	19,030	57,090
December-07	16,748	2,018	18,766	18,766	56,298
Totals:	194,893	24,997	219,890	219,890	659,670

Impending Notices of Termination/Revocation | **Termination/Revocation Notices**

Month/Year Mailed	Impending Termination/Revocation for Annual Report	Total Non-Perforated Sheets in Impending Termination/Revocation for Annual Report	Impending Termination/Revocation for Fee	Total Perforated Sheets in Impending Termination/Revocation for Fee	Termination/Revocation Notices for Annual Report & Fee	Total Non-Perforated Sheets for Termination/Revocation for Annual Report & Fee
January-07	4,589	18,356	3,608	3,608	1,853	1,853
February-07	4,307	17,228	3,412	3,412	1,674	1,674
March-07	4,872	19,488	3,719	3,719	1,673	1,673
April-07	5,452	21,808	4,164	4,164	1,509	1,509
May-07	4,395	17,580	3,542	3,542	1,717	1,717
June-07	4,771	19,084	3,664	3,664	1,736	1,736
July-07	4,417	17,668	3,564	3,564	1,920	1,920
August-07	4,228	16,912	3,403	3,403	2,266	2,266
September-07	4,023	16,092	3,308	3,308	1,794	1,794
October-07	4,052	16,208	3,258	3,258	2,055	2,055
November-07	3,887	15,548	3,121	3,121	1,986	1,986
December-07	3,570	14,280	3,121	3,121	1,776	1,776
Totals:	52,563	210,252	41,884	41,884	21,959	21,959

Corporate run volumes have been growing approximately 2% each year for the last 4 years.

EXHIBIT 10

2007 LIMITED LIABILITY COMPANY (LLC) AND LIMITED PARTNERSHIP (LP) MAILING STATISTICS

Mailing	Month/Year Mailed	Individually Mailed	Bulk Mailed	Total	Total Perforated Sheets	Total Non-Perforated Sheets	Number of Bulk Recipients
LLC Annual Registration Fee	July-07	119,015	31,487	150,502	129,832		240
LLC Impending Cancellation	October-07	35,475		35,475	35,475		
LLC Cancellations	January-08	18,690		18,690		18,690	
LP Annual Registration Fee	July-07	8,275	TBD	8,275	8,275		TBD
	Totals:	181,455	25,473	212,942	173,582	18,690	

LLC annual run volumes have been growing approximately 20% each year for the last 4 years.
LP annual run volumes have held steady at the rate shown herein for the last 4 years.

EXHIBIT 11

2008 COMBINED SCHEDULE FOR ANNUAL RUNS

Note: The schedule below is intended to represent a sample of run dates for mailings. Dates will vary depending upon the contract period.

Run Date	Run
01/07/08	Impending Revocation for December
01/07/08	Automatic Termination/Revocation for August
01/04/08	Annual Report and Assessment for March
01/07/08	Limited Liability Company Cancellation
02/04/08	Impending Revocation for January
02/04/08	Automatic Termination/Revocation for September
02/04/08	Annual Report and Assessment for April
03/05/08	Impending Revocation for February
03/05/08	Automatic Termination/Revocation for October
03/07/08	Annual Report and Assessment for May
04/02/08	Impending Revocation for March
04/02/08	Automatic Termination/Revocation for November
04/04/08	Annual Report and Assessment for June
05/05/08	Impending Revocation for April
05/05/08	Automatic Termination/Revocation for December
05/02/08	Annual Report and Assessment for July
06/04/08	Impending Revocation for May
06/04/08	Automatic Termination/Revocation for January
06/06/08	Annual Report and Assessment for August
07/02/08	Impending Revocation for June
07/02/08	Automatic Termination/Revocation for February
07/03/08	LLC Annual Assessment
07/03/08*	Annual Report and Assessment for September
07/03/08	Limited Partnership Assessment
08/04/08	Impending Revocation for July
08/04/08	Automatic Termination/Revocation for March
08/04/08	Annual Report and Assessment for October
09/03/08	Impending Revocation for August
09/03/08	Automatic Termination/Revocation for April
09/05/08	Annual Report and Assessment for November
10/02/08	Impending Revocation for September
10/02/08	Automatic Termination/Revocation for May
10/03/08	Annual Report and Assessment for December
10/02/08	Limited Liability Company Impending Cancellation
11/05/08	Impending Revocation for October
11/05/08	Automatic Termination/Revocation for June
11/07/08	Annual Report and Assessment for January
12/03/08	Impending Revocation for November
12/03/08	Automatic Termination/Revocation for July
12/05/08	Annual Report and Assessment for February

Notes:

- Annual Reports & Assessments scheduled for first Friday of the month (unless denoted by *)
- Impending & Automatic Runs scheduled for 2nd working day of month unless conflicts with Annual Report/Assessment run or Tape Sales (Tuesday).

EXHIBIT 12
Patch Code Information for KODAK IMAGELINK™ Products

Patch Description

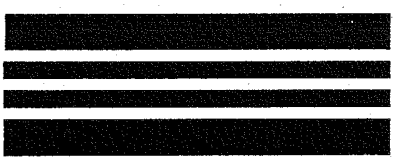
A patch is a pattern of parallel, alternating black bars and spaces that is printed on a document. KODAK IMAGELINK Products which have a KODAK IMAGELINK Patch Reader Accessory installed are capable of recognizing patch documents and automatically assigning a document Image Level and incrementing the document Image Address. This method of controlling document Image Levels and document Image Addresses eliminates the need for an operator to manually set these values.

Patch Codes

Patch III

Assigns Image Level 3 to the *current* document.

Patch II



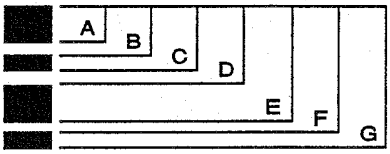
Assigns Image Level 2 to the *current* document.

Patch T / Transfer Patch

Assigns a predefined Image Level to the *next* document. The predefined Image Level is based upon the Transfer Patch Definition which is defined for each application mode during installation. For example, if the Transfer Patch Definition defined for the current mode is Image Level 2, then use of a Transfer Patch assigns Image Level 2 to the *next* document.

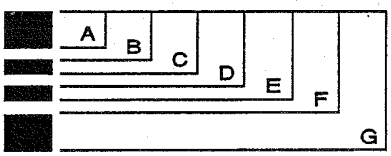
Patch Code Specifications

Patch III



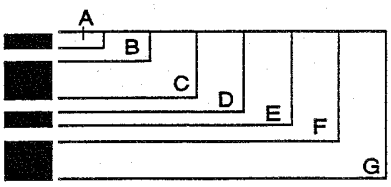
Zone	Inches	Millimeters
A	0.19-0.21	4.75-5.25
B	0.27-0.29	6.75-7.25
C	0.35-0.37	8.75-9.25
D	0.43-0.45	10.75-11.25
E	0.63-0.65	15.75-16.25
F	0.71-0.73	17.75-18.25
G	0.79-0.81	19.75-20.25

Patch II



Zone	Inches	Millimeters
A	0.19-0.21	4.75-5.25
B	0.27-0.29	6.75-7.25
C	0.35-0.37	8.75-9.25
D	0.43-0.45	10.75-11.25
E	0.51-0.53	12.75-13.25
F	0.59-0.61	14.75-15.25
G	0.79-0.81	19.75-20.25

Patch T / Transfer Patch



Zone	Inches	Millimeters
A	0.07-0.09	1.75-2.25
B	0.15-0.17	3.75-4.25
C	0.35-0.37	8.75-9.25
D	0.43-0.45	10.75-11.25
E	0.51-0.53	12.75-13.25
F	0.59-0.61	14.75-15.25
G	0.79-0.81	19.75-20.25

The wide bars should be 0.20 inches (5 mm) wide +/- 0.01 inches (0.25 mm).

The narrow bars and spaces should be 0.08 inches (2 mm) wide +/- 0.01 inches (0.25 mm).

The minimum overall length of the patch bars is 2 inches (50 mm). The maximum width of the patch code is 0.80 inches (20 mm) +/- 0.01 inches (0.25 mm).

Printing Specifications

A patch code is a parallel pattern of bars (black, low reflectance) and spaces (clear, high reflectance).

The ink used to print the black bars must be carbon-based black or equivalent. The printed black bars must reflect less than 20% of the infrared light source.

The bond paper that forms the spaces must be white or a light pastel color that reflects at least 65% of the infrared light source.

This package contains several pages of camera-ready patch codes. These copies adhere to the specifications provided and may be used by a printer when creating patch documents.

Two types of camera-ready patch codes are provided:

- 2.5 inch (62.5 mm) long patch codes which may be used when preprinting patch codes labels or when printing patch codes directly on application documents.

- Full-page width and full-page length patch code documents which may be used to create full-page patch documents which are used as "batch headers"; interleaved among application documents. These full-page patches may be fed into the transport without regard to orientation.

Reliability Requirements

- Print the patch code only on the top page of multiple-part forms with carbon paper inserts. Smudged carbon in the patch code area can cause false readings.

- If patch-coded forms are printed in pads, make sure that the torn edges are not fed into the machine first (not the leading edge). A ragged leading edge preceding the patch code may cause the distance to the first bar to be out of tolerance.

- Avoid photocopying patches.

- Print patch codes with carbon-based ink.

  NOTE: Ink which is used to print bar codes typically has a high carbon content.

- Avoid printing patches on glossy paper. Glare can cause the patch to be misread.

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