

# PRINTING SERVICES / FAX CHECK LIST



COMMERCE FINANCIAL PRINTERS CORP.

305 Cox Street • Roselle, NJ • 07203-1703 1-800-866-1547 • (908) 241-9880 • Fax: (908) 241-5653

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
CFP Account Executive: \_\_\_\_\_ **FAX NO. (908) 241-5653**

**For your convenience, we have compiled a list of printing services available. Please check off the items you would be interested in receiving samples of, and fax it to your account executive. Samples will be forwarded to you as soon as possible.**

## ***Please Check:***

### ***ANNUAL MEETING***

- Annual Report:  Typeset  Camera ready  
Annual Report Cover:  Designed by CFP  
 Camera ready  
Notice of Meeting/Proxy Statement:  Typeset  
 Camera ready  
 Telephone / Internet Voting Sheet  
 Proxy sheet - 8½ x 11  
Mailing envelope - window:  
 9 x 12  9½ x 12½  10 x 13  
 Return envelope - 6 x 9  
 Other: \_\_\_\_\_

### ***SECOND REQUEST MAILING:***

- Letter  
 Proxy Sheet - reprint of the original  
 Mailing envelope - 6¼ x 9½  
 Return envelope - 6 x 9  
 Other: \_\_\_\_\_

### ***CASH DIVIDENDS:***

- Laser checks:  002 - check/address change  
 004 - check/address change/notice  
 005 - check/address change/letter  
 006 - check/mailer  
Colors available: Light Blue, Dark Blue, Green,  
Wine, Gray  
 Mailing envelope - #10 laser window  
Dividend notice:  8½ x 3¾ (standard size)  
 3¾ x 8½  
 Dividend notice/Address Change - 8½ x 3¾ (standard size)  
 Dividend letter - 8½ x 11  
 Quarterly report  
 Other: \_\_\_\_\_

### ***DIRECT DEPOSIT OF DIVIDENDS:***

- Mailing envelope - #10 window  
 Return envelope - #9  
 Brochure - 7¾ x 15½ (tri-fold to 7¾ x 3¾)  
 Other: \_\_\_\_\_

### ***DIVIDEND REINVESTMENT PLAN:***

- Shareholder Survey Card  
 Mailing envelope - 6¼ x 9½ window  
 Return envelope - 6 x 9  
 Enrollment card - 8½ x 5½  
 Letter - 8½ x 11  
 Prospectus - 8½ x 6½  
 Brochure - 17 x 8½ (tri-fold to 5¾ x 8½)  
 Other: \_\_\_\_\_

### ***STOCK DIVIDENDS:***

- Mailing envelope - #14SD Brown Kraft  
 Letter - 8½ x 11  
 Cash in lieu check - LZR - 004  
 Other: \_\_\_\_\_

### ***LETTER OF TRANSMITTAL:***

- Mailing envelope - #11 window  
 Return envelope - #10 courtesy reply  
 L/T - depending on content can be 8½ x 14  
and/or 8½ x 17  
 Letter - 8½ x 11  
 W-9 Guidelines - (if in L/T instructions)  
 Frequently Asked L/T Questions  
 Other: \_\_\_\_\_

### ***HOUSEHOLDING***

- Sign-up sheet

### ***I.R.I.S. (INVESTOR RELATIONS INTERNET SERVICE)***

- IRIS card

### ***EDGAR FILING SERVICES INFORMATION***

- Annual contract  
 Per job filing

### ***PRINT MANAGEMENT — ONLINE PROGRAM***

- Need additional info  
 Interested in a demo  
 Contact me to discuss