

PROXY MATERIALS PRINTING AND DELIVERY TIPS

PRINTING OF PROXY MATERIALS

Computershare can coordinate the printing of your proxy card, envelope and all your annual meeting materials, handle the layout and printing details, and provide you with proofs for review and approval. Computershare is cost competitive and delivers a high quality of printed materials and service, plus you reap the benefits of dealing with one provider for your annual meeting services.

DELIVERY OF PROXY MATERIALS

When Computershare coordinates your mailing, your relationship management team will discuss issues such as production capacity and the time it will take to complete the mailing to ensure your mailing goes as planned. If materials are coming from a variety of printers, please confirm the dates with all sources and request the printers to clearly label the contents of each box, and tape a sample of the enclosure to the outside of the box.

STANDARD (BULK) MAIL REQUIREMENTS

For Standard (bulk) mail, the precise weight and thickness of the mailing must be entered into our presorting software to establish packaging parameters for postal processing. In order to obtain Standard (bulk) mail rates, you must provide sample packages in advance, so that we can determine the weights and dimensions of all pieces being included in the mailing.

COMPUTERSHARE COMMUNICATION SERVICES DELIVERY INSTRUCTIONS

Your relationship management team will inform you in advance of the Computershare mailing location:

118 Fernwood Avenue
Edison, NJ 08837
Attn: Receiving
Tel. 732-417-2928

Receiving hours:

Monday - Friday 7:30 am to 6:00 pm Eastern Time
To arrange for extended receiving hours (and on weekends), contact your client services team.

GUIDELINES

To facilitate the processing of your mailing, please adhere to the following delivery guidelines:

Manifest/packing slip

- > List the number of boxes and/or skids per delivery.
- > On the packaging slip, list the following: (1) number of enclosures, (2) number of boxes and/or skids per enclosure.
- > Each box must be labeled with its contents.
- > We recommend a sample piece be attached to the outside of the box.
- > The maximum weight of a carton is 35 lbs.
- > Do not mix two or more products in the same box.
- > It is important that each item being delivered is clearly marked and segregated for easy identification.

Skids/packaging

Large volumes of material (over 5,000) required for inserting/ mailing by Computershare Communication Services should be "power packed," also known as Gaylord Packaging.

- > The pallet/skid should not exceed 50 inches in height, 42 inches in width and 48 inches in length.
- > Bundles should be no higher than eight inches.
- > The skid should be securely shrink-wrapped, including the four corners of the skid.
- > It is strongly recommended that cardboard dividers be used between layers of bundles to prevent shifting of bundles during transportation.
- > The final 2%-10% of any skidded material should be placed in boxes for ease of returning surplus material.

Special mail handling

Please contact your Computershare relationship management team if:

- > The mail package per shareholder weighs over 1 pound
- > You have materials that cannot be inserted by machine (spiral-bound books, Z-folded letters, landscape-format books, etc.)

Insert specifications

Envelope size	Max size of insert	Max thickness combined inserts
9 x 12	8.5 x 11 inches	1/2 inch
9.5 x 12.5	8.75 x 11.75 inches	1/2 inch

- > If material is folded, fold should be on the long edge. All folds should be square and crisp for the mechanical insertion process.
- > "Z" or accordion fold inserts are not machineable and are subject to surcharges.
- > Material should be "C" folded ("Barrel" fold) to ensure they can be inserted by machine.

- > Inserts with a high gloss finish can slow down the mechanical insertion process, and should be tested prior to the mailing date.
- > Minimum size of inserts for all envelope sizes is 3.5 x 5.5 inches.

Extra materials for spoilage

	Single leaf	Folded or booklet	Corner-stapled product
1-1,000	10%	10%	Not machineable
1,001-5,000	5%	3%	Not machineable
5,001 +	2%	2%	Not machineable

Important: As with any production process some amount of spoilage may occur. Please ensure extra material is supplied for your mailing.

Delivery timing

Please ship your materials to arrive according to the following schedule:

Number of Pieces	Delivery Deadline
1 -25,000	12 noon ET, 2 business days prior to mail date
25,001 -50,000	12 noon ET, 3 business days prior to mail date
50,001 -200,000	12 noon ET, 4 business days prior to mail date
200,000 +	Your client service team will work with you to schedule the appropriate delivery timeframe to ensure timely processing of your mailing.