

Please type or print clearly.

Company Name _____

Billing Address _____

City _____ State _____ Zip _____

Shipping Address (No PO boxes) _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Company Representative _____ Title _____

Special Instructions _____

Your Newsletter Title — Default Title: Retirement Plan News

(You may select any title for your newsletter as long as your title includes the Account's name.)

Printed Newsletter

Your Imprint Check all that apply.

- Set type for imprint per attached instructions
- Disk with art for imprint enclosed
- Artwork for imprint on file at Newkirk/MHCO
- Artwork e-mailed to Newkirk/MHCO at jharris@newkirk.com

Issues per Year 4 issues 6 issues

Specify Months of Publication (if 4 issues selected)

- January May September
- March July November

First Issue _____

Quantity per Issue _____

Distribution

- Ship to the shipping address above
- Mail from Newkirk/MHCO
- Fold to 8.5" x 3.5" Ship flat (8.5" x 11")

Imprint Color Check one.

- Black only
- One color other than black PMS color _____ (additional \$75 per issue)

Order By Mail if you are sending artwork for your imprint. Mail to Newkirk, 15 Corporate Circle, Albany, NY 12203.

Order By Fax at 518-862-3399 if you are not sending artwork for your imprint.

Electronic Newsletter

Electronic versions of the printed newsletter are available only to subscribers of the printed newsletter.

Format

- PDF (Portable document format.)
- RTF (Rich text format. Text only.)

Distribution

- E-mail to your representative

Your web page address _____

PRINTED NEWSLETTER

Custom Imprint Option

- ▶ Can include logos, photo, and special typefaces.
- ▶ Imprint in black at the bottom of page one and page four.

Your logo and company name are printed prominently in black at the bottom of page one and at the bottom of page four. The imprint area on page one is approximately 7" wide x 1" high. The imprint area on page four is 7" wide x 2¼" high. Please provide the artwork for your imprint on a disk or send it to Newkirk by e-mail. If you prefer, Newkirk/MHCO will typeset your imprint at no additional charge. Also, your imprint can be printed in a color other than black. If you require more than one color in your imprint, please call 518-862-3226 for pricing.

Specifications. Four-page, full-color newsletter folded to your specified size.

Imprint Changes. After your first issue, changes to your imprint will be charged at \$75.

Printed Newsletter		
Quantity	Unit Cost 4 issues/yr.	Unit Cost 6 issues/yr.
200 - 499	\$.95	\$.85
500 - 999	.85	.80
1,000 - 2,499	.80	.70
2,500 - 4,999	.75	.65
5,000 or more	.65	.55

Prices do not include shipping, handling, and applicable sales tax.

Payment Terms
Invoices will be rendered after shipment of each issue. Payments of all invoiced amounts are due within 30 days of the invoice date. Interest will be payable on past due amounts at a rate of 2% per month (24% per year).

ELECTRONIC NEWSLETTER

Electronic versions of the printed newsletter are available only to subscribers of the printed newsletter. Choose from two formats: PDF or RTF. (Rich text format, text only, no graphics.) Electronic newsletters can be posted on your Internet site or intranet site, or e-mailed to your customers and prospects. See terms on the other side of this order form.

Electronic Newsletter
\$250 per issue. Sales tax will be added, where applicable.

Although efforts are made to comply with legal and regulatory requirements for the presentation of information contained in this publication, Newkirk/MHCO makes no representation or warranty as to the legal or regulatory sufficiency.

Questions? Call 800-525-4237 or e-mail info@newkirk.com.

**Retirement Plan News Newsletter
PRINTED NEWSLETTER AGREEMENT**

Terms:

1. Change in Account specifications may be made for subsequent issues with 60 days' written notice. Substantial alterations in original art specifications, however, may require a service charge to cover costs.
2. The agreement may be cancelled during the original publishing period by providing 60 days' written notice. However, a cancellation charge, not to exceed 15% of the total publishing services, will be made to reimburse Newkirk/McKay Hochman for prepaid expenses incurred in fulfilling this agreement.
3. This agreement is automatically renewed on an issue-to-issue basis after the original period of publication has expired, unless Newkirk/McKay Hochman is otherwise notified. Cancellation is accepted upon 60 days' written notice. Prices on issues prepared subsequent to the original publishing period are subject to change upon 60 days' written notice.
4. This agreement and its attachments may be amended from time to time by mutual agreement.
5. This agreement may be assigned by Newkirk/McKay Hochman without prior written approval.
6. Newkirk/McKay Hochman disclaims all warranties in regard to this publication except as to its title thereto and noninfringement of any copyright. Although efforts are made to comply with legal and regulatory requirements for the presentation of information contained in the newsletters, Newkirk/McKay Hochman makes no representation or warranty as to the legal or regulatory sufficiency. In no event shall Newkirk/McKay Hochman be liable to Account for consequential or punitive damages hereunder. Under no circumstances will Newkirk/McKay Hochman be liable to Account in an amount exceeding the amount paid by the Account under this agreement.
7. This agreement, dated _____, covers the period of publication from _____ to _____ (one year).

Accepted by _____
For Newkirk/McKay Hochman
Dated _____

Accepted by _____
For _____
Dated _____

**Retirement Plan News Newsletter
INTERNET LICENSING AGREEMENT**

Terms:

1. Newkirk/McKay Hochman hereby grants to Account a non-exclusive license to link to the *Retirement Plan News* newsletter copy text for the period and pursuant to the terms stated herein.
2. The Account may use the newsletter copy for its own purposes only and may not offer it for sale or license it to any other party. This license is limited to publishing the copy on Account's Internet website, or sending to customers and prospects through electronic mail, for the time period stated herein.
3. Beginning with the _____ issue and continuing for each issue thereafter during the term of this agreement, Newkirk/McKay Hochman will provide Account with computer files to the newsletter text in PDF or RTF format, as soon as practicable after the printing of the newsletter. Account is solely responsible for converting the files for use on its Internet website or for electronic mailing.
4. Each newsletter provided under this agreement and published on the Account's Internet website or sent out as electronic mail shall include with it the following copyright notice (with appropriate year inserted): "Copyright (year) by NPI. All rights reserved."
5. This agreement shall be for four or six issues. Thereafter, the agreement shall automatically continue on an issue-to-issue basis. After the initial term, the agreement may be terminated by either party on 60 days' written notice. The right to Account to use any copy provided hereunder shall end immediately upon termination of this agreement. In addition, this agreement shall automatically terminate in the event of termination of the agreement between Newkirk/McKay Hochman and Account under which Newkirk/McKay Hochman provides Account with the printed version of the *Retirement Plan News* newsletter.
6. Account agrees that, at all times during the term of this agreement, it will purchase a minimum of 200 copies per issue of the printed version of the *Retirement Plan News* newsletter.
7. Account agrees to pay all invoices within 30 days or be subject to the late payment fee of 2% a month. Failure to pay invoices on a timely basis may result in Newkirk's/McKay Hochman's suspending delivery of the copy or in cancellation of this agreement without notice.
8. Account shall provide Newkirk/McKay Hochman with its Internet web page address so that Newkirk/McKay Hochman may, from time to time, review the use of the copy it is providing under this agreement. Your website address: _____.
9. Newkirk/McKay Hochman warrants that it owns and/or has the right to license the copy appearing in the *Retirement Plan News* newsletter. While care has been taken in preparation of the copy, no warranty, expressed or implied, is given with respect to the accuracy of the copy. In any event, Newkirk's/McKay Hochman's liability to Account with respect to any copy provided under this agreement is strictly limited to the license fee paid for the specific issue in question.

Accepted by _____
For Newkirk/McKay Hochman
Dated _____

Accepted by _____
For _____
Dated _____