



EnrollPlus®
Enrollment Booklet System Registration

Registrant/Company Name: _____

Shipping Address (No P.O. boxes): _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ Fax: _____ E-mail: _____

Estimated Number of Booklets Per Year: _____

About *EnrollPlus*

To take advantage of *EnrollPlus*, you must have access to the Internet. Booklets are ordered online using Newkirk's *EnrollPlus* entry system. The information you provide will be used to create your booklets. A proof of the booklet will be available for review online within hours of placing your order. Indicate any required changes to the proof and hit "OK." Your booklets will not be printed without your approval.

The minimum requirements for *EnrollPlus* are: Internet connectivity at 56K modem (or higher); Microsoft Internet Explorer 4.01 or Netscape 4.7x (or higher), with cookies and Java script enabled and browser set so screen refreshes each time page loads; Adobe Acrobat Reader 4.05 (or higher); minimum monitor screen resolution of 800 x 600; if using a proxy server, *www.newkirk.com* and *www2.newkirk.com* must have caching turned off. In addition, you must load on your computer the e-Edit Client Software (provided as part of registration fee).

Booklet Pricing

After you register, you will receive a registration kit that includes your Login ID and password, instructions for completing the online entry form, current fund listing, and five samples of the *EnrollPlus* booklet (to help you sell your plans to companies). There is a one-time registration fee of \$2,500. An annual fee of \$750.00 will be charged each year after year one. (The annual fee is waived for your first year.)

Registration Fee:	\$2,500.00 one time
Annual Fee (waived for year one):	\$750.00 per year
Booklet Orders:	\$50.00 set-up per order, plus \$4.50* per booklet plus actual shipping/handling charges

* An additional \$.25 per booklet charge applies if the education set explaining Roth contributions is selected.

Sales tax will be added where applicable (AL, AZ, CO, CT, FL, GA, IA, IL, LA, MD, MA, MI, MN, MS, MO, NJ, NY, NC, OH, OK, PA, RI, SC, TN, TX, VT, WA, WI).

Custom Covers, Custom Fund Shells, Custom Education Section. Please have a representative contact me. A cost estimate will be provided for these options after specifications are received.

I have read the agreements contained on the next page and accept their terms.

Authorized Signature

Date

Terms of Use of Newkirk's *EnrollPlus* Booklet Production System

Newkirk Products, Inc. (Newkirk) and the Registrant named on the reverse side hereby agree as follows:

1. Newkirk grants to the Registrant the nonexclusive, nontransferable right to access the Internet-based *EnrollPlus* Booklet Production System and to order booklets that will be produced for the Registrant by Newkirk.
2. The booklets may contain the following sections: Plan Sponsor Cover Letter Sheet, Plan Specific Highlights Section, Education Material Section (describing traditional deferrals only *or* traditional deferrals plus Roth contributions), Investment Funds Descriptions, and Enrollment and Beneficiary Forms. Some of these sections are optional. The materials are produced using data that is entered by the Registrant into Newkirk's Internet-based order entry system. Newkirk will provide Registrant with written instructions on how to use the order entry system.
3. Registrant understands that the text used in certain sections of the booklet may be altered by the Registrant through the system's e-Editing capabilities, except where the text is identified by the system as incapable of being edited. Registrant also understands that it can upload Adobe Acrobat (pdf) files for inclusion in the booklets. Registrant is solely responsible for the proper creation and review of the pdf files. ***In any event, booklets created using *EnrollPlus* are limited to 60 internal text pages (including but not limited to Plan Sponsor Cover Letter Sheet, Plan Specific Highlights Section, Education Material Section, Investment Funds Descriptions, Enrollment and Beneficiary Forms, and any uploaded pdf files) plus cover. Additional text pages are billable at an additional \$.06 per page.**
4. Newkirk uses its best efforts to produce accurate copy for the booklets. However, Newkirk makes no warranty, express or implied, regarding the legal or regulatory sufficiency of the copy. Registrant is responsible for all errors resulting from entering or failing to enter data into the *EnrollPlus* system. Registrant is solely responsible for any and all errors in the booklet text that may result from changes made by Registrant through the e-Editing function. Registrant bears the sole responsibility for reviewing and approving proofs of ordered booklets. **EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE SYSTEM IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF PERFORMANCE OR FITNESS FOR A PARTICULAR PURPOSE.**
5. With respect to the fund information sheets prepared under *EnrollPlus*, Newkirk receives fund-specific and index data from sources it believes to be reliable. However, Newkirk does not guarantee the accuracy of that data and accepts no responsibility for errors in the data from such sources.
6. Newkirk agrees to use its best efforts to produce and ship enrollment booklets within **five** working days after a completed order has been submitted by Registrant. Any orders requesting a rush order (less than five working days) will be charged \$6.00 per booklet.
7. Newkirk will bear no responsibility for temporary interruptions or other disruptions in the availability of the *EnrollPlus* order entry system or booklet proofs due to Internet service problems or other causes outside of Newkirk's control.
8. Newkirk will correct any Newkirk errors in producing the booklets at its own expense. Any Newkirk liability with respect to the production or handling of the booklets is strictly limited to the cost of replacing the booklets.
9. This agreement is governed by and construed under the laws of the State of New York.

Please return completed form to: Jean Harris, Sales Administration, Newkirk Products, Inc., 15 Corporate Circle, Albany, New York 12203