



Colonial Stock Transfer Company, Inc.
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Salt Lake City, Utah 84111
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ANNUAL MEETING INFORMATION SHEET

Fax or Mail to Colonial Stock Transfer (CST) at least 25 days prior to the Record Date.
(SEC Rule 14a-13 requires that a Broker Search should take place at least 20 business days prior to the record date for an Annual Meeting. Consult your securities attorney for specific SEC notification rules.)

Issuer Name: _____ Issuer Contact: _____
Telephone: _____ Email: _____

DATES

- 1. Record Date: _____
A minimum of 8 business days is required between a record date and mail date to ensure broker settlements and internal processing. We recommend setting the record date at least 55 days prior to meeting.
2. Mail Date: _____
A minimum of 40 days between mail date and meeting date is required if utilizing the SEC's Notice & Access "Notice Only" method. We recommend setting an approximate mail date of 44 days prior to meeting in order to allow Broadridge to merge their records for mailing to the beneficial holders. Consult your legal counsel for your requirements. Material and postage/shipping advance to be received at least two business days prior to mailing date.
3. Meeting Date and Time: _____
Meeting Location: _____
City, State: _____
4. Estimated filing date of Definitive Proxy Statement _____

NOTICE & ACCESS

On January 1, 2009, Notice and Access rules established by the Securities and Exchange Commission ("SEC") became mandatory for all Issuers to comply with. Notice and Access requires all Issuers to post proxy materials (typically Annual Report and Proxy Statement) on a cookie-free internet website and to provide notice to shareholders of the electronic availability of those materials. See SEC Release 34-56135 at http://www.sec.gov/rules/final/2007/34-56135.pdf

Check One:

- [] Notice Only Method (Sending the Notice without a full set of Proxy Materials)
[] Full Set Method (Sending the Notice with a full set of Proxy Materials)

- Is CST to perform the mailing to your Registered Shareholders? [] Yes [] No
Is CST to provide Online Proxy Voting? [] Yes [] No
Is CST to provide Proxy Web Hosting/ Document Conversion? [] Yes [] No
Is CST to set up and communicate with Broadridge for you? [] Yes [] No

Broadridge has some holders who have already opted for hard copies of the proxy materials. Is CST to print and send Broadridge full sets of materials for you? [] Yes [] No

Fulfillment Requests

Notice & Access requires that Issuers track and provide full sets of the Proxy Materials at NO charge to shareholders who request them within 3 business days of request. If Colonial is providing Online Proxy Voting, we will also track fulfillment requests via Web, Email, and Phone for shareholders who request full sets of the proxy materials.

Is CST to send the requested full sets of Proxy Materials to holders? Yes No

If Yes:

Is CST to print the materials? Yes No

Is CST to include return postage on return envelopes? Yes No

Is CST to also send Broadridge requested fulfillment sets? Yes No

If No, fulfillment requests should be forwarded to:

Name: _____

Email: _____

Phone: _____

After the meeting has passed, is CST to continue managing fulfillment requests until the 1 year point as required by the rules? Yes No, forward requests to: _____

BROKER SEARCH

Has a Proxy Solicitor Been Retained? Yes No

If yes, who _____

(If a Proxy Solicitor is not retained, Colonial Stock Transfer will perform the Broker Search on your behalf. Broadridge is not considered a proxy solicitor.)

PROXY TABULATING

Is CST Tabulating Proxy Votes? Yes No

Is CST to act as Inspector of Elections? Yes No

If yes, we must also tabulate the proxies. For routine meetings, client provides Oath if required. (Consult your ByLaws and/or legal counsel)

Send final proxy tabulation report on:

Date: _____ **Time:** _____ **Via:** Email Fax

Attn: _____ **Contact Info:** _____

Proposals (Please check all that apply)

Routine (Directors and Auditors)

Non-Routine (e.g., Mergers, Stock Option Plans, etc.)

Contested

Shareholder Proposal

PRINTING AND DISTRIBUTION OF PROXIES

Would you like CST to arrange the printing of your materials? Yes No

Please mark all items that will be included in this mailing:

Notice & Access Notice

Annual Report

Proxy Statement/ Notice

Proxy Card

CST Return Envelope

Excess Material: (Please check one) Return to Company Destroy
Other _____

Printed materials should be delivered 3 business days prior to your anticipated mail date.
Registered shareholder materials should be shipped to:

**Colonial Stock Transfer Co.
Attn: Proxy Department
66 Exchange Place
Salt Lake City, UT 84111
Tel: 801-355-5740**

Street materials should be shipped to:

**Broadridge Financial Solutions
51 Mercedes Way
Edgewood, NY 11717
Tel: 631-254-7698**

OTHER REQUIREMENTS

DTC, Broadridge and other broker proxy handlers will need to be notified of your annual meeting. If Colonial is performing the broker search, we will notify them and set everything up.

Notes:

To be signed by authorized officer

Signature

Date

Name and Title