INSERT/OVERLAY SETUP FORM
for TUITION COUPONS
BANK-A-COUNT CORPORATION

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CUSTOMER NUMBER — SUFFIX

Designing Your INSERTS/OVERLAYS

Design the format of your Inserts/Overlays by completing this form. When filling out this form, it is important to keep in mind that you are tailoring additional text/graphics to be added to the coupons or replacement of the black printing that would normally be printed on the coupons. It varies depending on the situation. These special designs can be located just about anywhere in the finished book.

Your books can include a total of five different inserts or specific overlays. In addition we can print one overlay to print on all the coupons.

The SUFFIX number you assign on this form will tell us which Imprint Specifications or Non-Personalized Coupons order form this will go with. This number is critical to the proper printing of your finished coupons.

Terminology you will need to understand

Insert is a coupon that replaces all printing. We can add the Account Number, Name, and Optional Description Fields from your data file.

Overlays specific to a particular coupon adds text/graphics to a specific coupon you select.
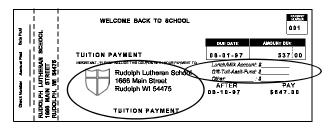
Overlays to print on all coupons are

images such as text and/or graphics that appear on the coupon page in addition to standard printing. An overlay can replace or supplement standard printing information.
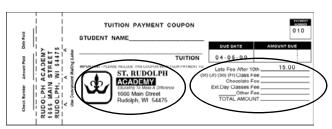
Provide specific written instructions for any special requests you may have not covered on this form.

Any formatting concerns relating to inserts/overlays should be directed to our customer service staff before sending in any order input data.

Allow 5 business days for implementation and testing.

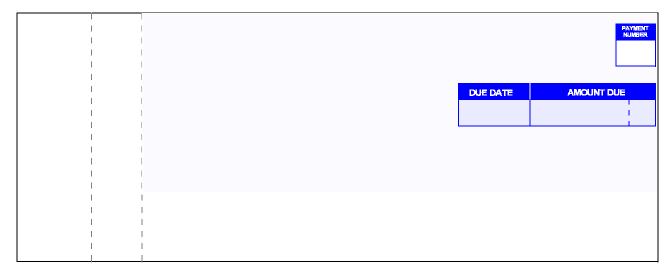### Samples of Overlays Are Illustrated in Circled Areas Below:

Design any "Overlay" that you wish to appear on all coupons here

Common uses include adding your school logo and additional payment lines. Begin with the standard coupon background, and add any image and message you wish. A couple of ideas are shown above. The overlay will print on all coupons in addition to what is provided on your data file (if applicable) and the Imprint Specifications or Non-Personalized Coupon forms. Overlays have a one-time $75 setup fee and no cost per book charge.

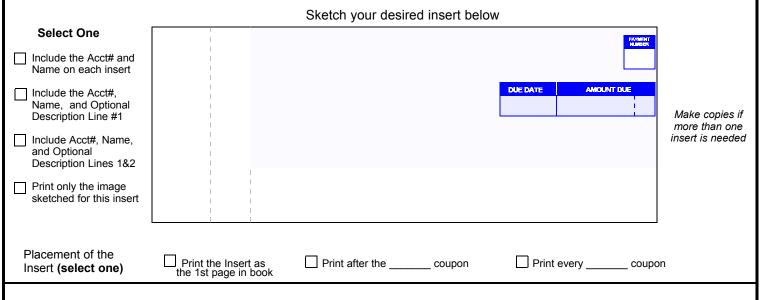### Sketch your desired overlay below

*N*OTES More on the Back ....

Design your own "Insert Coupon" here

Common uses include: graduation, book, and preregistration fees. Begin with the standard coupon background, and add any image and message you wish. A couple of ideas are shown in your sample books. Inserts can be located just about anywhere in the finished book, and you can include the name and account number of the person making the payment. The cost is just $0.05 per insert plus a one time setup fee of $75.00 per design.

Sketch your desired insert below

Select One

- ☐ Include the Acct# and Name on each insert
- ☐ Include the Acct#, Name, and Optional Description Line #1
- ☐ Include Acct#, Name, and Optional Description Lines 1&2
- ☐ Print only the image sketched for this insert

PAYMENT NUMBER

DUE DATE	AMOUNT DUE

Make copies if more than one insert is needed

Placement of the Insert **(select one)**
- ☐ Print the Insert as the 1st page in book
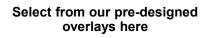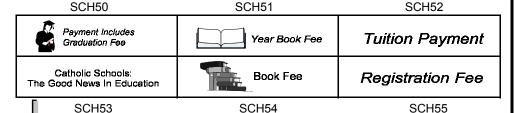- ☐ Print after the _____ coupon
- ☐ Print every _____ coupon

Design your own "Overlay" to print on a particular coupon here
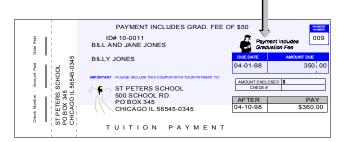
Common uses include graduation, book, and registration fees. Begin with your fully printed coupon, as specified by your order input file and the Imprint Specifications form. If desired, add any image or message overlay here.

You can select from our pre-designed overlays or design your own. The cost of pre-designed overlays is just $0.03 each per book, plus a one-time setup fee of $25.00 per design. Custom designs are $75.00 each.

A couple of ideas are shown in your sample books. An overlay can be located just about anywhere in the finished book.

Select from our pre-designed overlays here

SCH50	SCH51	SCH52
Payment Includes Graduation Fee	Year Book Fee	*Tuition Payment*
Catholic Schools: The Good News In Education	Book Fee	*Registration Fee*
SCH53	SCH54	SCH55

PAYMENT INCLUDES GRAD. FEE OF $50

ID# 10-0011
BILL AND JANE JONES

BILLY JONES

PAYMENT NUMBER
009

Payment Includes Graduation Fee

DUE DATE	AMOUNT DUE
04-01-98	350 00

IMPORTANT - PLEASE INCLUDE THIS COUPON WITH YOUR PAYMENT TO:

ST PETERS SCHOOL
500 SCHOOL RD
PO BOX 345
CHICAGO IL 56545-0345

AMOUNT ENCLOSED $
CHECK #

AFTER	PAY
04-10-98	$360.00

T U I T I O N   P A Y M E N T

Date Paid / Amount Paid / Check Number
ST PETERS SCHOOL
PO BOX 345
CHICAGO IL 56545-0345

OR design your own overlay to apply to a particular coupon

To add your own design to a specific coupon:

1) Attach a sample
2) Select when you want it printed below (such as July coupon, all coupons, every other coupon)

- ☐ Print on the _____ coupon (month)
- ☐ Print every _____ coupon
- ☐ Print on all coupons

To add one of these Pre-designed overlays to a particular coupon:

1) Enter the five character image # (such as "SCH50") below

2) Select when you want it printed below (such as July coupon, all coupons, every other coupon)

Image #_____
- ☐ Print on the _____ coupon (month)
- ☐ Print every _____ coupon
- ☐ Print on all coupons

Image #_____
- ☐ Print on the _____ coupon (month)
- ☐ Print every _____ coupon
- ☐ Print on all coupons

Make copies if more than two Overlays are needed