

Paperwork got you down? Does it seem every time you order identification products you **waste most of your time** trying to keep the paperwork straight? Orders, packing slips, invoices ... all seem to land on your desk at the same time. There must be an easier way?

There is! It's called the "**Release Program**". It's Toronto Stamp's way of **eliminating all those small dollar invoices and payments** when you need to order identification products. Here's how it works:

You issue a purchase order to Toronto Stamp for 3 months/6 months/12 months worth of identification products ... whatever amount you feel comfortable with. Toronto Stamp invoices you for that amount and you process ONE cheque. Then you order your identification products as always ... either from a central location or directly from user departments. Toronto Stamp ships the products wherever you specify ... in most instances, within ONE DAY ... with NO DELIVERY CHARGE. That's it ... NO invoices ... NO reconciliation ... NO cheques ... NO posting ... NO shipping charges ... **ZERO-COST ORDERING**.

At the end of each month, you'll receive a Release Report (see Document 1133B) of all your purchases for that month. It will include your Order Number, Quantity, Product Description, Unit Price, Discount, G.S.T., P.S.T. and Total Amount for each item ordered during the month. It will also indicate your opening release balance (i.e. unused release amount), less the total amount purchased that month and your closing release balance (i.e. amount available for future purchases). When your release balance is less than your average monthly purchases, a Sales Representative will contact you to issue a new purchase order ... once again for whatever amount you wish ... and the invoice amount is added to your release balance ... and zero-cost ordering goes on.

The Old Way

1. You issue a Purchase Order for identification products.
2. The products are received at your location.
3. The accompanying packing slip is forwarded to you.
4. The invoice is received and forwarded to you.
5. You match up the invoice and packing slip with your purchase order.
6. You approve the invoice and enter in your accounts payable system.
7. You issue a cheque for the identification product order.
8. You post the expense to your general ledger system.
9. ... and then you start the process all over again.

The Release Way

1. You fax TOLL-FREE your identification product order.
2. The products are shipped FREE to your location usually within ONE DAY.
3. You receive a monthly summary of all purchases .

The Benefits of Toronto Stamp's Release Program

- ✓ **Zero-Cost Ordering** ... simply fax your order TOLL-FREE ... NO packing slips to reconcile, NO invoices to approve, NO cheques to issue.
- ✓ **Zero-Cost Delivery** ... your order is shipped directly to your location ... at NO CHARGE to you.
- ✓ **Fast Service** ... FAX your order before 10:00am ... your identification products are usually shipped to you within ONE DAY.

Account Number		ABC Company Inc.		Release Report - May, 2005		Opening Release Balance		\$ 344.12					
ABC2345		123 Commercial Drive		Release No. 12345		Release Invoice 55477 (05/12/05)		1200.00					
		Toronto, Ontario M5B 1Y5				Available Release Balance		1564.12					
Date	Your Order No.	Our Order No.	Quantity	Product No.	Product Name/Description	Price	Unit	Disc.	Amount	G.S.T.	P.S.T.	Total	
05/05/05	73224	43468	2	10RS04	RUBBER STAMP	23.80	EA	20%	38.08	2.66	3.05	43.79	
			1	10RS04	RS-12 - "FOR DEPOSIT ..."	21.80	EA	10%	19.62	1.37	1.57	22.56	
			1	10RS04	RS-15A - "NOTICE ..."	35.90	EA		35.90	2.51	2.87	41.28	
05/11/05	73312	43618	1	10RS08	AUTOSTAMP	3.60	EA		3.60	0.50	0.58	8.28	
			2	10RS08	AS-07 - "IMPORTANT ..."	3.60	EA		7.20	0.50	0.58	8.28	
			2	10RS08	AUTOSTAMP	3.60	EA		7.20	0.50	0.58	8.28	
05/14/05	73367	43707	2	10RS04	AS-05 - RED PADS	15.90	EA	20%	25.44	1.78	2.04	29.26	
			1	10RS12	RUBBER STAMP	41.80	EA		41.80	2.93	3.34	48.07	
			1	10RS12	RS-05 - "PLEASE SUBMIT ..."	41.80	EA		41.80	2.93	3.34	48.07	
05/19/05	73393	43788	2	14GP08	DATE STAMP	9.80	EA		19.60	1.37	1.57	22.54	
			2	14GP08	TD-21B - "RECEIVED ..."	9.80	EA		19.60	1.37	1.57	22.54	
05/19/05	73394	43789	2	15GP30	PLASTIC BADGES	17.30	EA		34.60	2.42	2.77	39.79	
			2	15GP30	PB-102 - "RANDY S. ..."	17.30	EA		34.60	2.42	2.77	39.79	
			1	13GP04	FACILITY SIGN	12.80	EA		12.80	0.90	1.02	14.72	
			1	13GP04	GP-206 - "STAIRS ..."	12.80	EA		12.80	0.90	1.02	14.72	
05/25/05	73432	43831	1000	25SP08	NAME PLATE	13.60	IC		136.00	9.52	10.88	156.40	
			1000	25SP08	8"x2" - "ROD JAMES"	13.60	IC		136.00	9.52	10.88	156.40	
05/26/05	73448	3860	1	110F16	SELF-ADHESIVE LABELS	55.50	EA		55.50	3.89	4.44	63.83	
			1	110F16	C-5004 - "CODE 442 ..."	55.50	EA		55.50	3.89	4.44	63.83	
05/29/05	73555	43912	4	14GP08	PLASTIC BADGES	9.80	EA		39.20	2.74	3.14	45.08	
			4	14GP08	PB-102 - "LORRAINE L. ..."	9.80	EA		39.20	2.74	3.14	45.08	
05/29/05	73590	43967	1	110F12	SEAL PRESS	49.90	EA		49.90	3.49	3.99	57.38	
			1	110F12	NOTARY - "CHRIS D. ..."	49.90	EA		49.90	3.49	3.99	57.38	
			12	110F20	PLASTIC BADGES	2.90	EA	20%	27.84	1.95	2.23	32.02	
			12	110F20	TR-6 STAMP PAD	2.90	EA	20%	27.84	1.95	2.23	32.02	
					#1 BLACK								
									Month Totals	543.48	38.03	43.49	625.00
									Closing Release Balance				\$ 939.12

Example of Release Report ... see Document 1133B

Release Report - May, 2007

Account Number ABC Company Inc.
ABC234R 123 Commercial Drive
Toronto, Ontario M5B 1Y5

Release No. 12345

Opening Release Balance \$ 364.12
Release Invoice 55477 (05/12/07) 1200.00
Available Release Balance 1564.12

Date	Your Order No.	Our Order No.	Quantity	Product No.	Product Name/Description	Price	Unit	Disc.	Amount	G.S.T.	P.S.T.	Total Amount
05/05/07	73224	43468	2	10RS04	RUBBER STAMP 3"x1" - "FOR DEPOSIT ..."	25.80	EA	20%	41.28	2.48	3.30	47.06
			1	10RS04	RUBBER STAMP 2-1/4"x1" - "NOTICE ..."	21.80	EA	10%	19.62	1.18	1.57	22.37
05/11/07	73312	43618	1	10RS08	AUTOSTAMP AS-250 - "IMPORTANT ..."	35.90	EA		35.90	2.15	2.87	40.92
			2	10RS08	AUTOSTAMP AS-300 - RED PADS	4.20	EA		8.40	0.50	0.67	9.57
05/14/07	73367	43707	2	10RS04	RUBBER STAMP 1-3/4" x 3/4" - "PLEASE SUBMIT ..."	16.90	EA	20%	27.04	1.62	2.16	30.82
			1	10RS12	DATE STAMP TD-2 - "RECEIVED ..."	43.80	EA		43.80	2.63	3.50	49.93
05/19/07	73393	43788	2	14GP08	PLASTIC BADGES PB-102 - "RANDY S ..."	9.80	EA		19.60	1.18	1.57	22.35
05/22/07	73394	43789	2	15GP30	FACILITY SIGN GP-206 - "STAIRS..."	17.30	EA		34.60	2.08	2.77	39.45
			1	13GP04	NAME PLATE 8"x2" - "ROD JAMES"	12.80	EA		12.80	0.77	1.02	14.59
05/25/07	73432	43831	1000	25SP08	SELF-ADHESIVE LABELS C-5004 - "CODE 442 ..."	13.50	/C		135.00	8.10	10.80	153.90
05/26/07	73448	43860	1	110F16	SEAL PRESS NOTARY - "CHRIS D ..."	55.50	EA		55.50	3.33	4.44	63.27
05/29/07	73555	43912	4	14GP08	PLASTIC BADGES PB-102 - "LORRAINE L ..."	9.80	EA		39.20	2.35	3.14	44.69
05/31/07	73590	43967	1	110F12	NUMBERING MACHINE TR-6	49.90	EA		49.90	2.99	3.99	56.88
			12	110F20	STAMP PAD #1 BLACK	3.40	EA	20%	32.64	1.96	2.61	37.21
Month Totals									555.28	33.32	44.41	633.01
Closing Release Balance												\$ 931.11