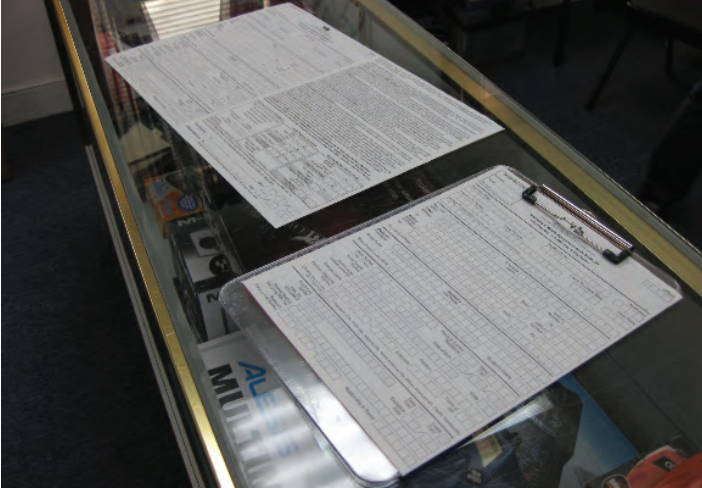


Veritas Instrument Rental Incorporated

Tabloid-Sized Agreement Handling Suggestions



Struggling to incorporate the updated rental agreements into your existing infrastructure? The following ideas are based upon the three core interactions we have with our agreements:

- Stocking/Storing
- Completing
- Filing/Archiving

Let's take a look at each a little closer while offering a solution that might suit your needs. And remember, we all have different ways of doing things. Don't be afraid to modify and make these ideas your own!

Stocking/Storing

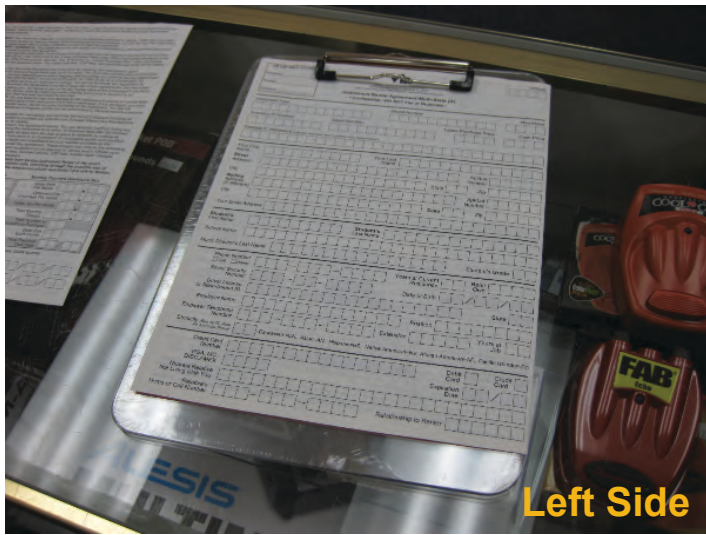
Many Affiliates store blank rental agreements either on or in their filing cabinets. When storing **on** the filing cabinet, there shouldn't be much need for modification (or explanation). Wherever you're currently keeping your traceable mailers (the large envelopes you mail paperwork to VIR with), your new rental agreements should fit within that area.

The latter, storing **in** the filing cabinet, has been the primary source of inquiry & anxiety, but there's a simple and effective solution:

- First, divide your blank agreements into two stacks
- Next, make a "horseshoe" with your first stack while placing into your hanging folder in the cabinet
- Finally, make a "horseshoe" in the opposite direction and "nest" the stacks into each other

The photo below-right demonstrates how this procedure looks (much easier to show than explain!). There's neither need to get rid of your standard-sized filing cabinets nor need to go buy new doctor-sized cabinets. Employing either of these techniques should meet the challenge. Remember, these new-sized agreements are nothing more than two letter-sized sheets of paper laying side-by-side.

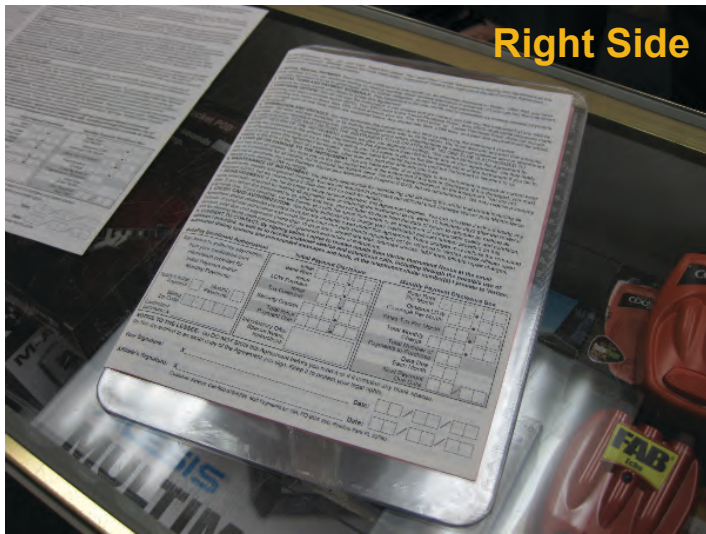




Completing

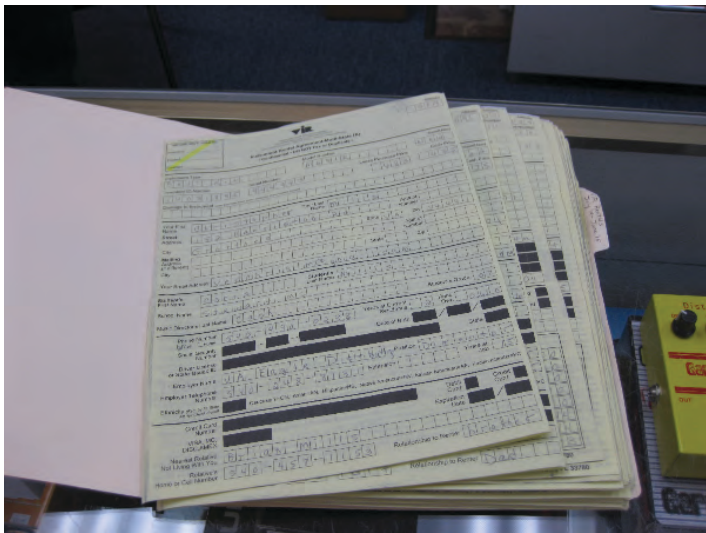
A number of Affiliates have expressed concerns regarding the completion of a new agreement using their existing standard-sized surfaces (clip boards, for example). Clip boards are often used at rental meetings and mean the difference between 2-3 customers completing rental agreements at your table vs. 10-15 completing agreements at their seats using clip boards. With this in mind, there are (again), two solutions to be offered here:

- Buy new tabloid-sized clip boards
- Use the fold-over method



Because our first suggestion is costly (we priced some on Amazon and found the most affordable option to be around \$17 each), we won't spend much time on that idea. The latter, fold-over option, is the way to go, as it's faster, better, cheaper, easier (and we like all of those!).

Using your existing clip board, simply clip the left side of the agreement and fold the rest around the board (see top photo). To keep things tidy, you may even want to employ a rubber band along the right edge. The renter then completes the first side, flips it over, and signs the other side (after you've completed the computations, of course). This simple & effective strategy also keeps information from bleeding through to the other half of the page.



Filing/Archiving

When it comes to separating, filing, and archiving copies of the new rental agreement, the most efficient & painless method is to simply fold the agreement in half. Again, once folded, it becomes a standard-sized 8.5" x 11" letter page that will fit in your existing filing cabinets.

Depending on the size of the traceable mailers we send you, the new agreement might fit in the envelope without needing to fold it. Otherwise, folding in half works for us.

With regard to filing, because you are not burdened with assigning an account number at the time of rental, we recommend filing in alphabetical order (by last name).

We understand the integration of the larger-sized rental agreement brings challenges, concerns, questions, and needs (not just for you, but for us, as well). And we welcome all of the above. We'll work through this together and make it as painless as possible. Thanks to Deborah & Andrew at Staunton Music for their help with the photos & ideas mentioned in this memo!