



SCREENING GUIDELINES

STERLING BUSINESS FORMS, INC.

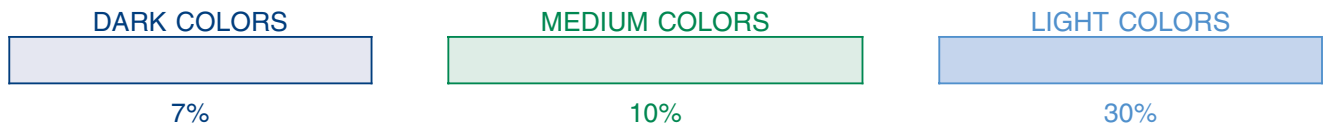
These guidelines exist to assist when setting business forms. These are the standards we have established in our environment over the last 30+ years.

You must consider what screen density was used on any previous order, what the customer is asking for, and what will give them the best overall look.

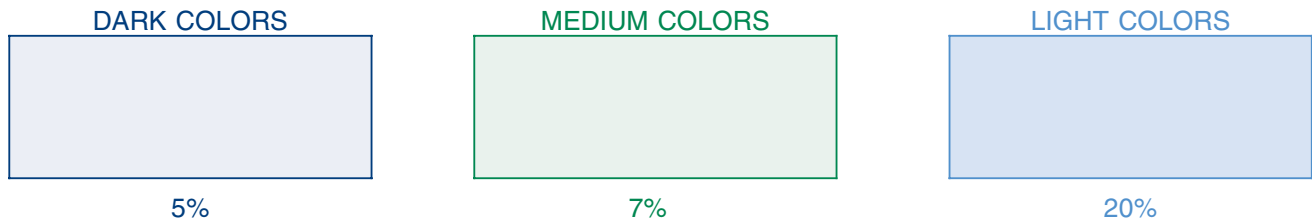
Please look up unfamiliar colors in a Screen Tint Guide or PMS Book to find the appropriate "color family".

Dark Colors	Black, Reflex Blue and other very dark colors
Medium Colors	Process Blue, 348 Green, 464 Brown, 185 Red
Light Colors	107 Yellow, 155 Lt. Orange, 277 Lt. Blue and other very light colors

COLUMNS / HEADINGS



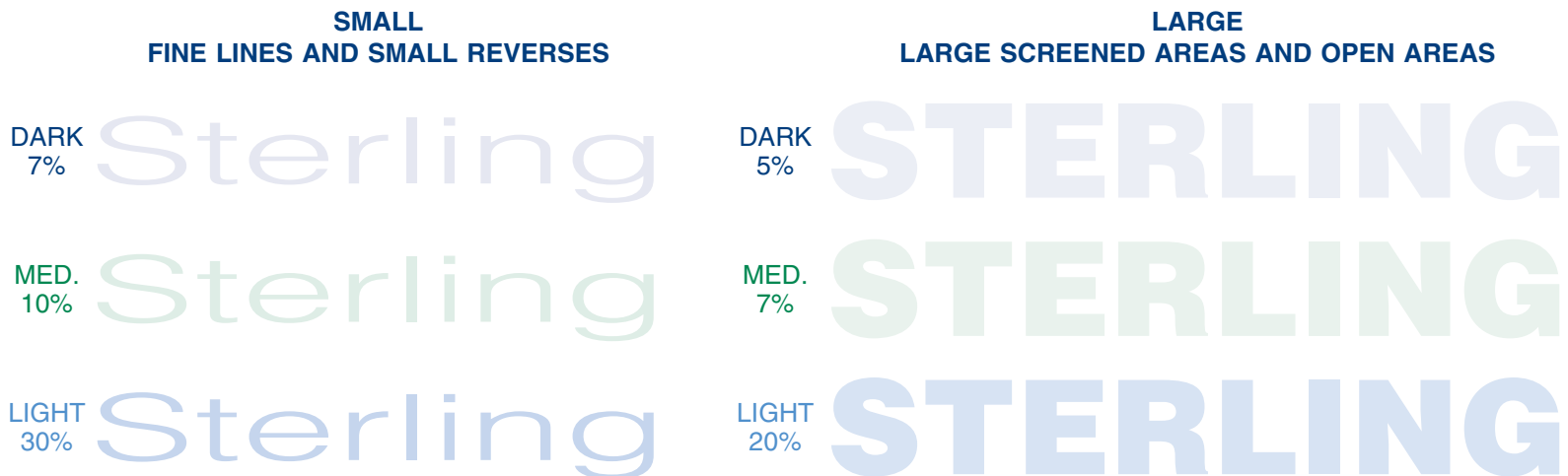
VERY LARGE COLUMNS / FLOOD AREAS



GRADUATED SCREENS



PHANTOMS



IF THE FORM WILL BE FAXED AND PHANTOM IS IN AN OVERPRINT AREA, YOU MAY WANT TO CHOOSE A SCREEN DENSITY LIGHTER THAN WHAT IS SHOWN ABOVE.

IF YOU HAVE ANY QUESTIONS ABOUT SCREENS, PLEASE CALL OUR CUSTOMER SERVICE REPRESENTATIVES AT 800-759-3676.

* Colors and screen values contained in this document may appear differently than what will be printed at press due to monitor and printer calibration issues. If you would like actual examples of how a color family will appear off our presses, contact Customer Service @ (800) 759-3676

SCREENED RULES

The standard for screened rules is 20%. You must gauge if the lines are thick (lighten) or thin (darken). If very light rules are required, you may go as light as 10%.

DARK COLORS

.3 point line width @ 10%
.7 point line width @ 10%
3 point line width @ 10%

.3 point line width @ 20%
.7 point line width @ 20%
3 point line width @ 20%

.3 point line width @ 30%
.7 point line width @ 30%
3 point line width @ 30%

MEDIUM COLORS

.3 point line width @ 10%
.7 point line width @ 10%
3 point line width @ 10%

.3 point line width @ 20%
.7 point line width @ 20%
3 point line width @ 20%

.3 point line width @ 30%
.7 point line width @ 30%
3 point line width @ 30%

LIGHT COLORS

.3 point line width @ 10%
.7 point line width @ 10%
3 point line width @ 10%

.3 point line width @ 20%
.7 point line width @ 20%
3 point line width @ 20%

.3 point line width @ 30%
.7 point line width @ 30%
3 point line width @ 30%

BACKERS

The standard for a screen black backer is 40%.

STANDARD TERMS AND CONDITIONS OF PURCHASE

1. DELIVERY: Time is of the essence in this order. Delivery of goods shall be made pursuant to the schedule set forth via the carrier and to the place specified on the face hereof unless changed by written instruction by the company prior to shipment. The company shall not be liable for material commitments or production arrangements made in advance of the time necessary to meet the delivery schedule. The company reserves the right to return shipping charges collect, all goods received in advance of the delivery made by the most expeditious form of land transportation to the place specified on the face hereof. If this order calls for delivery in installments, each installment is dependent on every other installment, and delivery of nonconforming goods or a default by the Seller of any nature on one installment will substantially impair the value of the whole order, and, at the company's option, constitute a total breach of this order as a whole in the event Seller fails to deliver all goods within the time specified. The company may, at its option, decline to accept goods and terminate the balance of this order.

2. CONTINGENCIES: The company shall not be liable for any failure to take delivery of the goods as provided caused by circumstances beyond its control which make such performance commercially impracticable, including, but not limited to, acts of God, fire, flood, war, governmental action, accident, labor difficulties or shortage, inability to obtain material, equipment or transportation, in the event the company is so excused from taking delivery, either party may terminate the contract and the company shall at its expense and risk, return the goods to the place of shipment.

3. IDENTIFICATION - RISK OF LOSS: Identification of the goods purchased hereunder shall occur in accordance with Section 2501 of the California Commercial Code, Seller assumes all risk of loss until receipt by the company at the place specified on the face hereof of goods conforming to the purchase order. Subject to the company's rights under the California Commercial Code title of the goods shall pass to the company upon receipt by it of the goods at the destination designated on the face hereof.

If the type is small or has an area to be written in, use 50%.

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4. PRICE AND METHOD OF PAYMENT: The price paid by the company for goods purchased hereunder shall be that stated on the face hereof, or Seller's quoted price on date of shipment, whichever is lower. In the event shipment of goods is made in installments, Seller shall have no right to demand payment on delivery of each installment, and payment shall not be required until after the last shipment of goods hereunder is received by the company, unless otherwise agreed to on the face hereof, individual invoices (three copies) showing purchase order number, must be issued for each shipment made pursuant to this order. The company reserves the right to return all invoices submitted incorrectly, and purchase order terms shall be determined as of the date of the latest correct invoice received. In no event shall payment be due prior to inspection and acceptance by the company of the goods purchased hereunder.

Unless otherwise specified on the face hereof the price or prices specified include all transportation and shipping charges and all applicable taxes, and will not be changed as a result of failure by Seller to have included any applicable tax or transportation charge or as a result of any change in Seller's tax liabilities. All personal property taxes assessable upon the goods prior to the receipt by the company of goods conforming to the purchase order shall be borne by Seller. No charge shall be made by Seller for packaging unless provided for on the face hereof.

5. INSPECTION: The company shall have a reasonable time after receipt of goods and before payment to inspect them for conformity hereto, and receipt of goods prior to inspection shall not constitute acceptance thereof. Where appropriate, the company may run adequate tests to determine whether the goods conform to the specifications hereof. Use of a portion of goods for the purpose of testing, shall not constitute an acceptance of the goods. If upon inspection, the company determines that the goods do not conform to the description herein, the company shall have the right to preserve and keep a small sample of the goods tendered for the purpose of having evidence of the tendered goods kind and quality. If goods tendered do not wholly conform with the provisions hereof, and such goods are rejected by the company, Seller shall have no right to cure the tender by substituting a conforming tender. In the event the company makes payment of invoice within a period allowed for the purpose of obtaining any cash discount offered. Such payment shall not prejudice the right of the company to return goods found nonconforming or which fail inspection and receive credit or reimbursement from Seller.

6. DESTRUCTION OF GOODS: If the goods ordered hereby are destroyed prior to the time risk of loss passes to the company, The company may, at its option, cancel this order or require delivery of substitute goods of equal quantity and quality upon the terms set forth herein. In which event delivery will be made as soon as commercially practicable. If loss of goods is partial, the company shall have the right to require delivery upon the terms herein set forth of that portion of the goods not destroyed which conform to this order.

7. SECURITY INTEREST: The company shall not be obligated to give and Seller may not reserve any security interest in the goods covered by this purchase order to secure any portion of the purchase price not paid at the time of delivery.

8. WARRANTIES: Sale of the goods purchased hereunder shall be subject to all express warranties made with respect thereto by Seller's agents and representatives orally and in writing, and to all warranties provided by the California Commercial Code, including, without limitation, those set forth in Section 2312-15 thereof. The said warranties shall be in addition to any standard warranty or service guarantee given to the company by Seller. All warranties shall be construed as conditions as well as warranties and shall not be deemed to be exclusive. Seller shall furnish to the company, three copies of Seller's Standard Warranty and Service Guarantee applicable to the items covered by this order. All warranties and service guarantees shall run both to the company and to its customers.

9. REMEDIES: In the event of breach of contract by Seller, the company shall have the remedies provided by law. Subject to Seller's right to collect the purchase price for goods accepted by the company and with respect to which there has been no justified revocation of acceptance. Seller's sole remedy in the event of breach of contract by the company shall be the right to recover damages in the amount equal to the difference between market price at the time of breach and contract price. No alternate method of measuring damages shall apply, and Seller shall not be entitled to recover incidental damages as defined in the California Commercial Code. Seller shall have no right to resell goods for the company's account in the event of wrongful rejection, revocation of acceptance, failure to make payments or repudiation by the company and any resale goods made shall be for the account of Seller.

10. ITEMS FURNISHED BY THE COMPANY: All designs, tools, patterns, drawings and other data as well as materials and equipment supplied by the company to Seller, shall remain the sole property of the company. Tools supplied by the company to Seller shall remain the sole property of the company. Tools supplied by the company or purchased or fabricated by Seller for the company shall be assigned the tool number indicated on the face hereof and marked, "Property of the company", shall be properly maintained by Seller, and shall be used by Seller only in connection with this order. Upon completion of this order, all tools and other items not incorporated in products furnished by Seller hereunder, shall be returned to the company in good condition, unless the company shall direct otherwise. Seller assumes all responsibility for the accuracy of tooling used in the production of the items ordered hereunder, whether such tooling is fabricated by Seller or furnished by the company.

Unless otherwise agreed in writing, all special dies, tools, jigs, fixtures, equipment and patterns furnished by the company to Seller, or specifically paid for by the company shall be the property of the company, shall be subject to removal upon completion or cancellation of this order at the company's request, shall be used only in filling orders from the company and shall be held at Seller's risk and kept insured by Seller while in its custody or control in an amount equal to the replacement cost thereof with loss to be paid to the company.

11. PATENT PROTECTION: Seller agrees to indemnify, defend and hold harmless the company and its customers from all cost, loss and damages arising from claims by suit or otherwise of patent or trademark infringement resulting from the company or its customer's use or sale of goods supplied by Seller under this order, unless the same are made to the company drawings or designs.

Seller agrees that all designs, constructions, arrangements, disclosures and devices supplied by the company under this order and all drawing, specification and documents forming a part hereof by reference or otherwise are the property of the company and are submitted in confidence upon the understanding and agreement by Seller that such designs, constructions, arrangements, disclosure and devices shall not be utilized in whole or in part by Seller either for Seller or on behalf of any other person, firm or corporation without the written permission of the company.

Where the company authorizes experimental, developmental, or research work, as such to be performed in accordance with special requirements of the company, Seller agrees to disclose and on request to assign to the company invention resulting therefrom. All proprietary rights embodied in designs, tools, patterns, information and equipment supplied by the company under this order are reserved and their use is restricted to the work to be performed hereunder.

12. SHIPPING INSTRUCTIONS: Unless otherwise specified on the face hereof, all items shall be packaged by Seller in suitable containers to permit safe transportation and handling. Each delivered container must be labeled and marked to identify contents without opening, and all boxes and packages must contain packing sheets listing contents. The company's purchase order number as well as the company's part number must appear on all shipping containers, packing sheets, delivery tickets and bills of lading.

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