



To Whom It May Concern:

Our records indicate that you have requested Reynolds and Reynolds to not ship monthly Manufacturer Pricing Data updates overnight. Not shipping monthly Manufacturer Pricing Data updates overnight may cause your Manufacturer Pricing Data to arrive after the effective date of such data.

If you would still like your monthly updates sent via an alternative method other than overnight, please fill out the form below indicating your shipping preference. After signing, the form can be faxed to the number indicated or sent to the address below.

No change to the delivery method will be made unless we receive this completed form prior to shipping.

Sincerely,

Reynolds and Reynolds

Customer Number: _____

Customer Name: _____

Ship Method (Circle One): Economy 2-Day Express Saver 3-Day Ground 4/5-Day

By signing below, you acknowledge and agree that Reynolds and Reynolds shall not be responsible for any damages of any kind associated with receiving Manufacturer Pricing Data after its effective date.

Printed Name: _____

Signature: _____

Date: _____

Please fax to POWER Software Support: (937) 485-4039

Or mail to: Reynolds and Reynolds
 POWER Software Support
 200 Quality Circle
 College Station, TX 77845

For SDC use only: Effective (CIF updated): _____ Sent to PDF: _____