Property Management Print & Mail Solutions

On Demand | Superior Service | Low Prices

- Business Checks
- Payment Books
- Letters
- Statements
- Envelopes
- Color Copies
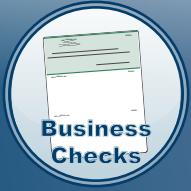
Full Service Solutions for All Things Print & Mail

Bank A Count Corp.

www.bank-a-count.com

800-445-3913

Our Philosophy

Bank-A-Count is a leading national variable print & mail company focused on one thing: Our Customers. Since 1956, we have served thousands of clients nationwide with an unwavering focus on exceptional customer service and low prices. Our On-Demand Print & Mail solutions are flexible, easy-to-use, and fully customized to fit your needs. Read on to learn more about which of our systems works best for you.

Benefits of Bank-A-Count

✓ **Compatible With All Software & File Types -** No matter what computer programs you use or where your files come from, we will make it work!

✓ **Award-Winning Customer Service -** Locally based and never automated, our expert customer service team will answer any questions and help you with any requests you may have.

✓ **Discounted Commercial Postage Rates -** As a commercial mailer, we receive postage discounts that many do not, and we pass those savings on to you!

✓ **Fast Turnaround -** As an on-demand print & mail company, we take pride in getting your orders out as efficiently as possible. Orders are typically shipped same or next business day after proof approval.

✓ **Any Quantity, Any Product -** No matter the type of mailing or quantity needed, we will find you a solution.

Compatibility

Lockbox

We are specialists in providing scanable remittance documents and support more than 50 lockbox operators. Chances are we have the specifications on file for the lockbox you are using along with the ability to print your unique scanline when needed.

These lockbox providers are successfully using Bank-A-Count documents. We have their specifications on file and can provide you with test documents from your input for testing.

Alerus Financial	Independent Bank	TD Bank
Alliance Association Bank	M&T Bank	SouthState Bank (Association Prime)
Banc of California (Smartstreet)	North State Bank	Truist Bank
Center State Bank	Old National Bank	Union Bank
CINC Systems Lockbox	One Florida Bank	US Bank
CIT Bank	Pacific Premier Bank	WesBanco
City National Bank	Popular Bank	Wintrust Community Advantage

Software Vendors

The following companies provide software packages specifically tailored to the property management market that can create a data file that we import for the purpose of creating payment coupon books.

AMSI	Condo Manager	Rent Manager
Appfolio	Enumerate	Skyline
ATG	eUnify/uManage	Vantaca
Buildium	Jenark	VMS
Caliber/FRONTSTEPS	Promas	Yardi
CINC Systems		

Processing System

A time tested, integrated production processing system ensures the accuracy and on-time delivery of your documents. Proofs generally become available to you within an hour during normal business hours. After proof approval, standard orders will be shipped by the next business day! During the peak season in mid-late December, please allow a couple of additional days for your order to ship.

This system auto runs the orders allowing your orders to flow through the production systems as quickly as the processing systems can handle them. Resulting in incredibly fast turnaround times.
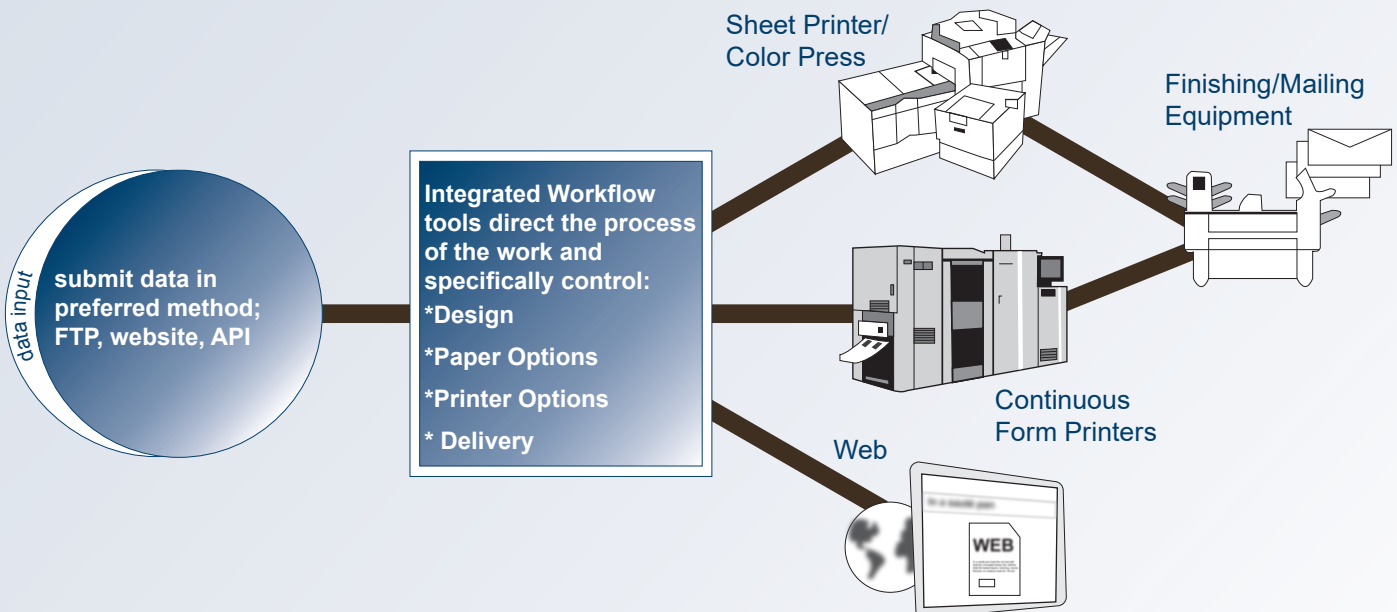
Website

24/7

You have access to a secure website available to you 24 hours a day, 7 days a week. You have the ability to create and update products, place orders, track orders, review past order history, and much more. The online ordering system was developed with you, the end user in mind, making it quick and easy for you to use.

Customized Products & Workflow without the custom price.

Custom printing requests are our specialty. We are nimble in our processing and printing functions and are able to take on special requests quite quickly and build custom work flows when needed.

Whether you have a need for a custom designed financial document, a need for a one-time special workflow to a custom ongoing workflow requirement; our customer service staff will work with you to ensure that the job is done to your specifications every time.

data input

submit data in preferred method; FTP, website, API

Sheet Printer/ Color Press

Finishing/Mailing Equipment

Integrated Workflow tools direct the process of the work and specifically control:
*Design

*Paper Options

*Printer Options

* Delivery

Continuous Form Printers

Web

Replacement Books

NO EXTRA COST EVER!

One Book at a Time

Have a need to order a single coupon book? Every day, we have hundreds of clients ordering a book or two to be rushed to the end user. Orders received by 2:00 pm will be processed and printed the next business day. We do this without an up-charge or minimum fee.

Names and Addresses	Payment Info	Options	Review Details

Click HERE to upload a data file

Customer Number: `799999`

Print Setup: `001I - HOA Office 1 Installment` ▼

Manage coupon setups

Preview of Address on Coupon

HOA OFFICE
ROLLING HILLS HOA
217 PROSPECT ST
YOUR TOWN USA 12345

Account Number: `_____`

Name 1: `_____`

Name 2: `_____`

Mail finished book: `Please make a selection` ▼

Address 1: `_____`

Address 2: `_____`

Address 3: `_____`

`Continue to Payment Info`

Coupon Book Design

Each book individually printed to your specifications

```
ROLLING HILLS HOA                 DIRECT
PO BOX 12345                      012 001/012 01
ANY CITY USA  99999 - 2345        905747  999
                                  PAGES: 12 + 2
```

```
BILL HOMEOWNER
123 WATER ST
RUDOLPH WI 54475-0167
```

Optional 2 line area

PAYMENT COUPONS

Name of Payor   Account Number   Description of Payment

33441816179   **Acct No.**   *Maintenance Fee Payment*   **PAYMENT NUMBER**   002

BILL HOMEOWNER

Make Check Payable to:
ROLLING HILLS HOA

DUE DATE	AMOUNT DUE
08-01-14	$250 00

IMPORTANT - PLEASE INCLUDE THIS COUPON WITH YOUR PAYMENT TO:

MARKESAN MANAGEMENT
PO BOX 12345
ANY CITY USA 99999-2345

Late Charge	$10
Late Processing	$10

AFTER	PAY
08-15-14	$270.00

1025 00000020 0000033441816179 2 00025000 00027000 3

ROLLING HILLS HOA
PO BOX 12345
ANY CITY USA 99999-2345

Detachable RETURN LABEL (Optional)

OCR, BAR, MICR scan line or other text   LATE FEE (optional)   SPECIAL TEXT or BOXED IMAGE

AMOUNT ENCLOSED	$
CHECK #	

AMOUNT ENCLOSED	$
CHECK #	

Standard Features

- 3 colors with covers, green, blue, or burgundy
- Imaging Available
- 37 char. monthly message variable by month
- 2 line 30-character message lines
- Late Fee
- Detachable return address labels
- Mailing Services

Breakout Coupon Format

We offer a specialty style coupon designed specifically for Property Management use. This is a popular style because it includes the itemization of the fees and charges that make up the owner's monthly payment to you. Contact us for details.

HAPPY NEW YEARS

PAYMENT NO.	ACCOUNT NUMBER	DUE DATE	AMOUNT DUE
001	33441816179	01/01/14	500.00

BILL HOMEOWNER

	AFTER	PAY
Make Checks Payable to:	01-15-14	$550.00

IMPORTANT - PLEASE INCLUDE THIS COUPON WITH YOUR PAYMENT TO:

PLAZA 20
C/O ABC MANAGEMENT
217 PROSPECT ST
YOUR TOWN USA 12345

THE "AMOUNT DUE" includes:	
MAINTENANCE FEE	350.00
CABLE FEE	90.00
RESERVE FEE	60.00

1025 00000020 0000033441816179 2 00025000 00027000 3

PLAZA 20
PO BOX 12345
YOUR TOWN USA 12345-2345
c/o ABC MGMT

Custom Imaging

Covers

Custom Cover Designs are a great way to add marketing impact to your finished package.

Include your corporate logo and any special graphics on the front cover of the book. Tailor the front or back covers. Forward a sketch or copy of any desired special cover designs and we'll be happy to provide pricing details, etc.
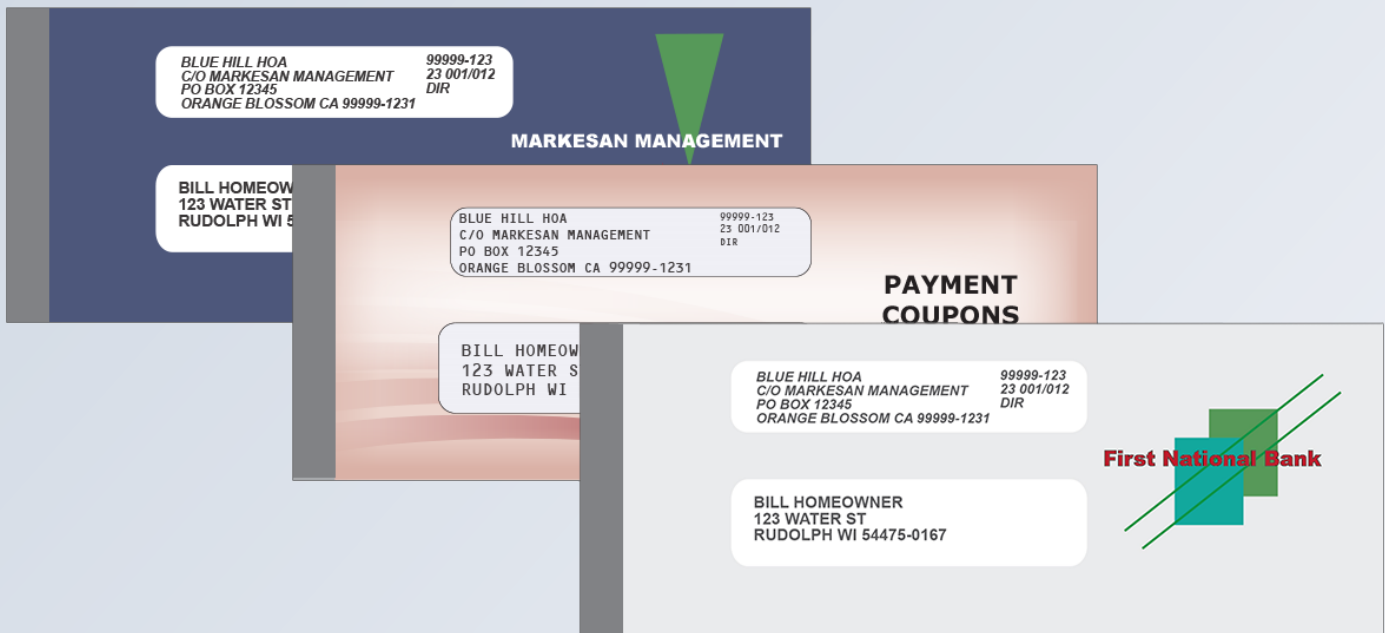
Logo Imaging

Custom static and variable imaging is also available. Common uses include adding your corporate logo or adding special text or graphics.

Optional Products

Letters, Notices, & Budgets

Whether you need to communicate reminders, budgets, or other important information, these documents can be reproduced exactly as you created them. You may use Word, Excel, or PDF. Let Bank-A-Count print your documents and mail them along with your payment books or statements to reduce your postage cost.

Bank-A-Count can also provide this service as a stand alone product reducing your in-house printing, stuffing, and postage costs.

Remittance Envelopes

Speed the flow of incoming mail to your lockbox by providing standardized return envelopes. Lightweight paper used for minimal postage costs when mailing.

Bound Inserts

A perfect way to customize the look of your overall coupon book is to use custom bound inserts.

- Designed to your specifications
- Also available in color

Loose Inserts Available Too

To add marketing impact, you can have inserts stuffed loose with the outgoing books. For instance, if you have existing statement stuffers or brochures you could ship those to us for possible corporate wide use and we could stuff them loose with the books.
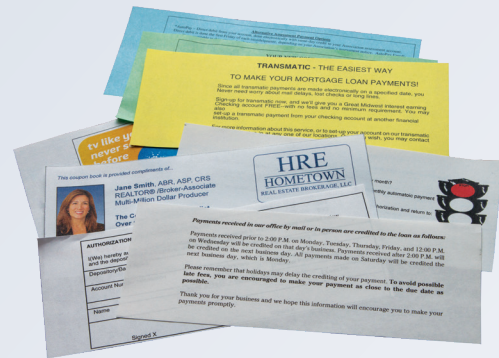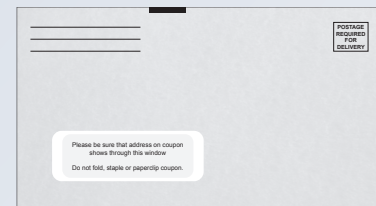
- Used for Marketing, Loan Servicing, or other use
- Cross-sell other services/products

Design to your specs - or provide materials to us

- Send us a mock-up of desired insert
- Or, send us supplies of the letter/brochure you wish to include
- We'll provide price quote and proof before implementing

Ordering Books

Ordering is easy with access to everything you need 24/7.
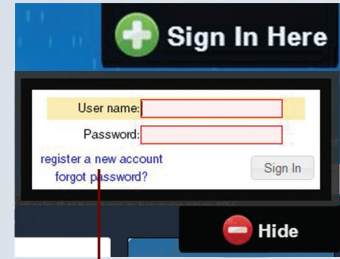
1

SETUP your account with Bank-A-Count Corp.

- Create New Account

- Contact our service dept for an initial question & answer session regarding the software and lockbox you are using.

- Enter printing specifications once logged in by clicking "Add/Edit Coupon Setups" from the quick links area.

2

CREATE your order input and upload your data files onto the ordering site.

Software vendors supported include: AMSI, Appfolio, ATG, Buildium, Caliber/FRONTSTEPS, CINC SYSTEMS, Condo Manager, Enumerate, eUnify/uManage, Jenark, Promas, Rent Manager, Skyline, Vantaca, VMS, and Yardi. We also accept Excel files. Contact us for specific instructions on the software you are using.

3

REVIEW your order

- Bank-A-Count reviews/validates your order and sends a proof notification to you.

- You approve your proof or make necessary changes.

- Your order is complete and produced to your exact requirements.

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Any Questions?

- Contact our customer service dept for a phone orientation session to show new clients how to place orders quickly and easily.

- Written directions are also available online by searching "FAQ"

Letters To Mail

Our standard On-Demand Letter Printing System with 3 job types: Mail Merge, Ready to Print, or Copies.
Simply upload your document(s) and address list and we'll take it from there!

1 Mail Merge

Use our Mail Merge option if you have a letter mailing you'd like to send to a list of addresses.

Customer provides:

- Letter File(s) (.pdf, .doc, .docx)
- Recipient Address File (.xls, .xlsx, .csv, .pan)

Name	Address	City	State	Zip
John Smith	123 Main St	Anytown	US	55555
Sally Sample	555 West Ave	Place City	US	12345
Joe Philips	789 Rocky Rd	Townville	US	98765

Options Include:

- Up to 47 pages per mailing
- Choice of ink/paper color, single-sided or double sided pages
- Choice of Standard #10 or Flat Outgoing Envelope (Flat required for 10+ page mailings)
- Separate mailer page required if using Flat Outgoing Envelope or if first page of your mailing has address information that does not fit the windows on our Standard #10 envelope.
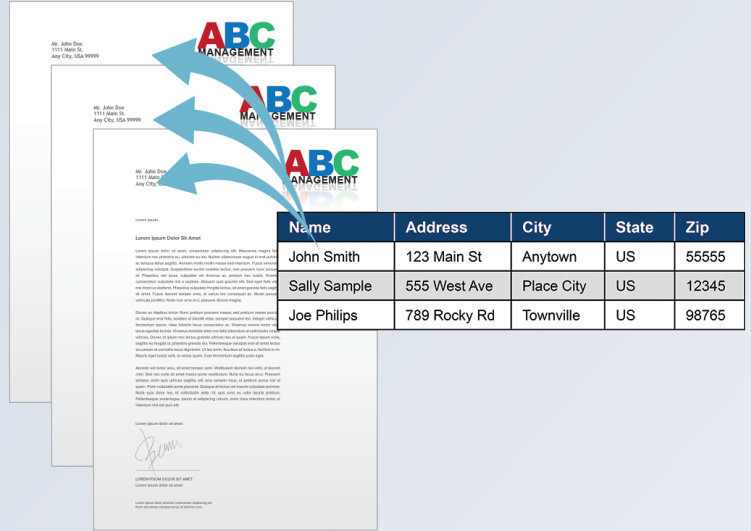
2 Ready to Print

Use our Ready to Print option if you have a document file that already contains merged address information.

Customer provides:

- Letter File(s) (.pdf, .doc, .docx) that contains all necessary address information for all recipients.

Each mailing has to be the same # pages for each recipient, and address information must line up with the windows on our Standard Outgoing Envelopes. For expanded Ready to Print options, please see the Custom Built Templates section.

3 Copies

Use this option if you have a document you'd like us to make copies of and we will mail them to you.

Billing Statements

Let us take the hassle out of your printing and mailing of monthly statements. Our flexible printing system allows numerous options for formatting your statements. Statements can be produced from your Ready-To-Print PDF files, or you can opt to provide us with a data file containing all billing information. For further customization, you have the option to insert additional documents.

Full color statements now available!

*Include letters, budgets, announcements*
May be used as late notices

Standard Features

- Special Imaging Available
- Statement Body with variable text you provide
- Scan Line to your specifications, OCR, MICR, or Barcode
- Remittance Envelope available at additional charge

Other Products

Custom Envelopes

Equip your business for success with our full color, fully customized, high-quality envelopes! The perfect solution for all your business and promotional needs, we offer a variety of envelope sizes and styles. Whether it's a standard business envelope with your logo, or a colorful marketing envelope, just provide us with what you want and Bank-A-Count will do the rest.
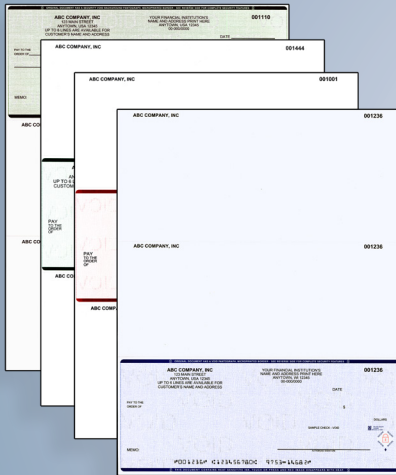
Business Checks

We are proud to offer the lowest possible prices on Computer Checks on Top, Checks in the Middle, Checks on Bottom, and 3 to a Page Checks. They are GUARANTEED to be compatible with whatever accounting software you use, with any printer.

Computer, Manual, and Blank check styles are available.

New! High Security Checks also available

Color Copies

High quality color copy printing at the lowest prices! Let us handle all your flyers, newsletters, posters, booklets, menus, and more. Choose from a variety of paper types and sizes based on your needs.

Size options include 8.5" x 11" or 11" x 17" with a variety of stapling, folding, hole punching, and full bleed capabilities.