

10 STEPS TO PRODUCTION OF NEWSLETTER

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| Step I    | Collect articles/pictures              |
| Step II   | Edit - send to Karen with pictures     |
| Step III  | Karen to send back edited version      |
| Step IV   | Edited version sent to typesetter      |
| Step V    | Receive galleys from typesetter        |
| Step VI   | Galley to Karen - proofing and changes |
| Step VII  | Final review - to Karen - to printer   |
| Step VIII | Clean galleys for layout               |
| Step IX   | Layout for paste-up                    |
| Step X    | Pasted-up version to printer           |
| Step XI   | Mailing                                |