



## Annual Mailing Services

### **Cost Savings. Convenience. Custom Solutions.**

From form design to printing and personalizing proxy packages, Computershare Document Services has you covered for your annual meeting communications and regulatory mailing. We help make sure your proxy mailing is on time, on budget and accurate every step of the way.

### **Single Point of Contact**

From start to finish, we can expertly manage your entire proxy process through a single convenient point of contact to save you time and money for an effortless, consistent mailing, including:

- Proxy design
- Data configuration
- Programming
- Material management
- Supplemental Mail List Cards
- Chairman's Letter
- Personalizing
- Printing
- Packaging
- Postage and mailing

As a value-added service, we can also provide comprehensive Q&A brochures for your investors to answer their most frequently asked questions.

### **Clear and Consistent Proxy Design**

Make a positive impact on your shareholders with our clear, easy-to-complete proxy that encourages higher shareholder response.

Tested by millions of shareholders globally, our customized proxy form provides a flexible fixed-cost solution that integrates your company logo and includes the choice to highlight new shareholder services such as electronic voting and electronic document delivery. Our proxy forms are also designed for electronic data capture for quick, accurate tabulation.

### **Advanced Data Processing**

Technology is the heart of our business. We understand shareholder data and know how to use it to best benefit you. Our solutions extend beyond paper to build intelligence into the process of generating documents from your shareholder register for customized mailings.

### **Personalized Packages**

Our custom sorting and selective inserting allows special treatment of high-value items or tailored mailing inserts, based on your criteria, allowing you to easily personalize the content of your package or add individual messages to target specific shareholder groups.

Using our dynamic design, you can match multiple documents for the same shareholder or perform household consolidated mailings. Each document in your proxy package is individually barcoded so items can be verified and checked prior to lodging with Canada Post.

### **Hassle-Free Mailing**

Our experienced team can deliver intelligent document solutions - meeting all of your needs within your required timeframes.

Generated directly from your shareholder data files, our proxy forms are printed and addressed in one pass through our state-of-the-art high-speed laser printers, allowing us to easily accommodate changes to proxy content.

### **Reduced Out of Pocket Costs**

By using automated mail sorting software that adheres to Canada Post standards and pre-approved address positioning, we increase productivity and can reduce postage costs, depending on your mailing volumes.

We can help increase savings on standardized business reply and outside mailing envelopes through our high volume purchasing power.

These two benefits alone - lower postage and reduced stationery costs - can result in significant overall savings.

### **One Company. One Solution.**

Every annual meeting season, our document experts prepare and produce millions of proxy packages that are sent to shareholders worldwide. Whatever your requirements may be, Computershare Document Services can partner with you to provide one superior solution that meets all of your shareholder mailing needs.

*For more information on our Annual Mailing Services, please contact your Computershare Account Manager.*

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