REPORT ENVELOPE

Please see instructions on back

1. Company Name ________________________________

2. Total # Employed Locally __________


4. □ Completed Roster of Givers

5. □ Total Gift Amount is Shown on EACH Pledge Form


   Please PRINT NAME ________________________________

   Date ________________________________

   Email ________________________________

   Phone ________________________________

7. Person Responsible for Processing Payroll Deduction Pledges:

   Name ________________________________

   Phone ________________________________

   Email ________________________________

8. United Way Staff/Campaign Liaison:

   ________________________________

ENVELOPE SUMMARY

<table>
<thead>
<tr>
<th>Column #1</th>
<th>Column #2</th>
<th>Column #3</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Donors Enclosed</td>
<td>Total Dollars Pledged</td>
<td>Total Payment Enclosed</td>
</tr>
</tbody>
</table>

A. Cash/Checks/Charges Enclosed

B. To be Billed

C. Stock

D. Non-Payroll Totals (A+B+C)

E. Payroll Deduction Pledges

F. Special Events

G. Corporate Pledge ONLY
   (Report only if pledge form enclosed)

COLUMN TOTAL (D+E+F+G)

Please Note: Donors may pay their billed pledge by mailing a check, using their online banking bill pay, via our website or by providing credit card information. We value your relationship - and your security.

United Way Use Only

United Way ________________________________

Enveloped Picked Up by ________________________________

Date Picked Up ________________________________

I Confirm Envelope is Filled Out & Accurate ________________________________

Date ________________________________

Account Number ________________________________

UNIFI SOLUTIONS USE ONLY

<table>
<thead>
<tr>
<th>Done by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Envelope Summary Confirmed

Audit (Random - if not chosen, enter N/A)

Data Entry

Notes/Explanations of Changes
INSTRUCTIONS FOR COMPLETING REPORT ENVELOPE

1. Fill in your Company Name.

2. Total # Employed Locally - Used to determine percent participation calculation.

3. Check whether this is a PARTIAL or FINAL report. DO NOT include previous partial reports in this report.

4. Check that you have enclosed a COMPLETED roster of givers.

5. Check you have confirmed the total gift amount is on EACH pledge form.

6. Sign report and provide your contact information.

7. List whom UW staff should contact for questions on payroll deduction pledges and payments.

8. List the UW staff person or campaign liaison who assisted with your campaign.

Envelope Summary

A. Cash/Checks/Charges Enclosed - Fill Columns 1-3. Total dollars pledged and total payment enclosed SHOULD BE EQUAL.
   If a donor is making a partial payment on a pledge with this envelope, use line B instead of A

B. To be Billed: Fill in Columns 1 & 2. If a donor is making a partial payment on a pledge, enter that payment in Column 3.

C. Stock - Please call the United Way Office.

D. Non-Payroll Totals - Add up all columns and the totals.

E. Payroll Deduction Pledges - Fill in Columns 1 & 2.

F. Special Events - Enter dollars raised through organized fundraising events & activities in Columns 2 & 3.

G. Corporate Pledge ONLY - This is for the company's pledge, not the total collected from employees. Make certain the corporate pledge form is signed, dated and enclosed.