

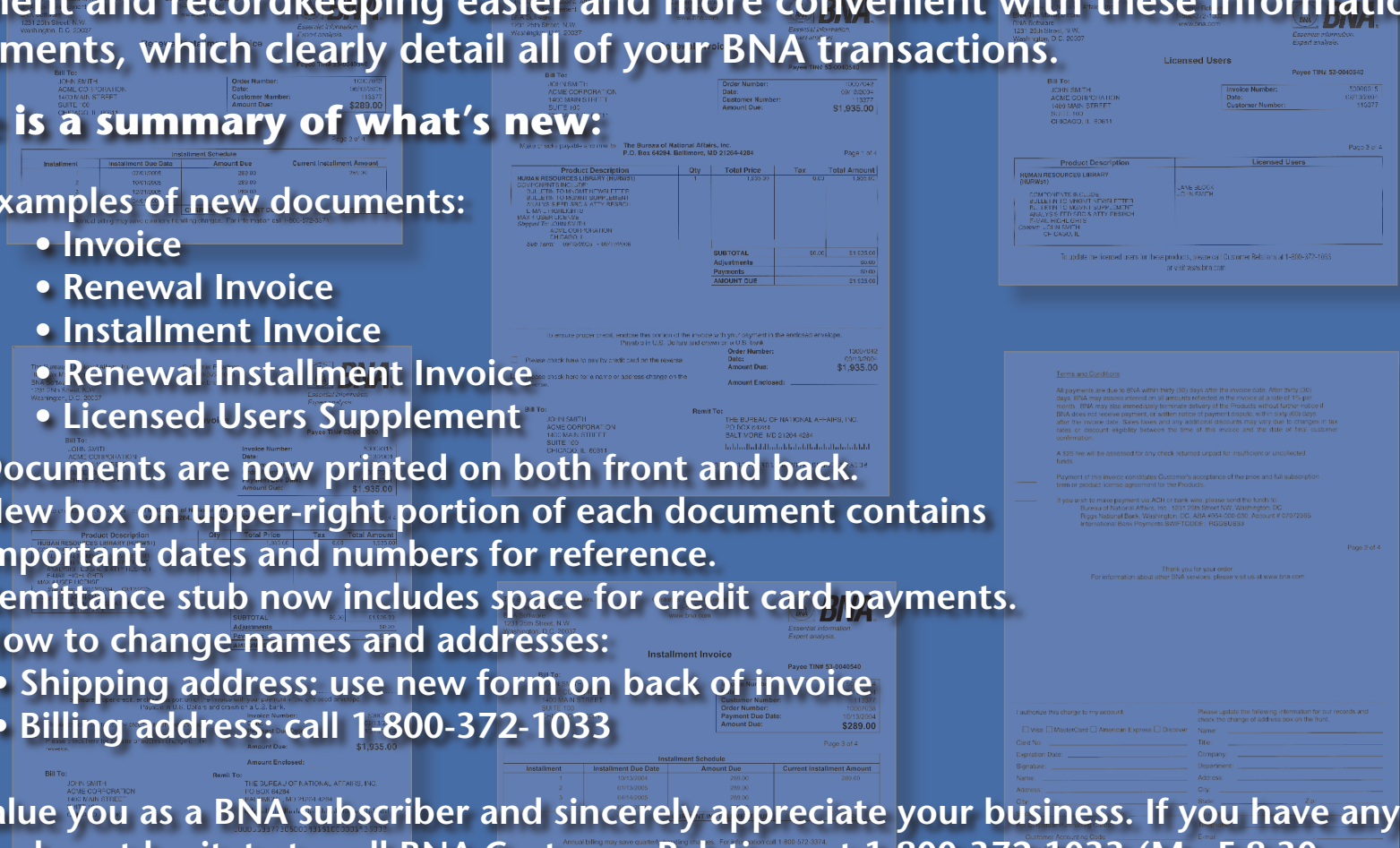
Understanding Your New BNA Invoices

This is your guide to changes in BNA's newly designed invoices. You will find both payment and recordkeeping easier and more convenient with these information-filled documents, which clearly detail all of your BNA transactions.

Here is a summary of what's new:

- Examples of new documents:
 - Invoice
 - Renewal Invoice
 - Installment Invoice
 - Renewal Installment Invoice
 - Licensed Users Supplement
- Documents are now printed on both front and back.
- New box on upper-right portion of each document contains important dates and numbers for reference.
- Remittance stub now includes space for credit card payments.
- How to change names and addresses:
 - Shipping address: use new form on back of invoice
 - Billing address: call 1-800-372-1033

We value you as a BNA subscriber and sincerely appreciate your business. If you have any questions, please do not hesitate to call BNA Customer Relations at 1-800-372-1033 (M - F 8:30 am - 7 pm ET, excluding most federal holidays) to speak to a knowledgeable representative.



You may also receive this supplement to assist in accurate recordkeeping. It lists the names of every person in your organization licensed to use certain BNA Web products.

Licensed Users Supplement

The Bureau of National Affairs, Inc.
BNA Tax Management
BNA Software
1231 25th Street, N.W.
Washington, D.C. 20037

Customer Relations
1-800-372-1033
www.bna.com

BNA
Essential information.
Expert analysis.

Payee TIN# 53-0040540

Invoice Number:	50009315
Date:	09/13/2004
Customer Number:	113377

Bill To:
JOHN SMITH
ACME CORPORATION
1400 MAIN STREET
SUITE 100
CHICAGO, IL 60611

Page 3 of 4

Product Description	Licensed Users
<p>HUMAN RESOURCES LIBRARY (HUR51)</p> <p>COMPONENTS INCLUDE: BULLETIN TO MNGMT NEWSLETTER BULLETIN TO MGMT SUPPLEMENT ANALYSIS, FED SRC & ATTY RESRCH E-MAIL HIGHLIGHTS</p> <p>Contact: JOHN SMITH CHICAGO, IL</p>	<p>JANE BLOCK JOHN SMITH</p>

To update the licensed users for these products, please call Customer Relations at 1-800-372-1033 or visit www.bna.com

Helpful Contact Information

BNA Customer Relations

For orders, account status, replacement items, and address correction, call 1-800-372-1033 (M-F 8:30am - 7pm ET, excluding most federal holidays).

Invoice

The Bureau of National Affairs, Inc.
BNA Tax Management
BNA Software
1231 25th Street, N.W.
Washington, D.C. 20037

Customer Relations
1-800-372-1033
www.bna.com



Essential information.
Expert analysis.

Invoice

Bill To:
JOHN SMITH
ACME CORPORATION
1400 MAIN STREET
SUITE 100
CHICAGO, IL 60611

Payee TIN# 53-0040540

Invoice Number: 50009315
Date: 09/13/2004
Customer Number: 113377
Order Number: 10007037
Payment Due Date: 10/13/2004
Amount Due: **\$1,935.00**

Make checks payable and mail to: The Bureau of National Affairs, Inc.
P.O. Box 64284, Baltimore, MD 21264-4284

Page 1 of 4

Product Description	Qty	Total Price	Tax	Total Amount
HUMAN RESOURCES LIBRARY (HURW51) COMPONENTS INCLUDE: BULLETIN TO MNGMT NEWSLETTER BULLETIN TO MNGMT SUPPLEMENT ANALYSIS, FED SRC & ATTY RESRCH E-MAIL HIGHLIGHTS MAX 4 USER LICENSE Sub Term: 09/13/2004 - 09/12/2005 Shipped To: JOHN SMITH ACME CORPORATION CHICAGO, IL	1	1,935.00	0.00	1,935.00
SUBTOTAL			\$0.00	\$1,935.00
Adjustments				\$0.00
Payments				\$0.00
AMOUNT DUE				\$1,935.00

This column contains details about your new BNA subscriptions, including product components, changes to products since initial order, license information, shipping locations, adjustments, and more.

These columns state how many of the same product were ordered, with the total amount due calculated.

Remittance stub now includes space for credit card payments.

It's easy to alert us to a name or shipping address change, right on the back of your payment form. (To change your billing address, call 1-800-372-1033.)

This box contains essential information about your subscription, including important dates and unique numbers for reference—all in one easy-to-spot location.

This is BNA's federal tax identification number.

Identifies the person or company that receives the bill (not necessarily the same as the subscriber).

You know exactly how many pages are in your document, which is now printed on both front and back.

This includes any credits or payments made prior to the date of issuance of the invoice.

Customers paying for BNA subscriptions in installments will receive this payment schedule.

To ensure proper credit, enclose this portion of the invoice with your payment in the enclosed envelope.
Payable in U.S. Dollars and drawn on a U.S. bank.

- Please check here to pay by credit card on the reverse.
- Please check here for a name or address change on the reverse.

Invoice Number: 50009315
Date: 09/13/2004
Payment Due Date: 10/13/2004

Amount Due: **\$1,935.00**

Amount Enclosed: _____

Bill To:

JOHN SMITH
ACME CORPORATION
1400 MAIN STREET
SUITE 100
CHICAGO, IL 60611

Remit To:

THE BUREAU OF NATIONAL AFFAIRS, INC.
PO BOX 64284
BALTIMORE, MD 21264-4284

0000113377305000931510000193

Renewal invoices for your existing BNA subscriptions will be issued separately from invoices for any new orders.

The Bureau of National Affairs, Inc. Customer Relations 1-800-372-1033 www.bna.com

Essential information. Expert analysis.

Renewal Invoice

Payee TIN# 53-0040540

Bill To:
JOHN SMITH
ACME CORPORATION
1400 MAIN STREET
SUITE 100
CHICAGO, IL 60611

Order Number: 10007042
Date: 09/13/2004
Customer Number: 113377
Amount Due: **\$1,935.00**

Make checks payable and mail to: The Bureau of National Affairs, Inc.
P.O. Box 64284, Baltimore, MD 21264-4284

Page 1 of 4

Product Description	Qty	Total Price	Tax	Total Amount
HUMAN RESOURCES LIBRARY (HURW51) COMPONENTS INCLUDE: BULLETIN TO MNGMT NEWSLETTER BULLETIN TO MNGMT SUPPLEMENT ANALYSIS, FED SRC & ATTY RESRCH E-MAIL HIGHLIGHTS MAX 4 USER LICENSE Sub Term: 09/13/2005 - 09/12/2006 Shipped To: JOHN SMITH ACME CORPORATION CHICAGO, IL	1	1,935.00	0.00	1,935.00
SUBTOTAL			\$0.00	\$1,935.00
Adjustments				\$0.00
Payments				\$0.00
AMOUNT DUE				\$1,935.00

Renewal Invoice

Installment Invoice

The Bureau of National Affairs, Inc. Customer Relations 1-800-372-1033 www.bna.com

Essential information. Expert analysis.

Installment Invoice

Payee TIN# 53-0040540

Bill To:
JOHN SMITH
ACME CORPORATION
1400 MAIN STREET
SUITE 100
CHICAGO, IL 60611

Invoice Number: 50009314
Date: 09/13/2004
Customer Number: 113377
Order Number: 10007038
Payment Due Date: 10/13/2004
Amount Due: **\$289.00**

Installment	Installment Due Date	Amount Due	Current Installment Amount
1	10/13/2004	289.00	289.00
2	01/13/2005	289.00	
3	04/14/2005	289.00	
4	07/14/2005	289.00	
CURRENT INSTALLMENT DUE		\$289.00	

Annual billing may save quarterly handling charges. For information call 1-800-372-3374.

Each installment payment due date is listed here.

Renewal invoices for your existing BNA subscriptions paid in installments will be issued separately from invoices for any new orders paid in installments.

The Bureau of National Affairs, Inc. Customer Relations 1-800-372-1033 www.bna.com

Essential information. Expert analysis.

Renewal Installment Invoice

Payee TIN# 53-0040540

Bill To:
JOHN SMITH
ACME CORPORATION
1400 MAIN STREET
SUITE 100
CHICAGO, IL 60611

Order Number: 10007043
Date: 09/13/2005
Customer Number: 113377
Amount Due: **\$289.00**

Installment	Installment Due Date	Amount Due	Current Installment Amount
1	09/13/2005	289.00	289.00
2	10/01/2005	289.00	
3	12/01/2005	289.00	
4	04/01/2006	289.00	
CURRENT INSTALLMENT DUE		\$289.00	

Annual billing may save quarterly handling charges. For information call 1-800-372-3374.

Renewal Installment Invoice

Reverse of Invoices

Terms and Conditions

All payments are due to BNA within thirty (30) days after the invoice date. After thirty (30) days, BNA may assess interest on all amounts reflected in the invoice at a rate of 1% per month. BNA may also immediately terminate delivery of the Products without further notice if BNA does not receive payment, or written notice of payment dispute, within sixty (60) days after the invoice date. Sales taxes and any additional discounts may vary due to changes in tax rates or discount eligibility between the time of this invoice and the date of final customer confirmation.

A \$25 fee will be assessed for any check returned unpaid for insufficient or uncollected funds.

Payment of this invoice constitutes Customer's acceptance of the price and full subscription term or product license agreement for the Products.

If you wish to make payment via ACH or bank wire, please send the funds to:
Bureau of National Affairs, Inc., 1231 25th Street NW, Washington, DC
Riggs National Bank, Washington, DC, ABA #054-000-030, Account # 07072365
International Bank Payments SWIFTCODE: RGGUS33

Page 2 of 4

Thank you for your order.
For information about other BNA services, please visit us at www.bna.com.

Remittance stub now includes space for credit card payments.

I authorize this charge to my account.

Visa MasterCard American Express Discover

Card No. _____
Expiration Date: _____
Signature: _____
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
For Corporate Purchasing Cards:
Customer Accounting Code: _____
Sales Tax Amount: _____

Please update the following information for our records and check the change of address box on the front.

Name: _____
Title: _____
Company: _____
Department: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone: _____
E-mail: _____

Helpful Contact Information

BNA Customer Relations

For orders, account status, replacement items, and address correction, call 1-800-372-1033 (M-F 8:30am - 7pm ET, excluding most federal holidays).

It's easy to alert us to a name or shipping address change, right on the back of your payment form. (To change your billing address, call 1-800-372-1033.)