

**AGENDA
CITY COUNCIL
WORK SESSION
CITY OF WYOMING, MINNESOTA
AUGUST 25, 2021
5:30 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

"An opportunity for members of the public to address the City Council on items on/or not on the current agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. You will be limited to three (3) minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak".

APPROVAL OF MINUTES:

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

CONSENT AGENDA:

Items under the "Consent Agenda" will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND DEPARTMENT HEADS:

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

1. City Council Mission and Vision Statement

2. 2022 Budget Update
3. Railroad Park Buy a Brick Fundraiser
4. To consider entering a closed session under MN State Statute 13D.03, Subd 1(b) for Labor Negotiation Developments

COUNCIL REPORTS:

ADJOURN



Staff Report

Date: August 23rd, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais, Assistant City Administrator

Department: Administration

Reference: Mission and Vision Statements

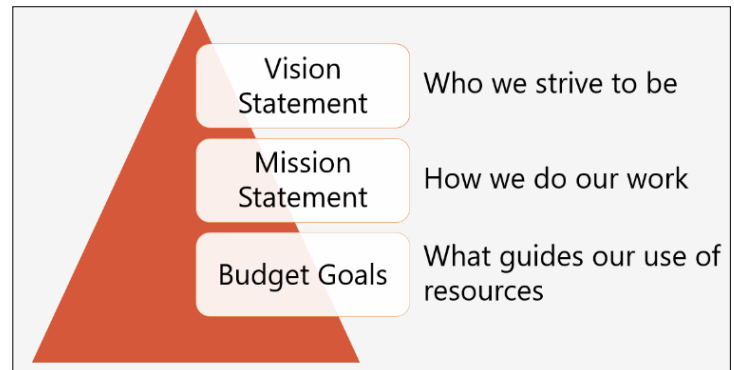
Background Information:

At the June 9th, 2021 City Council Work session, the Council reviewed a draft mission statement, a draft vision statement, and draft budget goals. These statements help to clearly define the council's goals as it makes decisions and allocates resources for the City. Defining these in statements like this promotes transparency to the public by sharing the reasoning behind budgetary decisions beyond just financial tables that may be difficult for some people to understand.

The Vision Statement is the most overarching statement for the City, embodying the aspirational goals of the City, defining who we strive to be as a community and as an organization.

The Mission Statement, defines the day to day approach that the City has to our work. This statement defines how we do our work.

Finally, the budget goals speak directly to how the Council is allocating the financial resources of the City.



During the June 9th, Council Work Session, the Council reviewed and adjusted the draft mission statements to reflect the core values of the Council. The Core Values that were defined by the Council for the draft Vision Statement were:

- Leader
- Innovative
- Economically Sustainable
- Transparent

The draft Vision Statement reflecting these values is:

*The City of Wyoming will be a regional **leader** in providing **innovative** and long term **economically sustainable** government that is **transparent** to all.*

The Core values that the Council identified for the Mission Statement were:

- Efficient
- Connected
- Resilient
- Accessible



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

The draft Mission statement reflecting these values is:

*The mission of the City of Wyoming is to **efficiently** provide public services, **connect** to our heritage, ensure community **resilience** and be a City that is **accessible** and welcoming to all.*

The Budget goals fit within these other two statements. The draft goals that the City Council reviewed were:

- Maintain Physical Assets and Infrastructure
- Plan for connected and sustainable infrastructure
- Responsive to Community Needs
- Build for Inclusivity



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

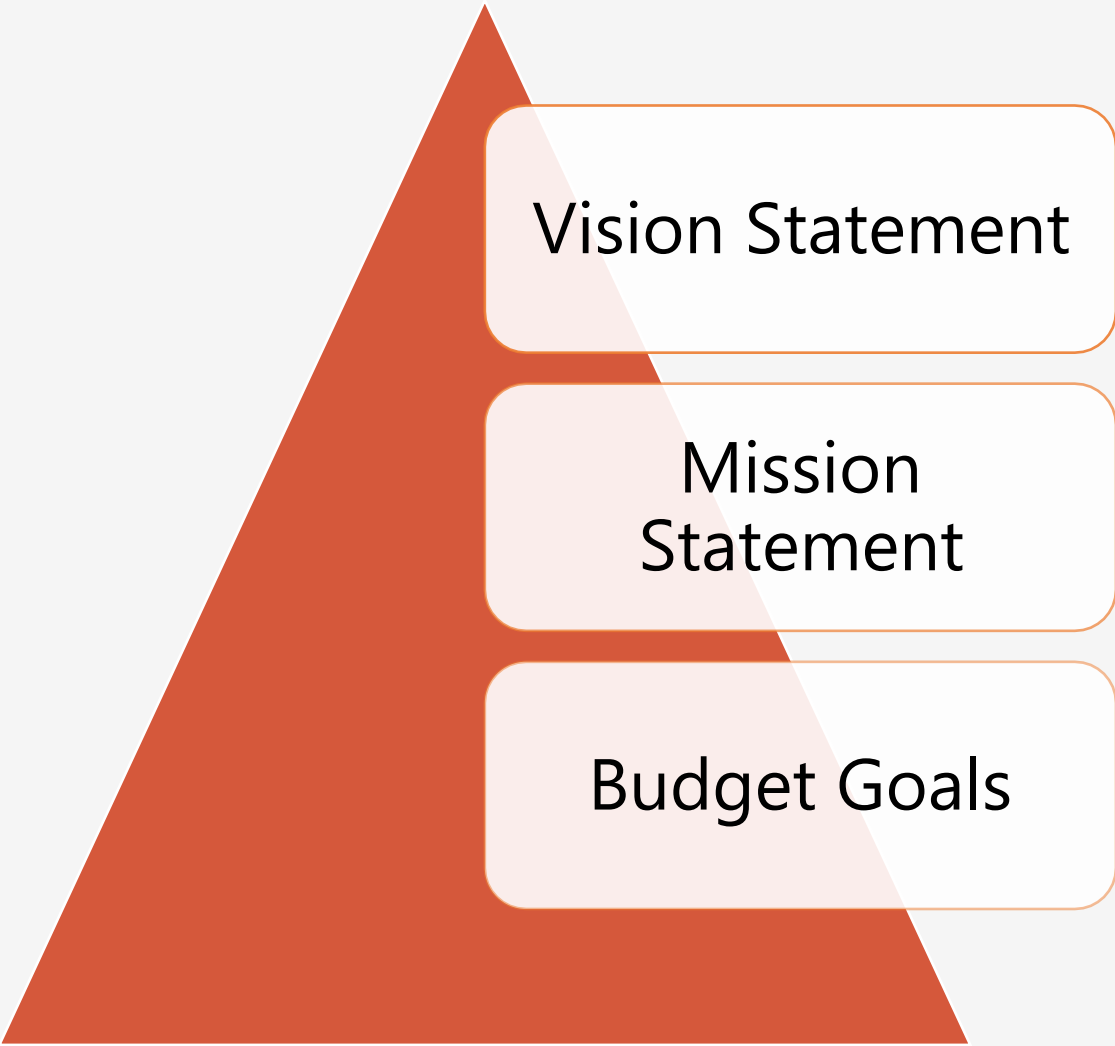
City of Wyoming Mission and Vision Statements

June 9th, 2021 City Council Work session

Existing Wyoming Mission Statement

Passed in 2011

“To create a proud community that celebrates our heritage, builds for the future, and enhances the quality of life through innovation, cooperation, responsible leadership and a philosophy of service to the community”



Vision Statement

Who we strive to be

Mission
Statement

How we do our work

Budget Goals

What guides our use of resources

Council Feedback Summary

Vision Statement

- Multigenerational population
- Quality Service Programs
- Welcoming to everyone
- Plan Spoken – Straight Forward
- Professionalism/Leadership Role in County/Collaborative with other entities in County

Mission Statement

- Responsive to residents, provide services to residents that are affordable.
- Good Start – Look for updates
- Value for inclusion or inclusive community
- likes “To create proud community that celebrates our heritage and builds for the future”

Budget Goals

- Brief/short/to the point
- Efficient

Goals of conversation

Transparent: The Statement should communicate the goals of the City Council to the public

Succinct and Clear: The statement should be straightforward, not excessively flowery

Accurate: The statement should reflect the priorities of the Council

Vision Statement Core Values:

Leader

Innovative

Economically Sustainable

Transparent

Draft Vision Statement

The City of Wyoming will be a regional **leader** in providing **innovative** and long term **economically sustainable** government that is **transparent** to all.

Mission Statement Core Values

Efficient

Resilient

Connected

Accessible

Draft Mission Statement

The mission of the City of Wyoming is to **efficiently** provide public services, **connect** to our heritage, ensure community **resilience** and be a City that is **accessible** and welcoming to all.

Budget Goals

Maintain Physical Assets and Infrastructure: Protecting what we have so that it is available for people in the future is a central value within the City budget. Prior to new investments, the City budget prioritizes protecting the infrastructure and assets that the City currently has.

Plan for connected and sustainable infrastructure: The projects and services that we budget for are investments in the future of the Wyoming Community.

Responsive to Community Needs: Resident needs are the backbone of decision making for the City, driving both what is included and what is not included in the budget. The programs and services that the City offers must manage within an affordable budget for community residents.

Build for Inclusivity: The City of Wyoming is a place where all people are welcome and where people can grow and age in a trusted community. City operations, community projects, and infrastructure combine to create not only accessibility for all, but also a sense of welcome.

BUDGET MEMO

TO: CITY ADMINISTRATOR
FROM: AEM FINANCIAL SOLUTIONS, LLC
SUBJECT: COUNCIL WORK SESSION - SECOND DRAFT OF 2022 BUDGET
DATE: 8/19/21

Introduction

Upon your request, we have summarized some of the key items for consideration in this years' budget.

Budget Format

The 2022 Budget included the Council approved priorities for each department. These will continue to be reviewed and updated as needed in the 2022 budget.

Key items in this year's budget:

- o The debt levy increased \$50,835 or 5.74%
 - Increase is due to the issuance of the 2020A bonds for the 2020 street project and the subsequent tax levy needed to fund debt service payments
- o The capital levy increased \$330,000
 - Capital levies are needed to fund equipment and improvements and details can be found in the City's Long Term Plan
- Staffing
 - o The Crime Analyst was promoted to full-time starting in July 2021
- All employees are projected to receive a COLA increase of 3% and eligible employees will receive a step increase
- Health Insurance rates are increasing by 8.3% for 2022
- Per the League of MN Cities, we have estimated a 20% increase to Worker's Comp and 12% increase for general liability insurance

Tax Levy Summary - Scenario 1

Overall, the property tax levy includes levies for general operations, EDA, capital equipment and improvements, street replacement, and debt service. The 2021 actual and 2022 proposed property tax levies, with different scenarios, are listed below:

Scenario 1- Original Budget Proposed With No Franchise Fees Added

	2021 Levy	Proposed 2022 Levy	Increase (Decrease) from 2021	Percent Change from 2021	Fund #
General Levy	\$ 3,354,083	\$ 3,466,256	\$ 112,173	3.34%	101
EDA Levy	42,000	42,000	-	0%	280
Capital Levy					
Capital Equipment	170,000	200,000	30,000	17.65%	401
Park Development	-	-	-	0%	404
Street Replacement	-	300,000	300,000	100.00%	408
Total	170,000	500,000	330,000	194.12%	
Debt Levy					
2009A GO Bonds	150,681	210,000	59,319	39.37%	337
2015A GO Bonds	275,000	275,000	-	0%	338
2016A GO Bonds	125,906	124,404	(1,502)	-1.19%	339
2018A GO Bonds	107,217	104,540	(2,677)	-2.50%	340
2020A GO Bonds	226,421	222,116	(4,305)	-1.90%	341
Total	885,225	936,060	50,835	5.74%	
Total	\$ 4,451,308	\$ 4,944,316	\$ 493,008	11.08%	
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533	3.78%	
City Tax Rate*	43.31%	46.36%	3.04%		

*The City's Payable 2021 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.

Below is a summary with different scenarios with adding franchise fees and altering the street replacement levy, along with a copy of the franchise fees options. The remaining information are details from the different scenarios.

	Franchise Fee Option	Franchise Fee Amount (Nine Months)	Street Replacement Levy	Total Allocated Towards Streets	Overall Levy
Scenario 1	\$ -	\$ -	\$ 300,000	\$ 300,000	11.08%
Scenario 2	B	217,753	82,247	300,000	6.18%
Scenario 3	C	224,377	25,623	250,000	4.91%
Scenario 4	C	224,377	75,623	300,000	6.03%
Scenario 5	D	249,053	948	250,000	4.36%
Scenario 6	D	249,053	50,948	300,000	5.48%
Scenario 7	B	217,753	32,247	250,000	5.06%

FRANCHISE FEE OPTIONS: Wyoming/2021

Customer Classification	Option A	Option B	Option C	Option D
Electric				
Residential	\$ 3.50	\$ 3.75	\$ 3.75	\$ 4.00
Small C&I: Non-Demand	\$ 3.25	\$ 3.75	\$ 4.00	\$ 4.75
Small C&I: Demand	\$ 24.00	\$ 25.00	\$ 27.00	\$ 30.00
Large C&I	\$135.00	\$150.00	\$165.00	\$ 190.00
Total Annual Collection Xcel Energy Electric	\$182,874.00	\$197,205.00	\$204,333.00	\$224,532.00
Total Annual Collection Connexus Energy	\$ 19,638.00	\$ 21,030.00	\$ 21,180.00	\$ 22,722.00
Customer Classification	Option A	Option B	Option C	Option D
Gas				
Residential	\$ 1.25	\$ 1.50	\$ 1.50	\$ 1.75
Commercial Firm: Non-Demand	\$ 7.00	\$ 7.50	\$ 8.00	\$ 9.00
Commercial Firm: Demand	\$ 10.00	\$ 13.00	\$ 15.00	\$ 20.00
Small Interruptible	\$ 90.00	\$ 95.00	\$100.00	\$ 110.00
Total Annual Collection Xcel Energy Gas	\$ 62,496.00	\$ 72,102.00	\$ 73,656.00	\$ 84,816.00
GRAND TOTAL	Option A	Option B	Option C	Option D
	\$265,008.00	\$290,337.00	\$299,169.00	\$332,070.00

Tax Capacity Impact on Tax Rate - Scenario 1

Keep the Tax Levy Dollars Flat

	2021	2022	Change
City Tax Rate	43.31%	41.74%	-1.58%
City Tax Levy	\$ 4,451,308	\$ 4,451,308	\$ -
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533

If the City keeps the tax levy dollars flat, the tax rate will decrease by 1.58%. As tax capacity increases, cities can levy more dollars without a direct tax rate increase. In this example, the city is able to keep a flat levy amount and the residents see a decrease in the tax rate.

Keep a Flat Tax Rate

	2021	2022	Change
City Tax Rate	43.31%	43.31%	0.00%
City Tax Levy	\$ 4,451,308	\$ 4,619,593	\$ 168,285
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533

If the City keeps a flat tax rate, the levied tax dollars will increase by \$168,285 (or 3.78%). As stated before, as the tax capacity increases, cities are able to levy more dollars without a direct tax rate increase. In this example the city is able to collect an additional \$168,285 without having to increase the tax rate per household.

Current Proposed Tax Levy & Tax Rate

	2021	2022	Change
City Tax Rate	43.31%	46.36%	3.04%
City Tax Levy	\$ 4,451,308	\$ 4,944,316	\$ 493,008
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533

In this example are the proposed 2022 Wyoming tax rate and levy amounts. The dollars levied are increased by \$493,008 (11.08%) and the tax rate has gone up by 3.04%. It is because of the increased tax capacity that the City is able to levy more dollars while having a lower tax rate.

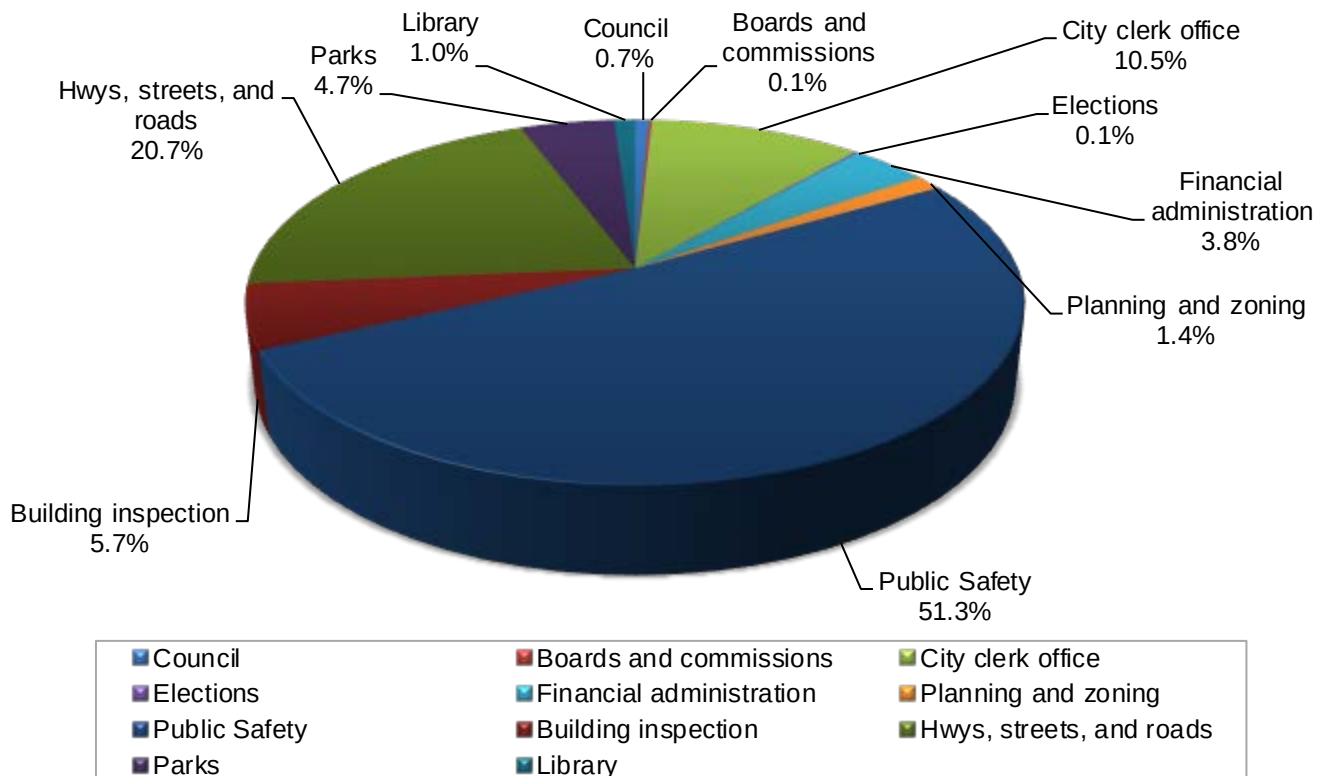
Estimated Property Taxes - Scenario 1

Property Type	Market Value	Taxable Market Value	2021 Taxes Payable	2022 Taxes Payable	Increase (Decrease) in Property Taxes
Residential	\$ 100,000	\$ 71,800	\$ 311	\$ 333	\$ 22
Residential	200,000	180,800	783	838	55
Residential	300,000	289,800	1,255	1,343	88
Residential	400,000	398,800	1,727	1,849	121
Commercial	500,000	500,000	4,006	4,288	282

Note: change in market value has not been assumed

General Fund Budget Summary - Scenario 1

	Actual 2019	Budget 2020	Budget 2021	Budget 2022	Amount Change	Percent Change
Revenues						
Property taxes	\$ 3,175,401	\$ 3,246,123	\$ 3,354,083	\$ 3,466,256	\$ 112,173	\$ 112,174
Other taxes	125,458	163,434	158,134	82,748	(75,386)	(75,386)
Licenses and permits	309,477	235,500	212,000	224,000	12,000	12,000
Intergovernmental	414,222	150,450	153,369	165,800	12,431	12,431
Charges for services	49,572	48,000	52,000	53,500	1,500	1,500
Fines and forfeitures	18,352	20,000	20,000	15,000	(5,000)	(5,000)
Interest earnings	42,575	35,000	36,700	25,000	(11,700)	(11,700)
Miscellaneous	8,075	-	-	-	-	-
Other financing sources	410	-	-	-	-	-
Total Revenues	\$ 4,143,543	\$ 3,898,507	\$ 3,986,286	\$ 4,032,304	\$ 46,018	1%
	Actual 2019	Budget 2020	Budget 2021	Budget 2022	Amount Change	Percent Change
Expenditures						
Council	\$ 24,935	\$ 25,860	\$ 28,230	\$ 28,448	\$ 218	\$ 218
Boards and commissions	6,989	5,450	5,570	5,824	254	254
City clerk office	353,430	449,950	401,860	425,120	23,260	23,261
Elections	-	8,500	-	6,000	6,000	6,000
Financial administration	288,595	266,736	270,536	151,970	(118,566)	(118,566)
Planning and zoning	48,397	55,200	59,860	54,582	(5,278)	(5,278)
Police department	1,826,391	1,855,011	1,976,780	2,067,455	90,675	90,675
Building inspection	172,820	235,030	221,930	230,624	8,694	8,694
Hwys, streets, and roads	806,935	809,400	805,940	832,679	26,739	26,739
Parks	108,005	147,920	174,430	188,452	14,022	14,022
Library	37,562	39,450	41,150	41,150	-	-
Transfer out	1,438,730	-	-	-	-	-
Total Expenditures	5,112,790	3,898,507	3,986,286	4,032,304	46,018	1%
Excess Revenues (Expenditures)	\$ (969,247)	\$ -	\$ -	\$ -	\$ -	-



Tax Levy Summary - Scenario 2

Scenario 2
Franchise Fees Added - Option B (9 Months) With \$300,000 Street Replacement

	2021 Levy	Proposed 2022 Levy	Increase (Decrease) from 2021	Percent Change from 2021	Fund #
General Levy	\$ 3,354,083	\$ 3,466,256	\$ 112,173	3.34%	101
EDA Levy	42,000	42,000	-	0%	280
Capital Levy					
Capital Equipment	170,000	200,000	30,000	17.65%	401
Park Development	-	-	-	0%	404
Street Replacement	-	82,247	82,247	100.00%	408
Total	170,000	282,247	112,247	66.03%	
Debt Levy					
2009A GO Bonds	150,681	210,000	59,319	39.37%	337
2015A GO Bonds	275,000	275,000	-	0%	338
2016A GO Bonds	125,906	124,404	(1,502)	-1.19%	339
2018A GO Bonds	107,217	104,540	(2,677)	-2.50%	340
2020A GO Bonds	226,421	222,116	(4,305)	-1.90%	341
Total	885,225	936,060	50,835	5.74%	
Total	\$ 4,451,308	\$ 4,726,563	\$ 275,255	6.18%	
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533	3.78%	
City Tax Rate*	43.31%	44.32%	1.00%		

**The City's Payable 2021 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.*

Tax Capacity Impact on Tax Rate - Scenario 2

Keep the Tax Levy Dollars Flat

	2021	2022	Change
City Tax Rate	43.31%	41.74%	-1.58%
City Tax Levy	\$ 4,451,308	\$ 4,451,308	\$ -
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533

If the City keeps the tax levy dollars flat, the tax rate will decrease by 1.58%. As tax capacity increases, cities can levy more dollars without a direct tax rate increase. In this example, the city is able to keep a flat levy amount and the residents see a decrease in the tax rate.

Keep a Flat Tax Rate

	2021	2022	Change
City Tax Rate	43.31%	43.31%	0.00%
City Tax Levy	\$ 4,451,308	\$ 4,619,593	\$ 168,285
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533

If the City keeps a flat tax rate, the levied tax dollars will increase by \$168,285 (or 3.78%). As stated before, as the tax capacity increases, cities are able to levy more dollars without a direct tax rate increase. In this example the city is able to collect an additional \$168,285 without having to increase the tax rate per household.

Current Proposed Tax Levy & Tax Rate

	2021	2022	Change
City Tax Rate	43.31%	44.32%	1.00%
City Tax Levy	\$ 4,451,308	\$ 4,726,563	\$ 275,255
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533

In this example are the proposed 2022 Wyoming tax rate and levy amounts. The dollars levied are increased by \$275,255 (6.18%) and the tax rate has gone up by 1.00%. It is because of the increased tax capacity that the City is able to levy more dollars while having a lower tax rate.

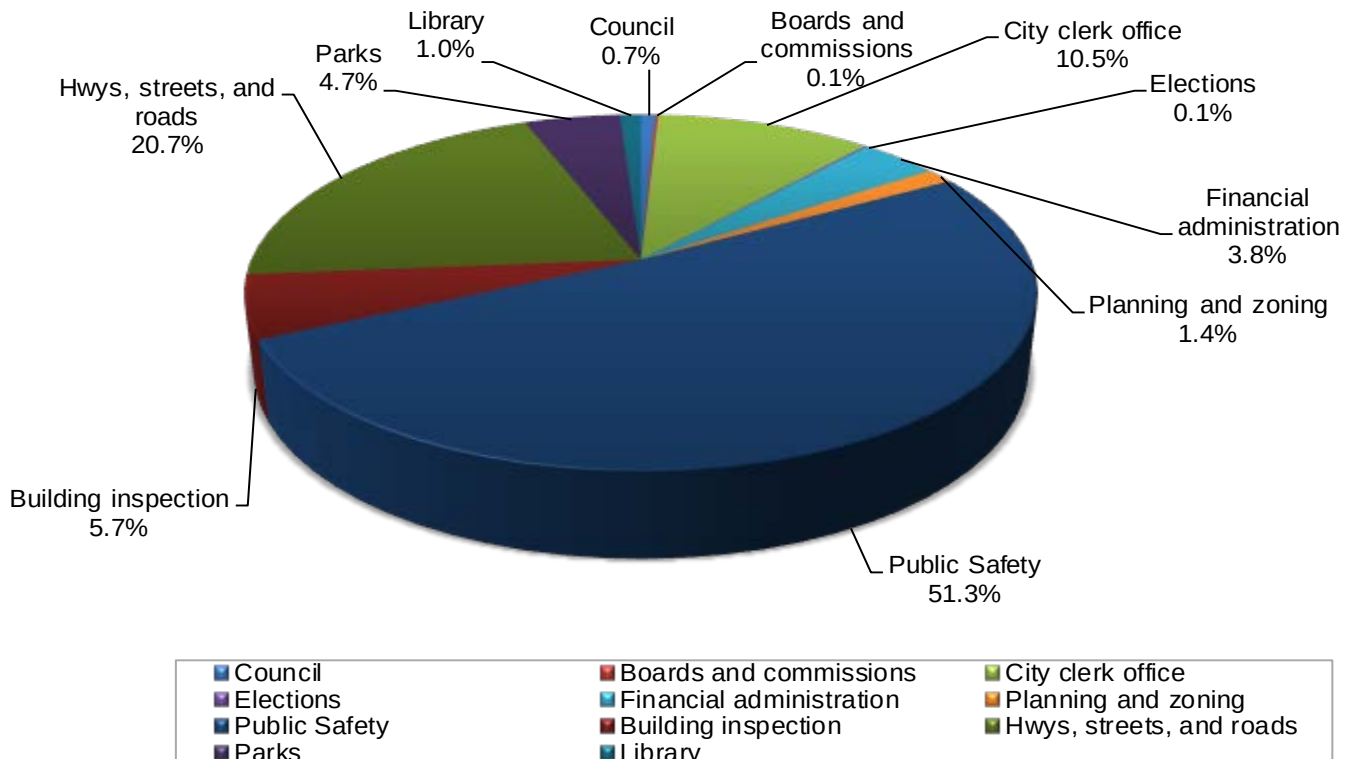
Estimated Property Taxes - Scenario 2

Property Type	Market Value	Taxable Market Value	2021 Taxes Payable	2022 Taxes Payable	Increase (Decrease) in Property Taxes
Residential	\$ 100,000	\$ 71,800	\$ 311	\$ 318	\$ 7
Residential	200,000	180,800	783	801	18
Residential	300,000	289,800	1,255	1,284	29
Residential	400,000	398,800	1,727	1,767	40
Commercial	500,000	500,000	4,006	4,099	93

Note: change in market value has not been assumed

General Fund Budget Summary - Scenario 2

	Actual 2019	Budget 2020	Budget 2021	Budget 2022	Amount Change	Percent Change
Revenues						
Property taxes	\$ 3,175,401	\$ 3,246,123	\$ 3,354,083	\$ 3,466,256	\$ 112,173	\$ 112,174
Other taxes	125,458	163,434	158,134	82,748	(75,386)	(75,386)
Licenses and permits	309,477	235,500	212,000	224,000	12,000	12,000
Intergovernmental	414,222	150,450	153,369	165,800	12,431	12,431
Charges for services	49,572	48,000	52,000	53,500	1,500	1,500
Fines and forfeitures	18,352	20,000	20,000	15,000	(5,000)	(5,000)
Interest earnings	42,575	35,000	36,700	25,000	(11,700)	(11,700)
Miscellaneous	8,075	-	-	-	-	-
Other financing sources	410	-	-	-	-	-
Total Revenues	\$ 4,143,543	\$ 3,898,507	\$ 3,986,286	\$ 4,032,304	\$ 46,018	1%
	Actual 2019	Budget 2020	Budget 2021	Budget 2022	Amount Change	Percent Change
Expenditures						
Council	\$ 24,935	\$ 25,860	\$ 28,230	\$ 28,448	\$ 218	\$ 218
Boards and commissions	6,989	5,450	5,570	5,824	254	254
City clerk office	353,430	449,950	401,860	425,120	23,260	23,261
Elections	-	8,500	-	6,000	6,000	6,000
Financial administration	288,595	266,736	270,536	151,970	(118,566)	(118,566)
Planning and zoning	48,397	55,200	59,860	54,582	(5,278)	(5,278)
Police department	1,826,391	1,855,011	1,976,780	2,067,455	90,675	90,675
Building inspection	172,820	235,030	221,930	230,624	8,694	8,694
Hwys, streets, and roads	806,935	809,400	805,940	832,679	26,739	26,739
Parks	108,005	147,920	174,430	188,452	14,022	14,022
Library	37,562	39,450	41,150	41,150	-	-
Transfer out	1,438,730	-	-	-	-	-
Total Expenditures	5,112,790	3,898,507	3,986,286	4,032,304	46,018	1%
Excess Revenues (Expenditures)	\$ (969,247)	\$ -	\$ -	\$ -	\$ -	-



Tax Levy Summary - Scenario 3

Scenario 3
Franchise Fees Added - Option C (9 Months) With \$250,000 Street Replacement

	2021 Levy	Proposed 2022 Levy	Increase (Decrease) from 2021	Percent Change from 2021	Fund #
General Levy	\$ 3,354,083	\$ 3,466,256	\$ 112,173	3.34%	101
EDA Levy	42,000	42,000	-	0%	280
Capital Levy					
Capital Equipment	170,000	200,000	30,000	17.65%	401
Park Development	-	-	-	0%	404
Street Replacement	-	25,623	25,623	100.00%	408
Total	170,000	225,623	55,623	32.72%	
Debt Levy					
2009A GO Bonds	150,681	210,000	59,319	39.37%	337
2015A GO Bonds	275,000	275,000	-	0%	338
2016A GO Bonds	125,906	124,404	(1,502)	-1.19%	339
2018A GO Bonds	107,217	104,540	(2,677)	-2.50%	340
2020A GO Bonds	226,421	222,116	(4,305)	-1.90%	341
Total	885,225	936,060	50,835	5.74%	
Total	\$ 4,451,308	\$ 4,669,939	\$ 218,631	4.91%	
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533	3.78%	
City Tax Rate*	43.31%	43.79%	0.47%		

*The City's Payable 2021 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.

Tax Levy Summary - Scenario 4

Scenario 4 Franchise Fees Added - Option C (9 Months) With \$300,000 Street Replacement

	2021 Levy	Proposed 2022 Levy	Increase (Decrease) from 2021	Percent Change from 2021	Fund #
General Levy	\$ 3,354,083	\$ 3,466,256	\$ 112,173	3.34%	101
EDA Levy	42,000	42,000	-	0%	280
Capital Levy					
Capital Equipment	170,000	200,000	30,000	17.65%	401
Park Development	-	-	-	0%	404
Street Replacement	-	75,623	75,623	100.00%	408
Total	170,000	275,623	105,623	62.13%	
Debt Levy					
2009A GO Bonds	150,681	210,000	59,319	39.37%	337
2015A GO Bonds	275,000	275,000	-	0%	338
2016A GO Bonds	125,906	124,404	(1,502)	-1.19%	339
2018A GO Bonds	107,217	104,540	(2,677)	-2.50%	340
2020A GO Bonds	226,421	222,116	(4,305)	-1.90%	341
Total	885,225	936,060	50,835	5.74%	
Total	\$ 4,451,308	\$ 4,719,939	\$ 268,631	6.03%	
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533	3.78%	
City Tax Rate*	43.31%	44.25%	0.94%		

*The City's Payable 2021 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.

Tax Levy Summary - Scenario 5

Scenario 5
Franchise Fees Added - Option D (9 Months) With \$250,000 Street Replacement

	2021 Levy	Proposed 2022 Levy	Increase (Decrease) from 2021	Percent Change from 2021	Fund #
General Levy	\$ 3,354,083	\$ 3,466,256	\$ 112,173	3.34%	101
EDA Levy	42,000	42,000	-	0%	280
Capital Levy					
Capital Equipment	170,000	200,000	30,000	17.65%	401
Park Development	-	-	-	0%	404
Street Replacement	-	948	948	100.00%	408
Total	170,000	200,948	30,948	18.20%	
Debt Levy					
2009A GO Bonds	150,681	210,000	59,319	39.37%	337
2015A GO Bonds	275,000	275,000	-	0%	338
2016A GO Bonds	125,906	124,404	(1,502)	-1.19%	339
2018A GO Bonds	107,217	104,540	(2,677)	-2.50%	340
2020A GO Bonds	226,421	222,116	(4,305)	-1.90%	341
Total	885,225	936,060	50,835	5.74%	
Total	\$ 4,451,308	\$ 4,645,264	\$ 193,956	4.36%	
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533	3.78%	
City Tax Rate*	43.31%	43.55%	0.24%		

*The City's Payable 2021 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.

Tax Levy Summary - Scenario 6

Scenario 6
Franchise Fees Added - Option D (9 Months) With \$300,000 Street Replacement

	2021 Levy	Proposed 2022 Levy	Increase (Decrease) from 2021	Percent Change from 2021	Fund #
General Levy	\$ 3,354,083	\$ 3,466,256	\$ 112,173	3.34%	101
EDA Levy	42,000	42,000	-	0%	280
Capital Levy					
Capital Equipment	170,000	200,000	30,000	17.65%	401
Park Development	-	-	-	0%	404
Street Replacement	-	50,948	50,948	100.00%	408
Total	170,000	250,948	80,948	47.62%	
Debt Levy					
2009A GO Bonds	150,681	210,000	59,319	39.37%	337
2015A GO Bonds	275,000	275,000	-	0%	338
2016A GO Bonds	125,906	124,404	(1,502)	-1.19%	339
2018A GO Bonds	107,217	104,540	(2,677)	-2.50%	340
2020A GO Bonds	226,421	222,116	(4,305)	-1.90%	341
Total	885,225	936,060	50,835	5.74%	
Total	\$ 4,451,308	\$ 4,695,264	\$ 243,956	5.48%	
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533	3.78%	
City Tax Rate*	43.31%	44.02%	0.71%		

*The City's Payable 2021 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.

Tax Levy Summary - Scenario 7

Scenario 7 Franchise Fees Added - Option B (9 Months) and \$250,000 Street Replacement

	2021 Levy	Proposed 2022 Levy	Increase (Decrease) from 2021	Percent Change from 2021	Fund #
General Levy	\$ 3,354,083	\$ 3,466,256	\$ 112,173	3.34%	101
EDA Levy	42,000	42,000	-	0%	280
Capital Levy					
Capital Equipment	170,000	200,000	30,000	17.65%	401
Park Development	-	-	-	0%	404
Street Replacement	-	32,247	32,247	100.00%	408
Total	170,000	232,247	62,247	36.62%	
Debt Levy					
2009A GO Bonds	150,681	210,000	59,319	39.37%	337
2015A GO Bonds	275,000	275,000	-	0%	338
2016A GO Bonds	125,906	124,404	(1,502)	-1.19%	339
2018A GO Bonds	107,217	104,540	(2,677)	-2.50%	340
2020A GO Bonds	226,421	222,116	(4,305)	-1.90%	341
Total	885,225	936,060	50,835	5.74%	
Total	\$ 4,451,308	\$ 4,676,563	\$ 225,255	5.06%	
Tax Capacity	\$ 10,277,068	\$ 10,665,601	\$ 388,533	3.78%	
City Tax Rate*	43.31%	43.85%	0.53%		

*The City's Payable 2021 Tax Rate has been estimated based on preliminary tax capacity information provided by Chisago County. The final tax capacity and rate will vary from the rate estimated in this memo.

Budget Detail – By Fund

The following financial report is attached:

- Budget Report with Enterprise Funds for City of Wyoming

User: AEM

DB: WYOMING

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 ACTIVITY THRU 07/31/21	2021 AMENDED BUDGET	2022 DEPARTMENT REQU BUDGET
Dept 0000					
101-0000-31000	GENERAL PROPERTY TAXES	3,276,818	3,515,773	3,354,083	3,466,256
101-0000-31005	PROPERTY TAXES (DEBT LEVY)		(1,675,093)		
101-0000-31015	FAIRVIEW PILOT		73,496	37,000	36,748
101-0000-31016	POLARIS TAX ABATEMENT	73,134		73,134	
101-0000-32100	BUSINESS LICENSES/PERMITS	10,384	628	12,000	12,000
101-0000-32210	BUILDING PERMITS	112,203	119,896	175,000	185,000
101-0000-32220	FEES ETC.	7,357	13,455	15,000	15,000
101-0000-33150	FEDERAL POLICE GRANTS	3,152	510	5,000	5,000
101-0000-33180	FEDERAL GRANTS-CARES	605,510			
101-0000-33190	FEDERAL GRANT-ARPA COVID19		426,760		
101-0000-33400	STATE GRANTS AND AIDS	2,739	1,500	1,000	1,000
101-0000-33401	LOCAL GOVERNMENT AID		151,197		
101-0000-33402	HOMESTEAD CREDIT	3,871		3,800	3,800
101-0000-33404	PERA AID			2,569	
101-0000-33423	POLICE STATE AID	94,510		86,000	90,000
101-0000-33424	FIRE STATE AID	62,312	16,853	45,000	56,000
101-0000-33426	OTHER STATE PUBLIC SAFETY AID	9,409		5,000	5,000
101-0000-34101	CITY HALL RENT REVENUE	50		500	
101-0000-34102	LIBRARY FEES	100			
101-0000-34107	ASSESSMENT SEARCH FEES	485	75	500	500
101-0000-34125	DONATIONS	825	35		
101-0000-34205	PUBLIC SAFETY GRANTS			5,000	5,000
101-0000-34215	FIRE DEPARTMENT	7,235			
101-0000-34220	POLICE DEPARTMENT	1,035	1,498	1,000	1,500
101-0000-34302	DRIVEWAY PERMIT	15,829	16,123	10,000	12,000
101-0000-34780	PARK FEES	940	1,530	1,000	1,000
101-0000-35000	FINES AND FORFEITS	11,417	5,895	20,000	15,000
101-0000-36200	MISCELLANEOUS REVENUES	1,607	1,434		
101-0000-36210	INTEREST EARNINGS	60,439	(740)	27,500	25,000
101-0000-36211	INTERFUND LOAN INTEREST	9,833		9,200	
101-0000-36220	RENT	43,177	25,173	49,000	50,500
101-0000-36240	REIMBURSEMENTS	10,434	11,575		
101-0000-38050	CABLE TV REVENUES	51,523	25,940	48,000	46,000
101-0000-39400	PROCEEDS FROM SALE	443			
201-0000-36200	MISCELLANEOUS REVENUES	500			
201-0000-36210	INTEREST EARNINGS	767	9		
201-0000-39400	PROCEEDS FROM SALE	2,332			
202-0000-32220	FEES ETC.	9,176	7,409		
202-0000-36210	INTEREST EARNINGS	1,193	7		
202-0000-39400	PROCEEDS FROM SALE	6,421			
205-0000-34220	POLICE DEPARTMENT	21,150	1,700		
205-0000-36210	INTEREST EARNINGS	247	8		
206-0000-32220	FEES ETC.	4,395	1,249		
206-0000-36210	INTEREST EARNINGS	97	(1)		
207-0000-32220	FEES ETC.	1,200	1,275		
207-0000-36210	INTEREST EARNINGS	631	7		
208-0000-36210	INTEREST EARNINGS	604	5		
280-0000-31000	GENERAL PROPERTY TAXES	42,000	21,000		
280-0000-36200	MISCELLANEOUS REVENUES	13,275	1,739		
280-0000-36210	INTEREST EARNINGS	4,165	27		
285-0000-36210	INTEREST EARNINGS	713	6		
337-0000-31000	GENERAL PROPERTY TAXES	150,996	75,341		
337-0000-33160	FEDERAL GRANT FUNDS	16,547	27,655		
337-0000-36100	SPECIAL ASSESSMENTS	56,531	23,480		
337-0000-36210	INTEREST EARNINGS	5,300	(302)		
338-0000-31000	GENERAL PROPERTY TAXES	317,690	137,500		
338-0000-36100	SPECIAL ASSESSMENTS	78,168	35,066		
338-0000-36210	INTEREST EARNINGS	12,963	(228)		
339-0000-31000	GENERAL PROPERTY TAXES	101,650	62,953		
339-0000-36210	INTEREST EARNINGS	2,639	(99)		
340-0000-31000	GENERAL PROPERTY TAXES	104,487	53,609		
340-0000-36100	SPECIAL ASSESSMENTS	22,906	9,825		
340-0000-36210	INTEREST EARNINGS	379	(99)		
341-0000-31000	GENERAL PROPERTY TAXES		113,211		
341-0000-36100	SPECIAL ASSESSMENTS		23,521		
370-0000-31050	TAX INCREMENTS	29,615	16,772		
370-0000-36210	INTEREST EARNINGS	43	(22)		
401-0000-31000	GENERAL PROPERTY TAXES	265,588	85,000		
401-0000-33401	LOCAL GOVERNMENT AID	286,654			
401-0000-36210	INTEREST EARNINGS	27,026	1,281		
401-0000-39203	TRANSFER FROM OTHER FUND	578,734			
401-0000-39400	PROCEEDS FROM SALE	13,600			
404-0000-31000	GENERAL PROPERTY TAXES	10,000			
404-0000-34125	DONATIONS	2,300	(971)		
404-0000-34126	RAILROAD PARK IMPROVEMENTS		107,000		
404-0000-34230	PARK & RECREATION DEDICATION	39,100	25,275		

User: AEM

DB: WYOMING

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 ACTIVITY THRU 07/31/21	2021 AMENDED BUDGET	2022 DEPARTMENT REQU BUDGET
Dept 0000					
404-0000-36210	INTEREST EARNINGS	2,863	152		
405-0000-36210	INTEREST EARNINGS	29			
407-0000-33418	MUNICIPAL STATE AID FOR STREET		302,949		
407-0000-33419	MUNICIPAL STATE AID FOR MAINT	140,091	64,737		
407-0000-36210	INTEREST EARNINGS	14,081	147		
408-0000-33418	MUNICIPAL STATE AID FOR STREET	420,274			
408-0000-36100	SPECIAL ASSESSMENTS	177,464	32,590		
408-0000-36210	INTEREST EARNINGS	62,596	1,110		
408-0000-39300	BOND PROCEEDS	3,495,000			
408-0000-39320	BOND PREMIUM	210,101			
409-0000-36210	INTEREST EARNINGS	57,848	683		
490-0000-36210	INTEREST EARNINGS	3,027	157		
490-0000-36550	GAMBLING PROCEEDS	19,669	26,579		
601-0000-36100	SPECIAL ASSESSMENTS		11,397		
601-0000-36210	INTEREST EARNINGS	43,847	703	12,000	12,000
601-0000-36211	INTERFUND LOAN INTEREST	1,498			
601-0000-36240	REIMBURSEMENTS	334			
601-0000-37125	UTILITY CHARGES	593,213	428,479	573,259	604,068
601-0000-37126	UTILITY PENALTIES	6,460	(12)	8,000	8,000
601-0000-37155	UTILITY INSPECTION	420	5,460	1,000	1,000
601-0000-37160	CONNECTION CHARGES	21,840	82,592	45,000	54,810
601-0000-39203	TRANSFER FROM OTHER FUND	510,218			
601-0000-39320	BOND PREMIUM	3,102			
602-0000-36100	SPECIAL ASSESSMENTS		21,364		
602-0000-36210	INTEREST EARNINGS	105,926	3,272	25,000	25,000
602-0000-36211	INTERFUND LOAN INTEREST	1,498			
602-0000-36240	REIMBURSEMENTS	57,411			
602-0000-37125	UTILITY CHARGES	1,229,099	908,399	1,203,001	1,227,152
602-0000-37160	CONNECTION CHARGES	22,750	4,550	52,000	61,425
602-0000-39320	BOND PREMIUM	6,206			
651-0000-34111	ENGINEER FEE	700	500		
651-0000-36100	SPECIAL ASSESSMENTS		2,689		
651-0000-36210	INTEREST EARNINGS	4,260	(3,158)	1,500	1,500
651-0000-37125	UTILITY CHARGES	50,999	55,268	52,500	52,500
800-0000-32220	FEES ETC.	259,327			
800-0000-36100	SPECIAL ASSESSMENTS	406			
830-0000-36210	INTEREST EARNINGS		(134)		
830-0000-39203	TRANSFER FROM OTHER FUND	43,065			
840-0000-36240	REIMBURSEMENTS	28			
840-0000-39203	TRANSFER FROM OTHER FUND	16,338			
860-0000-36210	INTEREST EARNINGS	6,785			
999-0000-31000	GENERAL PROPERTY TAXES	(20,053)			
999-0000-36100	SPECIAL ASSESSMENTS	(711,329)			
999-0000-39230	BOND PREMIUM REVENUE	19,268			
NET OF REVENUES/APPROPRIATIONS - 0000 -		13,585,212	5,514,194	5,959,546	6,079,759
Dept 1000 - GENERAL GOVERNMENT					
280-1000-43000	PROFESSIONAL SERVICE (GENERAL)	1,056	3,990		
280-1000-43040	ATTORNEY FEES		1,460		
280-1000-45150	LAND TAXES	4,345	4,687		
280-1000-46010	DEBT SRV BOND PRINCIPAL	21,806	11,675		23,580
280-1000-46110	BOND INTEREST	9,623	4,040		7,849
285-1000-43040	ATTORNEY FEES	315			
370-1000-47150	TAX INCREMENT	7,558	8,474		
370-1000-47220	INTERFUND INTEREST EXPENSE	9,833			
401-1000-45000	CAPITAL OUTLAY	59,320	102,625		
401-1000-47210	TRANSFER	59,403			
408-1000-43000	PROFESSIONAL SERVICE (GENERAL)	7,500			
408-1000-46130	ISSUANCE COSTS AND DISCOUNTS	53,887			
602-1000-43030	ENGINEERING	1,579			
602-1000-47210	TRANSFER	175,000			
651-1000-43030	ENGINEERING	2,775	854	500	
850-1000-47210	TRANSFER	55,615			
860-1000-47210	TRANSFER	335,218			
870-1000-47210	TRANSFER	270,577			
880-1000-47210	TRANSFER	252,541			
999-1000-41000	SALARIES & WAGES	21,798			
999-1000-44200	DEPRECIATION	989,055			
999-1000-45000	CAPITAL OUTLAY	(230,605)			
NET OF REVENUES/APPROPRIATIONS - 1000 - GENERAL GOVE		(2,108,199)	(137,805)	(500)	(31,429)
Dept 1110 - COUNCIL					
101-1110-41000	SALARIES & WAGES	21,030	12,250	21,000	21,000
101-1110-41210	PERA	202	117	200	200
101-1110-41220	FICA	1,615	924	1,610	1,610
101-1110-41500	WORKER S COMP (GENERAL)	256	90	90	108

User: AEM
DB: WYOMING

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020	2021	2021	2022
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT REQU
		THRU	07/31/21	BUDGET	BUDGET
Dept 1110 - COUNCIL					
101-1110-42000	SUPPLIES - OFFICE/COPY/COMPUTR			3,000	2,000
101-1110-42080	TRAINING AND INSTRUCTION	517	567	2,000	3,000
101-1110-44180	UNIFORMS	153	10	300	500
101-1110-44330	DUES & SUBSCRIPTIONS	30		30	30
NET OF REVENUES/APPROPRIATIONS - 1110 - COUNCIL		(23,803)	(13,958)	(28,230)	(28,448)
Dept 1330 - BOARDS AND COMMISSIONS					
101-1330-41000	SALARIES & WAGES	3,630	2,430	5,160	5,160
101-1330-41010	FULL TIME - REGULAR	18			
101-1330-41220	FICA	281	183	390	390
101-1330-41500	WORKER S COMP (GENERAL)	109	20	20	24
101-1330-42080	TRAINING AND INSTRUCTION				250
280-1330-41000	SALARIES & WAGES	810	660		
280-1330-41220	FICA	62	50		
NET OF REVENUES/APPROPRIATIONS - 1330 - BOARDS AND C		(4,910)	(3,343)	(5,570)	(5,824)
Dept 1400 - CITY CLERK OFFICE					
101-1400-41010	FULL TIME - REGULAR	155,956	103,816	163,850	177,580
101-1400-41210	PERA	13,057	7,786	12,290	13,320
101-1400-41220	FICA	11,487	7,184	12,530	13,580
101-1400-41300	EMPLOYER PAID IN (GENERAL)	17,251	12,548	15,440	16,410
101-1400-41310	LIFE INSURANCE	1,823	1,348	2,220	2,170
101-1400-41500	WORKER S COMP (GENERAL)	1,748	1,040	1,040	1,330
101-1400-42000	SUPPLIES - OFFICE/COPY/COMPUTR	3,358	1,835	6,000	6,300
101-1400-42050	SOFTWARE UPGRADES	293	11	250	300
101-1400-42080	TRAINING AND INSTRUCTION	1,151	837	5,000	5,000
101-1400-42090	NETWORK MUNICIPAL COMPUTERS	31,975	20,424	30,000	33,000
101-1400-42100	OPERATING SUPPLIES	8,044	1,507	5,000	5,000
101-1400-42150	COPIER	2,778	1,353	6,000	5,000
101-1400-42170	CITY NEWSLETTER	2,515		3,500	3,500
101-1400-42180	COMPUTER MAINT/REPAIR	2,614		3,000	3,000
101-1400-42270	COVID-19	348,041	(651)	1,000	
101-1400-42310	CONTRACTED SERVICES	24,078	10,222	30,500	31,250
101-1400-43000	PROFESSIONAL SERVICE (GENERAL)	385	80	2,000	10,500
101-1400-43030	ENGINEERING	15,767	12,391	25,000	25,000
101-1400-43040	ATTORNEY FEES	139,283	8,663	25,000	25,000
101-1400-43120	FEE (GOVERNMENT-STATE)	304	454		
101-1400-43210	TELEPHONE	3,236	1,770	3,500	4,000
101-1400-43220	POSTAGE	3,069	1,649	2,500	2,500
101-1400-43510	LEGAL NOTICE PUBLICATION	1,251	39	1,000	1,000
101-1400-43600	CLEANING SERVICE	3,912	2,795	4,500	4,500
101-1400-43610	CLEANING SUPPLIES			250	500
101-1400-43630	GENERAL LIABILITY INSURANCE	57,603	4,142	2,860	3,080
101-1400-43800	UTILITIES-GAS/ELEC/SEWER/WATER	4,818	2,839	7,000	7,200
101-1400-43840	REFUSE	988	680	1,000	1,600
101-1400-44010	REPAIRS & MAINT. - BUILDINGS	3,511	308	6,000	5,000
101-1400-44180	UNIFORMS	190	262	500	500
101-1400-44290	REIMBURSEMENTS & REFUNDS	1,180			
101-1400-44330	DUES & SUBSCRIPTIONS	14,206	2,217	17,500	18,000
101-1400-49500	CONTINGENCY (LGA)			5,630	
800-1400-43000	PROFESSIONAL SERVICE (GENERAL)	259,732			
NET OF REVENUES/APPROPRIATIONS - 1400 - CITY CLERK O		(1,135,604)	(207,549)	(401,860)	(425,120)
Dept 1410 - ELECTIONS					
101-1410-41000	SALARIES & WAGES	7,769			4,600
101-1410-41210	PERA	59			50
101-1410-41220	FICA	120	(2)		100
101-1410-42100	OPERATING SUPPLIES	6,159			1,000
101-1410-43310	TRAVEL EXPENSES	184			250
NET OF REVENUES/APPROPRIATIONS - 1410 - ELECTIONS		(14,291)	2		(6,000)
Dept 1500 - FINANCIAL ADMINISTRATION					
101-1500-41010	FULL TIME - REGULAR	29,473	17,205	31,330	32,270
101-1500-41210	PERA	2,210	1,290	2,350	2,420
101-1500-41220	FICA	1,873	1,086	2,400	2,470
101-1500-41300	EMPLOYER PAID IN (GENERAL)	10,483	5,656	10,880	11,780
101-1500-41310	LIFE INSURANCE			240	240
101-1500-41320	PCORI TAX		114		
101-1500-41500	WORKER S COMP (GENERAL)	353	200	200	240
101-1500-42080	TRAINING AND INSTRUCTION	136	45	300	300
101-1500-43000	PROFESSIONAL SERVICE (GENERAL)	64,366	25,307	55,000	60,000
101-1500-43010	AUDITING AND ACCOUNTING	33,000	34,870	36,000	42,000
101-1500-43510	LEGAL NOTICE PUBLICATION	162		150	250
101-1500-44330	DUES & SUBSCRIPTIONS		156		
101-1500-47140	TAX ABATEMENT	102,410	(36,567)	131,686	
437-1500-43000	PROFESSIONAL SERVICE (GENERAL)		3,875		
		16			

User: AEM

DB: WYOMING

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 ACTIVITY THRU 07/31/21	2021 AMENDED BUDGET	2022 DEPARTMENT REQU BUDGET
Dept 1500 - FINANCIAL ADMINISTRATION					
NET OF REVENUES/APPROPRIATIONS - 1500 - FINANCIAL AD		(244,466)	(53,237)	(270,536)	(151,970)
Dept 1910 - PLANNING AND ZONING					
101-1910-41010	FULL TIME - REGULAR	28,490	16,078	29,270	30,150
101-1910-41210	PERA	2,137	1,206	2,200	2,260
101-1910-41220	FICA	1,939	1,078	2,240	2,310
101-1910-41300	EMPLOYER PAID IN (GENERAL)	7,657	2,111	7,970	8,560
101-1910-41310	LIFE INSURANCE	687	472	410	410
101-1910-41500	WORKER S COMP (GENERAL)	277	160	160	192
101-1910-42310	CONTRACTED SERVICES	2,430	2,038	4,410	4,500
101-1910-43030	ENGINEERING	1,594		1,200	1,200
101-1910-43040	ATTORNEY FEES	171	6	750	750
101-1910-43150	PLANNER (COMP PLAN)	6,933	9,714	10,000	3,000
101-1910-43510	LEGAL NOTICE PUBLICATION			250	250
101-1910-43540	OTHER PRINTING & BINDING		53	1,000	1,000
NET OF REVENUES/APPROPRIATIONS - 1910 - PLANNING AND		(52,315)	(32,916)	(59,860)	(54,582)
Dept 2000 - PUBLIC SAFETY					
999-2000-41000	SALARIES & WAGES	59,882			
NET OF REVENUES/APPROPRIATIONS - 2000 - PUBLIC SAFET		(59,882)			
Dept 2110 - POLICE DEPARTMENT					
101-2110-41010	FULL TIME - REGULAR	807,602	448,392	869,150	917,640
101-2110-41020	FULL TIME - OVERTIME	21,752	11,129	15,000	20,000
101-2110-41030	PART TIME EMPLOYEES REGULAR	25,196	13,690	12,800	
101-2110-41050	NIGHT DIFFERENTIAL	1,272	876	3,290	3,290
101-2110-41060	POLICE O.T. - GRANT	2,847	2,985	8,000	8,000
101-2110-41070	POLICE O.T. - COURT	201		4,000	4,000
101-2110-41080	FIRE WAGES	204,405	112,051	195,250	198,390
101-2110-41100	HOLIDAY	20,908	1,832	31,860	31,430
101-2110-41210	PERA	154,241	85,823	171,230	174,250
101-2110-41220	FICA	28,190	14,932	29,740	32,600
101-2110-41240	FIRE PENSION CONTRIBUTIONS	55,497		54,000	56,000
101-2110-41300	EMPLOYER PAID IN (GENERAL)	179,590	81,210	176,500	156,350
101-2110-41310	LIFE INSURANCE	7,675	4,773	7,680	7,060
101-2110-41400	UNEMPLOYMENT COMP (GENERAL)	19		500	
101-2110-41500	WORKER S COMP (GENERAL)	48,697	71,726	71,680	98,716
101-2110-42000	SUPPLIES - OFFICE/COPY/COMPUTR	3,679	2,982		3,610
101-2110-42080	TRAINING AND INSTRUCTION	34,953	29,999	25,000	25,950
101-2110-42100	OPERATING SUPPLIES	18,188	11,099	11,000	18,000
101-2110-42120	MOTOR FUELS	25,453	18,735	40,000	50,000
101-2110-42200	COMPLIANCE CHECKS	260		100	250
101-2110-42230	CRIME PREVENTION		821		2,500
101-2110-42240	MAINTENANCE CONTRACTS	26,063	6,688	32,500	34,530
101-2110-42300	SAFETY EQUIPMENT	28,407	14,359	14,500	17,050
101-2110-42310	CONTRACTED SERVICES	5,827	673		11,700
101-2110-42350	RESERVES	22		400	2,000
101-2110-43000	PROFESSIONAL SERVICE (GENERAL)	5,584	4,854	8,050	8,000
101-2110-43010	AUDITING AND ACCOUNTING			500	500
101-2110-43040	ATTORNEY FEES			5,000	2,000
101-2110-43200	COMMUNICATIONS (GENERAL)	32,341	9,682	33,000	32,575
101-2110-43210	TELEPHONE	3,060	1,771	3,000	3,100
101-2110-43220	POSTAGE	2,325	1,068	2,200	2,500
101-2110-43600	CLEANING SERVICE	2,407	1,647	3,000	2,500
101-2110-43630	GENERAL LIABILITY INSURANCE	12,656	72,199	49,850	53,894
101-2110-43700	INSPECTIONS	5,348	3,574	5,000	6,050
101-2110-43800	UTILITIES-GAS/ELEC/SEWER/WATER	7,758	5,921	8,600	7,800
101-2110-43840	REFUSE	50			
101-2110-43900	VEHICLE MAINTENANCE	37,367	22,848	31,000	31,100
101-2110-43910	SPECIAL PROJECTS	4,503		8,000	8,200
101-2110-44010	REPAIRS & MAINT. - BUILDINGS	11,138	3,231	15,000	6,000
101-2110-44080	UNIFORMS	11,841	9,049	12,000	11,300
101-2110-44330	DUES & SUBSCRIPTIONS	1,902	1,312	2,400	1,930
101-2110-44360	INVESTIGATIONS	3,482	1,696	3,000	3,590
101-2110-45800	OTHER EQUIPMENT	23,958	12,850	13,000	13,100
201-2110-42100	OPERATING SUPPLIES	510	50		
201-2110-45800	OTHER EQUIPMENT	2,389	2,235		
202-2110-42310	CONTRACTED SERVICES	8,095	4,538		
202-2110-45800	OTHER EQUIPMENT	36,261			
205-2110-42100	OPERATING SUPPLIES		1,846		
205-2110-42230	CRIME PREVENTION		929		
205-2110-45800	OTHER EQUIPMENT	10,749			
206-2110-42100	OPERATING SUPPLIES	2,100	1,669		
208-2110-42310	CONTRACTED SERVICES	3,000	2,500		
208-2110-44290	REIMBURSEMENTS & REFUNDS	60			
401-2110-45000	CAPITAL OUTLAY	138,555	52,251		

User: AEM
DB: WYOMING

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 ACTIVITY THRU 07/31/21	2021 AMENDED BUDGET	2022 DEPARTMENT REQU BUDGET
Dept 2110 - POLICE DEPARTMENT					
840-2110-45900	VEHICLE	4,887			
NET OF REVENUES/APPROPRIATIONS - 2110 - POLICE DEPAR		(2,073,270)	(1,152,495)	(1,976,780)	(2,067,455)
Dept 2200 - FIRE DEPARTMENT					
401-2200-45000	CAPITAL OUTLAY	240,868	3,057		
401-2200-47220	INTERFUND INTEREST EXPENSE	2,996			
NET OF REVENUES/APPROPRIATIONS - 2200 - FIRE DEPARTM		(243,864)	(3,057)		
Dept 2400 - BUILDING INSPECTION					
101-2400-41010	FULL TIME - REGULAR	127,736	73,467	147,330	152,010
101-2400-41210	PERA	9,580	5,510	11,050	11,400
101-2400-41220	FICA	9,230	5,226	11,270	11,630
101-2400-41300	EMPLOYER PAID IN (GENERAL)	22,424	4,926	20,810	22,350
101-2400-41310	LIFE INSURANCE	1,384	986	1,560	1,560
101-2400-41500	WORKER S COMP (GENERAL)	783	820	820	664
101-2400-42000	SUPPLIES - OFFICE/COPY/COMPUTR	4,028	2,329	4,900	5,300
101-2400-42050	SOFTWARE UPGRADES		686	1,000	1,000
101-2400-42080	TRAINING AND INSTRUCTION	2,841	463	4,000	4,000
101-2400-42100	OPERATING SUPPLIES	2,072	299	2,000	2,000
101-2400-42120	MOTOR FUELS	779	470	1,400	1,400
101-2400-42310	CONTRACTED SERVICES	376		2,000	2,000
101-2400-43030	ENGINEERING			250	250
101-2400-43040	ATTORNEY FEES	140		750	750
101-2400-43210	TELEPHONE	1,086	488	2,300	2,300
101-2400-43220	POSTAGE	219	296	800	800
101-2400-43310	TRAVEL EXPENSES	1,201		1,000	1,000
101-2400-43630	GENERAL LIABILITY INSURANCE		4,620	3,190	3,310
101-2400-43900	VEHICLE MAINTENANCE	651		3,500	3,500
101-2400-44180	UNIFORMS			800	800
101-2400-44330	DUES & SUBSCRIPTIONS	245	275	1,200	2,600
NET OF REVENUES/APPROPRIATIONS - 2400 - BUILDING INS		(184,775)	(100,861)	(221,930)	(230,624)
Dept 3000 - PUBLIC WORKS					
999-3000-41000	SALARIES & WAGES	(3,393)			
NET OF REVENUES/APPROPRIATIONS - 3000 - PUBLIC WORKS		3,393			
Dept 3100 - HWYS, STREETS, AND ROADS					
101-3100-41010	FULL TIME - REGULAR	322,928	188,516	335,050	342,140
101-3100-41020	FULL TIME - OVERTIME	14,419	7,386	14,000	14,000
101-3100-41030	PART TIME EMPLOYEES REGULAR	4,776		6,970	6,970
101-3100-41210	PERA	24,196	14,356	26,700	27,230
101-3100-41220	FICA	25,271	14,669	27,240	27,780
101-3100-41300	EMPLOYER PAID IN (GENERAL)	69,201	24,035	74,380	80,560
101-3100-41310	LIFE INSURANCE	2,834	2,041	2,630	2,630
101-3100-41500	WORKER S COMP (GENERAL)	22,772	20,540	20,540	16,546
101-3100-42000	SUPPLIES - OFFICE/COPY/COMPUTR	1,064	393	500	500
101-3100-42050	SOFTWARE UPGRADES	(858)	2,835	10,000	7,500
101-3100-42080	TRAINING AND INSTRUCTION	857	220	1,000	1,000
101-3100-42100	OPERATING SUPPLIES	4,577	2,423	2,500	2,500
101-3100-42120	MOTOR FUELS	13,538	7,345	17,000	17,000
101-3100-42250	LANDSCAPING MATERIALS		1,085	3,000	1,500
101-3100-42260	SIGN MATERIAL/REPLACEMENT	4,741	3,395	5,000	5,000
101-3100-42300	SAFETY EQUIPMENT	2,223	2,125	2,000	3,500
101-3100-42310	CONTRACTED SERVICES	12,827	4,610	7,500	7,500
101-3100-42400	SMALL TOOLS/MINOR EQUIPMENT	5,085	5,519	5,000	10,000
101-3100-43030	ENGINEERING	3,904	1,218	4,000	4,000
101-3100-43060	PERSONNEL TESTING	655	1,268	1,000	1,000
101-3100-43120	FEE (GOVERNMENT-STATE)	431		350	350
101-3100-43210	TELEPHONE	5,927	3,133		2,700
101-3100-43520	GENERAL NOTICE PUBLICATION	380			
101-3100-43630	GENERAL LIABILITY INSURANCE	21,772	18,510	12,780	13,450
101-3100-43800	UTILITIES-GAS/ELEC/SEWER/WATER	14,632	10,423	17,500	17,500
101-3100-43840	REFUSE	1,855	352	800	800
101-3100-43860	STREET LIGHTS	67,588	35,031	80,000	80,000
101-3100-43900	VEHICLE MAINTENANCE		1,880		
101-3100-44010	REPAIRS & MAINT. - BUILDINGS	5,584	1,838	5,000	5,000
101-3100-44040	REPAIRS & MAINT. - EQUIPMENT	33,121	27,782	40,000	43,000
101-3100-44100	RENTALS (EQUIPMENT)	1,017	2,823	7,000	5,000
101-3100-44180	UNIFORMS	4,349	3,351	5,000	5,000
101-3100-44330	DUES & SUBSCRIPTIONS	177		1,500	500
101-3100-44400	SALT & SAND	37,189	22,335	30,000	35,523
101-3100-44410	STREET MAINT MATERIALS	32,501	25,637	40,000	45,000
101-3100-44600	POTHoles/PATCHING	2,417			
101-3100-49180	1998 FORD PLOW TRUCK	557			
401-3100-45000	CAPITAL OUTLAY	242,865	344,011		
408-3100-43030	ENGINEERING	579,391	180,328		

User: AEM

DB: WYOMING

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 ACTIVITY THRU 07/31/21	2021 AMENDED BUDGET	2022 DEPARTMENT REQU BUDGET
Dept 3100 - HWYS, STREETS, AND ROADS					
408-3100-43510	LEGAL NOTICE PUBLICATION	548	583		
408-3100-45350	IMPROVEMENTS	2,899,197			
651-3100-45350	IMPROVEMENTS				50,000
999-3100-45000	CAPITAL OUTLAY	(2,755,627)			
NET OF REVENUES/APPROPRIATIONS - 3100 - HWYS, STREET		(1,730,881)	(981,996)	(805,940)	(882,679)
Dept 5200 - PARKS					
101-5200-41010	FULL TIME - REGULAR	32,040	22,275	36,030	37,120
101-5200-41020	FULL TIME - OVERTIME	146	600	1,000	1,000
101-5200-41030	PART TIME EMPLOYEES REGULAR	4,090		13,470	13,470
101-5200-41210	PERA	1,807	1,371	3,300	3,380
101-5200-41220	FICA	2,578	1,621	3,860	3,950
101-5200-41300	EMPLOYER PAID IN (GENERAL)	5,235	2,489	7,590	8,220
101-5200-41310	LIFE INSURANCE			280	280
101-5200-41500	WORKER S COMP (GENERAL)	6,761	2,870	2,870	2,312
101-5200-42080	TRAINING AND INSTRUCTION		1,730	1,000	1,000
101-5200-42100	OPERATING SUPPLIES	538	563	1,000	1,000
101-5200-42120	MOTOR FUELS	210	178	2,000	2,000
101-5200-42190	SEASONAL ACTIVITIES	(20)			1,000
101-5200-42250	LANDSCAPING MATERIALS	1,774	153	1,500	1,500
101-5200-42310	CONTRACTED SERVICES	37,758	15,935	35,000	45,000
101-5200-42400	SMALL TOOLS/MINOR EQUIPMENT	2,314	2,672	2,500	2,500
101-5200-42600	TRAIL MAINTENANCE	1,105		2,500	2,500
101-5200-43520	GENERAL NOTICE PUBLICATION	450			
101-5200-43630	GENERAL LIABILITY INSURANCE	169	17,423	12,030	13,220
101-5200-43800	UTILITIES-GAS/ELEC/SEWER/WATER	2,436	2,028	3,000	3,000
101-5200-43840	REFUSE	1,091	590	1,000	1,000
101-5200-44010	REPAIRS & MAINT. - BUILDINGS	3,357	137	5,000	5,000
101-5200-44030	REP & MAIN. - OTHER THAN BLDGS	54			
101-5200-44040	REPAIRS & MAINT. - EQUIPMENT	24,324	9,935	20,000	20,000
101-5200-44050	SATALLITE RENTAL	4,968	2,980	4,500	5,000
101-5200-44180	UNIFORMS	28			
101-5200-44760	TREE PLANTING		8,085	15,000	15,000
404-5200-45300	IMPROVEMENTS OTHER THAN BLDGS	11,674			
404-5200-45400	IMPROVEMENTS SWENSON PARK		70,707		
999-5200-41000	SALARIES & WAGES	1,743			
NET OF REVENUES/APPROPRIATIONS - 5200 - PARKS		(146,630)	(164,342)	(174,430)	(188,452)
Dept 5500 - LIBRARY					
101-5500-43600	CLEANING SERVICE	11,741	10,107	19,000	19,000
101-5500-43800	UTILITIES-GAS/ELEC/SEWER/WATER	15,596	8,333	19,000	19,000
101-5500-43840	REFUSE	130	126	150	150
101-5500-44010	REPAIRS & MAINT. - BUILDINGS	111	20	3,000	3,000
NET OF REVENUES/APPROPRIATIONS - 5500 - LIBRARY		(27,578)	(18,586)	(41,150)	(41,150)
Dept 7000 - DEBT SERVICE					
337-7000-46010	DEBT SRV BOND PRINCIPAL	290,000	300,000		315,000
337-7000-46110	BOND INTEREST	93,230	42,990		62,490
337-7000-46200	FISCAL AGENT FEES	375			
338-7000-46010	DEBT SRV BOND PRINCIPAL	310,000	320,000		325,000
338-7000-46110	BOND INTEREST	66,300	30,825		47,175
338-7000-46200	FISCAL AGENT FEES	3,100	1,000		
339-7000-46010	DEBT SRV BOND PRINCIPAL	110,000	110,000		110,000
339-7000-46110	BOND INTEREST	12,358	5,890		9,910
339-7000-46200	FISCAL AGENT FEES	900			
340-7000-46010	DEBT SRV BOND PRINCIPAL	80,000	85,000		85,000
340-7000-46110	BOND INTEREST	44,544	21,672		39,519
340-7000-46200	FISCAL AGENT FEES	500			
341-7000-46110	BOND INTEREST		37,862		67,850
601-7000-46010	DEBT SRV BOND PRINCIPAL		157,089	157,089	163,492
601-7000-46110	BOND INTEREST	65,468	32,617	63,681	60,517
601-7000-46200	FISCAL AGENT FEES	3,100			
602-7000-46010	DEBT SRV BOND PRINCIPAL		122,178	107,911	111,508
602-7000-46110	BOND INTEREST	21,303	25,781	19,424	16,133
999-7000-46010	DEBT SRV BOND PRINCIPAL	2,683,194			
999-7000-46110	BOND INTEREST	22,114			
NET OF REVENUES/APPROPRIATIONS - 7000 - DEBT SERVICE		(3,806,486)	(1,292,904)	(348,105)	(1,413,594)
Dept 9360 - TRANSFER OUT					
101-9360-47210	TRANSFER		(16)		
NET OF REVENUES/APPROPRIATIONS - 9360 - TRANSFER OUT			16		
Dept 9400 - CLJSTC					
601-9400-41290	PENSION EXPENSE	(8,810)			
NET OF REVENUES/APPROPRIATIONS - 9400 - CLJSTC		8,810			

User: AEM
DB: WYOMING

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020	2021	2021	2022
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT REQU
		THRU	07/31/21	BUDGET	BUDGET
Dept 9415 - SEWER/WATER UTILITY EXPENSE					
602-9415-41290	PENSION EXPENSE	(2,448)			
602-9415-46400	CLJSTC PRINCIPAL	288,447	295,670	294,925	301,832
602-9415-46450	CLJSTC INTEREST	36,896	13,036	30,305	23,564
NET OF REVENUES/APPROPRIATIONS - 9415 - SEWER/WATER		(322,895)	(308,706)	(325,230)	(325,396)
Dept 9425 - SEWER/WATER MAINTENANCE					
601-9425-41010	FULL TIME - REGULAR	122,743	65,602	133,590	141,850
601-9425-41020	FULL TIME - OVERTIME	1,450	2,932	3,000	3,000
601-9425-41210	PERA	8,739	5,140	10,250	10,860
601-9425-41220	FICA	8,386	4,734	10,450	11,080
601-9425-41300	EMPLOYER PAID IN (GENERAL)	24,071	10,779	27,920	30,300
601-9425-41310	LIFE INSURANCE	850	691	1,030	1,060
601-9425-41500	WORKER S COMP (GENERAL)	6,862	5,700	5,700	5,710
601-9425-42050	SOFTWARE UPGRADES				5,000
601-9425-42080	TRAINING AND INSTRUCTION	1,923		1,500	1,500
601-9425-42100	OPERATING SUPPLIES	292	264	650	650
601-9425-42120	MOTOR FUELS	3,620	3,047	6,000	6,000
601-9425-42160	CHEMICALS/CHEMICAL PRODUCTS	8,501	3,839	20,000	15,000
601-9425-42290	METERS	52,344	1,845	50,000	50,000
601-9425-42300	SAFETY EQUIPMENT				1,500
601-9425-42310	CONTRACTED SERVICES	3,791	1,190	5,000	6,000
601-9425-42400	SMALL TOOLS/MINOR EQUIPMENT	3,857	14,634	25,000	10,000
601-9425-42950	SCADA SYSTEM	1,390	3,701	7,500	7,500
601-9425-43000	PROFESSIONAL SERVICE (GENERAL)	23,718	17,109	34,500	34,500
601-9425-43030	ENGINEERING	1,579	3,220		
601-9425-43110	LAB COSTS	2,132	1,126	2,300	2,300
601-9425-43120	FEE (GOVERNMENT-STATE)	1,235	1,440	5,000	5,000
601-9425-43210	TELEPHONE	2,118	1,318	2,700	2,700
601-9425-43220	POSTAGE	124	194	500	500
601-9425-43510	LEGAL NOTICE PUBLICATION	487	524	600	600
601-9425-43630	GENERAL LIABILITY INSURANCE	3,000	12,499	8,630	9,060
601-9425-43800	UTILITIES-GAS/ELEC/SEWER/WATER	35,627	21,094	38,000	38,000
601-9425-44010	REPAIRS & MAINT. - BUILDINGS	617	2,396	4,500	4,500
601-9425-44040	REPAIRS & MAINT. - EQUIPMENT	4,308	242	4,500	10,000
601-9425-44180	UNIFORMS	38			
601-9425-44200	DEPRECIATION	230,050	112,632	234,190	207,183
601-9425-44250	EQUIPMENT REPLACEMENT		3,346		
601-9425-44330	DUES & SUBSCRIPTIONS	2,082	664	1,000	1,500
601-9425-44390	REPAIRS & MAINT. - WELLS	17,571	1,052	20,000	20,000
601-9425-44490	WATERMAIN BREAK	27,353		20,000	20,000
601-9425-44650	LOCATES (GOPHER STATE)	1,319	508	1,800	1,800
601-9425-45210	WATER TOWERS	4,692	118		5,000
601-9425-45350	IMPROVEMENTS	31,776	632		
602-9425-41010	FULL TIME - REGULAR	100,144	56,786	114,565	122,180
602-9425-41020	FULL TIME - OVERTIME	19,387	6,561	14,000	14,000
602-9425-41210	PERA	8,504	4,751	9,645	10,210
602-9425-41220	FICA	8,138	4,353	9,835	10,420
602-9425-41300	EMPLOYER PAID IN (GENERAL)	24,283	10,417	23,970	26,030
602-9425-41310	LIFE INSURANCE	850	691	880	910
602-9425-41500	WORKER S COMP (GENERAL)	6,862	5,100	5,100	5,100
602-9425-42050	SOFTWARE UPGRADES				2,200
602-9425-42080	TRAINING AND INSTRUCTION	1,108		1,500	1,500
602-9425-42100	OPERATING SUPPLIES	101	51	1,500	1,500
602-9425-42120	MOTOR FUELS	3,620	3,047	6,000	6,000
602-9425-42300	SAFETY EQUIPMENT				1,500
602-9425-42310	CONTRACTED SERVICES	25,158	4,525	10,000	10,000
602-9425-42400	SMALL TOOLS/MINOR EQUIPMENT	916		1,500	1,500
602-9425-42950	SCADA SYSTEM	1,118	3,916	7,500	7,500
602-9425-43000	PROFESSIONAL SERVICE (GENERAL)	58,121	142,446	32,500	32,500
602-9425-43210	TELEPHONE	2,028	1,390	2,200	2,700
602-9425-43220	POSTAGE		115	500	500
602-9425-43630	GENERAL LIABILITY INSURANCE	1,487	21,680	15,420	16,770
602-9425-43800	UTILITIES-GAS/ELEC/SEWER/WATER	11,458	7,585	13,500	13,500
602-9425-43890	SEWER PLANT FEES	305,024	139,447	310,000	319,300
602-9425-44040	REPAIRS & MAINT. - EQUIPMENT	2,556	1,997	5,000	5,000
602-9425-44100	RENTALS (EQUIPMENT)		288	5,600	1,000
602-9425-44180	UNIFORMS	38			
602-9425-44200	DEPRECIATION	318,461	159,498	318,860	317,877
602-9425-44330	DUES & SUBSCRIPTIONS	1,368	320		400
602-9425-44380	LIFT STATIONS MAINTENANCE	17,676	13,732	20,000	20,000
602-9425-44650	LOCATES (GOPHER STATE)	1,021	508	1,800	1,800
602-9425-44800	SEWER MAIN MAINTENANCE	38,895	26	5,000	5,000
602-9425-44850	EMERGENCY EQUIPMENT REPAIR		6,722		
602-9425-44950	SAFETY EQUIPMENT				1,500
602-9425-45350	IMPROVEMENTS	(3,305)	912,997	50,000	50,000
651-9425-41010	FULL TIME - REGULAR	3,223	127	28,760	31,970

Calculations as of 07/31/2021

GL NUMBER	DESCRIPTION	2020	2021	2021	2022
		ACTIVITY	ACTIVITY	AMENDED	DEPARTMENT REQU
		THRU	07/31/21	BUDGET	BUDGET
Dept 9425 - SEWER/WATER MAINTENANCE					
651-9425-41210	PERA	242	10	2,160	2,400
651-9425-41220	FICA	239	9	2,200	2,450
651-9425-41290	PENSION EXPENSE	(6,093)			
651-9425-41300	EMPLOYER PAID IN (GENERAL)	733	18	7,290	7,870
651-9425-41310	LIFE INSURANCE			90	90
651-9425-42080	TRAINING AND INSTRUCTION	430		10,000	6,845
651-9425-42100	OPERATING SUPPLIES	2		400	927
651-9425-42300	SAFETY EQUIPMENT		254	500	1,515
651-9425-42310	CONTRACTED SERVICES	24,342	7,339	12,935	8,100
651-9425-42400	SMALL TOOLS/MINOR EQUIPMENT	792		1,500	2,545
651-9425-43100	MS4 PERMIT - ENGINEERING	8,669	4,595	10,000	10,300
651-9425-43210	TELEPHONE				2,700
651-9425-43800	UTILITIES-GAS/ELEC/SEWER/WATER			100	
651-9425-43840	REFUSE				1,000
651-9425-44030	REP & MAIN. - OTHER THAN BLDGS		3,672	35,000	36,050
651-9425-44040	REPAIRS & MAINT. - EQUIPMENT		1,573	10,000	20,300
651-9425-44180	UNIFORMS	8			
651-9425-44200	DEPRECIATION	51,424	25,711	51,430	51,423
651-9425-44410	STREET MAINT MATERIALS	970	1,106	9,000	3,800
651-9425-44430	MS4 PERMIT - IMPLEMENTATION	28			
NET OF REVENUES/APPROPRIATIONS - 9425 - SEWER/WATER		(1,678,671)	(1,857,575)	(1,853,550)	(1,868,335)
ESTIMATED REVENUES - ALL FUNDS					
		13,585,212	5,514,194	5,959,546	6,079,759
APPROPRIATIONS - ALL FUNDS					
		13,846,317	6,329,312	6,513,671	7,721,058
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(261,105)	(815,118)	(554,125)	(1,641,299)
BEGINNING FUND BALANCE - ALL FUNDS					
		39,943,064	39,681,953	39,681,953	38,864,837
FUND BALANCE ADJUSTMENTS - ALL FUNDS					
			(1,998)	(1,998)	
ENDING FUND BALANCE - ALL FUNDS		39,681,959	38,864,837	39,125,830	37,223,538



Date: August 23, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: City Administrator, Robb Linwood

Department: Administration

Reference: **2022 Budget Work Session- Wednesday, August 25, 2021 at 5:30PM**

2022 Budget Calendar

August 25, 2021	Council work session
September 7, 2021	At the Council meeting, the public hearing date on the proposed budget and proposed tax levy are approved by the Council.
By September 30, 2021	City Administrator certifies preliminary levy and hearing date to Chisago County.
September/October	Additional updates/fine tuning of budget before final presentation.
October 20, 2021	Final budget due to City Administrator.
November	County Auditor mails tax notices to each taxpayer.
November 10, 2021	Council work session – final budget presented.
December 7, 2021	Initial Truth-In-Taxation Hearing on 2022 Budget & Levy and adoption of the 2022 Budget and Levy.
December 21, 2021	Final adoption date of the 2022 Budget and Levy - if needed.

2022 City Council Budget Goals and Priorities

At the 1st Council Meeting in 2021 the City Council meeting the Council adopted the 2022 Budget Calendar which outlined a series of steps to establish and eventual budget. As part of those steps it was included in the



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

initial meetings to have a discussion on the Council's budget goals and priorities which are intended to provide direction for the preparation of the 2022 Recommended Budget.

Ongoing Goals and Initiatives.

Continued Development of parks

- Swenson ADA Grant
- Veterans Memorial at Railroad Park
- Development of Fireside Park
- Utilize Sunrise Trail to draw people here
- Work to ensure Hawk meadows snowshoeing and cross country skiing has trails
- Address Eagle Scout Projects and make sure they are repaired or updated
- Advertise Farmers Market
- Continue and have more partnerships with youth groups
- Look for potential area for a Dog Park

Continue work on City Budget/Services/Amenities

- Minimize financial impacts to residents and businesses as much as possible
- Be thoughtful of our taxes to our business's, residents and make sure they can continue to live here

Continue work evaluating city facilities

- Completion of needs assessment

Continued effort on community building

- Inclusiveness/Equity Policy Making
- Celebrating our identity – Stagecoach Days – Celebrate Wyoming's History overall, farming, railroad, continued events

Walkability/Safety

- Ensure new developments have trails
- Year round accessibility and promote fitness

Continue Street Replacement and Maintenance Programs

- Focus on Neighborhood Streets

Continue to attract new business/Retain Existing



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

- Dunkin Donuts
- Look for opportunities for new styles of business
- Food options
- Strip mall that encompass a large group of businesses

Communications/Community Engagement

- Marketing campaign where to go with city complaints or concerns

Continued evaluation of blighted properties and programs for it

- Program to deal with nuisance properties

Staff Level Changes for City Departments

No department has indicated staffing level changes in 2022

Changes in Programs or Service Levels

The Council is asked to provide general guidance on whether any of these programs or services should receive added or reduced emphasis. The Council may consider what emphasis you might want to provide for the Council's 2021 goals that were developed at the beginning of the year.

Valuation

Our overall valuations have increased and we are still waiting for this number from the County, but we believe it to be between 7 and 8 percent based off the total county evaluation.

Healthcare Costs – *UPDATE*

Healthcare is always an evaluation from year to year as we wait for cost associated with the cooperative the city is with Sourcewell (formerly NJPA). Last year staff reviewed other material from plans if the city were to go on their own with a similar plan and those costs exceeded our plan through the cooperative. The city received our source well health care rates and it has increase by 8.3%. City staff will once again be evaluating other plans to see if there is some potential savings at this time.

LMCIT Insurance Trust

The League of Minnesota Cities just released the initial 2021-2022 Workers Compensation Rates and Property. Most Minnesota cities are members of the League of Minnesota Cities Insurance Trust (LMCIT) for property, liability, auto, and workers' compensation coverage. Cities purchasing insurance from a private company should ask their provider about insurance coverage options, claim trends, and costs. Cities looking for possible ways to reduce their premiums can reference the memo Reducing LMCIT Premium Costs. LMCIT members' annual premium costs are affected by rates, exposures, and experience. In addition to rates, which are set by LMCIT in the fall, cities' costs can fluctuate if there are changes in exposures — such as payrolls, city



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

expenditures, or property values — or changes in experience rating for workers' compensation, municipal liability, or auto liability. (Generally, experience the rating formulas compare expected losses for individual members within a recent three-year period to the actual losses during the same period, and if losses are greater (or less) than expected, a premium debit (or credit) is applied.)

Workers Compensation

Workers' compensation Data as of the end of 2020 shows total incurred costs for claims occurring in 2019 and 2020 were relatively high — driven in large part by a rapid increase in PTSD claim costs. There's still a lot of uncertainty behind

how PTSD claim costs will continue to develop, but there's not been any indication they're slowing down. This was noted above, but members that have had large claims – PTSD or other – in recent years, may see higher experience rating modifiers, which is something else to keep in mind. Something new that's come up in 2021 is the potential introduction of additional presumptions for public safety classes. That might cause additional pressure on rates if it looks like the league will be seeing new types of costly claims. These are not guarantees. Annual actuarial reviews, other rate development work, and reinsurance costs will be calculated this fall, at which time LMCIT will be able to give a definite answer on premium rates for 2020-21. Final rates can vary substantially from our preliminary estimates. For example, preliminary estimates last year suggested workers' compensation rate increases of 5 -10% range. Projected PTSD claim costs continue to skyrocket beyond expectations, resulting in the need for a 13.5% rate increase to keep pace with PTSD. There are two circumstances this year that make it particularly difficult to provide guidance on projected premium rate levels with precision: 1) LMCIT conducting class rate relativity adjustments for 2022, which means specific rates for specific job classes will increase for some and decrease for others, so members will be impacted differently depending on the mix of job classes and payroll each member has; and 2) LMCIT is conducting a fund balance adequacy review project, which could affect our evaluation of how large a fund balance we need to maintain. Some uncertainty remains behind how COVID-19 is impacting workers' compensation costs. LMCIT had several hundred claims and several million dollars in incurred COVID claim costs. While the intake of new claims has cooled off the exposure remains, and the long-term impact of accepted claims is unknown. LMCIT suggests cities allow for a workers' compensation premium rate increase in the 10 – 15% range for the average member, but with the way rates for individual job classes will change, it may be safer to budget for closer to a 20% rate increase for the chance that your city has a high percentage of payroll in one or more of the job classes that will increase more because of the relativity study adjustments discussed in the previous page. It's not unlikely for example that the police officer job class rate will need to increase more than for other job classes. (It's also possible that our city will have a high percentage of payroll in classes for which rates will either decrease or increase by less, but we'd rather suggest we be prepared for a larger increase if that's how things shake out.)

Property

The most relevant factor for property rates is the reinsurance market, which is in a harder cycle that LMCIT is accustomed to. Reinsurance costs are a significant part of LMCIT expense for property coverage and it's uncertain how the reinsurance market will behave later this year. (They don't expect it too suddenly soften up, based on what we're reading and what they're hearing from other sister pools in other states.) Given the experience other pools have had in recent months, they anticipate the possibility for increased costs. The initial data suggest some of the utility property classes (E.g. electric, water, sewer) may need to increase relative to other property types. Claims paid under LMCIT cyber and crime coverages have historically been funded with property coverage premiums, but it's looking like they may need to start charging for those coverage types separately and explicitly, due to changes in claim patterns and reinsurance



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

considerations. Given the reinsurance uncertainty and the potential variability by member, for budgeting purposes cities may want to allow for a 5 to 10% increase for property coverage rates.

Liability

Loss costs in 2020 for municipal liability claims were average overall, but patterns for specific types of liability claims continue to evolve, as is the case with police liability, sewer backup liability, employment practices, and land use litigation, for example. Change in the police liability environment, potential federal or state reforms, and the escalation of the value of serious claims is definitely something LMCIT is monitoring and could impact pricing for police liability as well as excess liability limits.

LMCIT suggests cities allow for possible rate increases in the range of 3 to 7%, to in part account for the potential for an uptick inflationary effects, but a little more, maybe 8-12%, for members with police liability or excess liability limits, as the reinsurance market for excess limits is a bit in flux, so that causes some uncertainty

Auto

Auto coverage loss costs in 2020 were in line generally with previous years, so LMCIT expects overall auto rates to remain relatively stable, but they suggest allowing for 3 to 7% increases for auto rates to be safe and, like liability, to account for the potential for an uptick inflationary effects.

2022 Draft Budget

AEM has prepared a draft budget and memo for the council's review. Some of the highlights

Key items in this year's budget:

- The debt levy increased \$50,835 or 5.74%
 - Increase is due to the issuance of the 2020A bonds for the 2020 street project and the subsequent tax levy needed to fund debt service payments
- The capital levy increased \$330,000
 - Capital levies are needed to fund equipment and improvements and details can be found in the
City's Long Term
Plan
- Staffing
 - The Crime Analyst was promoted to full-time starting in July 2021
- All employees are projected to receive a COLA increase of 3% and eligible employees will receive a step increase
- Health Insurance rates are increasing by 8.3% for 2022



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

- Per the League of MN Cities, we have estimated a 20% increase to Worker's Comp and 12% increase for general

This is the driver in the levy this year and is the largest contributor to the increase. When the city council began working on a Long Term Plan for the city it was determined that the city needed to move away from bonding and creating debt for street projects. Moving forward it was identified to start paying cash for these projects. Utilizing the current Streets CIP that was updated this year the schedule is fluid, but tentatively follows:

City of Wyoming, Minnesota
Capital Improvement Plan - Street Replacement Fund 408
Schedule of Planned Capital Outlay 2020 to 2026

Department	City Accounting Code	Year to Replace	Item	Cost	2020 Actual Amounts	2021 Estimated Amounts
Public Works	Multiple	2020	2020 Street Project	\$ 3,750,000	\$ 3,750,000	\$ -
Public Works	Multiple	2021	2021 Street Projects	2,114,000	-	2,114,000
Public Works	Multiple	2022	East Viking Boulevard	1,756,000	-	-
Public Works	Multiple	2023	2023 Street Projects	2,983,000	-	-
Public Works	Multiple	2024	2024 Street Projects	2,025,800	-	-
Public Works	Multiple	2025	Mill and overlay	2,666,300	-	-
Public Works	Multiple	2025	2025 Street Projects	3,962,700	-	-
					<u>\$ 3,750,000</u>	<u>\$ 2,114,000</u>

In the approximate 7 years of the street replacement fund existence the city council has authorized and completed approximately 14.1 miles of projects in the city or about ¼ of the total amount of miles of streets in the city. At the current pace the city would have a cycle of approximately 28 years to complete all streets and this number should decrease over time given some changes. Some of the factors that will change this cycle over time is the construction of new roads, better methods for construction, better products and better maintenance

those streets should and will last longer than others. The other piece is the council has been tasked with a difficult task of very little or no street construction had been completed prior to the creation of the street fund. We are in a state of catch up right now for the foreseeable future until we gain some ground on some of the worst streets in the city.

On the next page the council can see the Capital Fund Activity as projected in the Long Term Plan and the balances of the street funds to continue on the current pace of projects. With increased Levy amounts for the street fund in coming years to keep pace with the desired projects



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

Capital Project Fund Projected Activity				
2022 Estimated	2023 Estimated	2024 Estimated	2025 Estimated	2026 Estimated
\$ 300,000	\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000
93,221	92,110	85,426	82,088	81,381
290,337	290,337	290,337	290,337	290,337
12,284	54,926	38,187	-	-
364,378	371,665	379,098	386,680	394,414
2,500,000				
260,000	-	-	-	-
3,820,220	1,309,038	1,393,048	1,359,106	1,366,132
-	-	-	-	-
1,756,000	2,983,000	2,025,800	6,629,000	-
1,756,000	2,983,000	2,025,800	6,629,000	-
2,064,220	(1,673,962)	(632,752)	(5,269,894)	1,366,132
2,200,000	-	-	-	-
-	-	-	-	-
-	-	-	3,000,000	-
-	-	-	-	-
2,200,000	-	-	3,000,000	-
4,264,220	(1,673,962)	(632,752)	(2,269,894)	1,366,132
1,228,416	5,492,635	3,818,674	3,185,922	916,028
\$ 5,492,635	\$ 3,818,674	\$ 3,185,922	\$ 916,028	\$ 2,282,160

The second piece of discussion is the long term plan assumes implementation of franchise fees in 2021. In 2021, 3 months of revenue are included. The fees are projected to provide approximately \$290,337 funding annually for street improvement projects. For comparative purposes, Franchise fees were compared to the property tax levy for impacts. If a property tax levy is used rather than Franchise fees, the impact to the median valued home is a 2022 property tax increase of \$73. The impact to a residential customer using franchise fees is \$72 on an annual basis.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

UPDATE

The Wyoming City Council asked for different scenarios with the use of No franchise Fees/Levy Dollars and different variations of Franchise Fees. Staff has worked with AEM to provide 7 different scenarios using a combination of these based on figures from Xcel energy for franchise fees. These scenarios are given that the city would receive approximately 9 months of franchise fees in 2022 of the options Xcel provided and are as follows. More detailed versions of the scenario have been provided in the budget memo.

	Franchise Fee Option	Franchise Fee Amount (Nine Months)	Street Replacement Levy	Total Allocated Towards Streets	Overall Levy
Scenario 1	\$ -	\$ -	\$ 300,000	\$ 300,000	11.08%
Scenario 2	B	217,753	82,247	300,000	6.18%
Scenario 3	C	224,377	25,623	250,000	4.91%
Scenario 4	C	224,377	75,623	300,000	6.03%
Scenario 5	D	249,053	948	250,000	4.36%
Scenario 6	D	249,053	50,948	300,000	5.48%
Scenario 7	B	217,753	32,247	250,000	5.06%

FRANCHISE FEE OPTIONS: Wyoming/2021

Customer Classification	Option A	Option B	Option C	Option D
Electric				
Residential	\$ 3.50	\$ 3.75	\$ 3.75	\$ 4.00
Small C&I: Non-Demand	\$ 3.25	\$ 3.75	\$ 4.00	\$ 4.75
Small C&I: Demand	\$ 24.00	\$ 25.00	\$ 27.00	\$ 30.00
Large C&I	\$135.00	\$150.00	\$165.00	\$ 190.00
Total Annual Collection Xcel Energy Electric	\$182,874.00	\$197,205.00	\$204,333.00	\$224,532.00
Total Annual Collection Connexus Energy	\$ 19,638.00	\$ 21,030.00	\$ 21,180.00	\$ 22,722.00
Customer Classification	Option A	Option B	Option C	Option D
Gas				
Residential	\$ 1.25	\$ 1.50	\$ 1.50	\$ 1.75
Commercial Firm: Non-Demand	\$ 7.00	\$ 7.50	\$ 8.00	\$ 9.00
Commercial Firm: Demand	\$ 10.00	\$ 13.00	\$ 15.00	\$ 20.00
Small Interruptible	\$ 90.00	\$ 95.00	\$100.00	\$ 110.00
Total Annual Collection Xcel Energy Gas	\$ 62,496.00	\$ 72,102.00	\$ 73,656.00	\$ 84,816.00
GRAND TOTAL	Option A	Option B	Option C	Option D
	\$265,008.00	\$290,337.00	\$299,169.00	\$332,070.00



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

A large part of the discussion this evening will be a continued discussion of direction from the council for future street projects, levy injections in the street fun and potential use of franchise fees. These are both necessary if the council wants to keep the current pace of projects moving forward. If the council determines that they are not comfortable with some of these items we will need to re-evaluate our current CIP fund and determine if the speed of projects and amount needs to be adjusted based on council feedback.

The good news is we continue to have growth and we see significant development this year and anticipate that as well next year in both residential and commercial, this development with help offset and significant changes in our tax rate.

**Another item to note to the city council is on August 2, 2021 the Wyoming EDA will held a special meeting and public hearing for the potential sale of the Bingham property. The Purchase agreement was approved and now a development agreement needs to finalize the transaction. When finalized this will payoff the city's mortgage in full on the property as well as some revenue. This could have an impact on the city's EDA budget in 2022 if this transaction is completed by the end of the budget cycle. Currently the EDA pays approximately \$34,000 in annual mortgage payment and taxes. The potential sale would also have the immediate construction of building that would be completed by spring of 2022 and then the potential of another building in the near future.

UPDATE - American Rescue Plan

We will continue to evaluate potential uses of the American Rescue Plan dollars as staff and present more updates to council as we receive new guidance. At the August 16th, Chisago County Meeting the county asked that all entities in the county discuss priority items and ideas they had for uses of the dollars. The county will be taking the data from this meeting and the initial discussion is that they will be making up grants that municipalities/schools/townships can apply for that could be used to similar programs. I would say the biggest items from that meeting around the county were broadband, water and sewer infrastructure uses, and any way to use to improve facilities. As the county comes out with more information how we can potentially access their funds we will update the council and look at which areas of projects and uses the council would like to prioritize.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576



Request for Action

Date: August 25, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais, Assistant City Administrator

Department: Administration

Reference: New Business

Background Information:

The Park Advisory Commission has expressed interest in having a buy a brick fundraiser as a part of the City's efforts to collect funds for the Railroad Park Project that will include a history walk and a veterans memorial along the Sunrise Prairie Trail. This project is closely tied to people within the community and an opportunity to donate funds and to recognize a family member or close friend is a powerful way to pay tribute to them and to memorialize them in our city. Buy a Brick fundraisers are common for memorials such as is proposed in the Railroad Park Master Plan. As there is both a veterans memorial as well as a history walk that both provide opportunity for recognition and contribution to the project, staff recommends providing an option to donate a brick to the veterans memorial separately from the rest of the project. The rest of the project would provide an opportunity for families and community members to donate to the project. The veterans memorial would then be able to specifically recognize individuals who had served in the armed forces. The rest of the project could use the bricks as pavers whereas the veterans memorial would be able to place the bricks into a wall where they would not be walked upon. While we would encourage participation primarily by community members, staff would not recommend limiting participation in the fundraiser exclusively to Wyoming residents.

There are several companies that the city could partner with to administer the buy a brick program. Staff have identified three vendors who provide both brick engraving services as well as a fundraising platform through which to run a program. Information on each of the vendors are included in your packet, however staff is recommending that the City move forward with Brick Markers USA, Inc. The proposed bricks would be 4x8 bricks and would have a base cost of \$18 dollars each including the cost for engraving. Alternatively Bricks R Us would have a base cost of \$19 and Gift Bricks would be \$20. The costs of the bricks is comparable across all three companies and Brick Makers has the most professional resources and customer service of the three.

Staff would also like Council feedback regarding format of the bricks. While the vendors all include options for symbols to be included on the bricks, staff would recommend against the inclusion of symbols on the engravings to provide for consistency and longevity of the bricks. In addition, staff would recommend against allowing people to use sentences or phrases on the engravings, keeping the engravings exclusively to names of people. The final details of font and color of the bricks will be included as a part of the final design process. These details are not necessary for us to launch the buy a brick fundraiser.

Once staff get direction from the City Council regarding which vendor to move forward with for partnering on this initiative, we will launch a portal through from which people will be able to purchase bricks. In addition to identify which company with which to partner, staff also seeks direction on what amount the Council would like to sell the bricks for as a part of our fundraising efforts. Costs vary between fundraisers with an average cost per brick being \$100 for buy a brick programs. Below is a graph showing the projected revenue for the project for the three vendors with three options presented for the costs of the bricks- \$75, \$100, \$150. In addition, we could set different prices for the memorial as compared to the rest of the project, however if we did not hit a



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

minimum of 100 bricks then the cost of the bricks would increase to \$20 a piece.

	Cost	Price 1	Price 2	Price 3	Profit 1	Profit 2	Profit 3	100 bricks (1)	100 bricks (2)	100 bricks (3)
Brickmarkers	\$ 18	\$ 75	\$ 100	\$ 150	\$ 57	\$ 82	\$ 132	\$ 5,700.00	\$ 8,200.00	\$ 13,200.00
Bricks R US	\$ 19	\$ 75	\$ 100	\$ 150	\$ 56	\$ 81	\$ 131	\$ 5,600.00	\$ 8,100.00	\$ 13,100.00
Gift Bricks	\$ 20	\$ 75	\$ 100	\$ 150	\$ 55	\$ 80	\$ 130	\$ 5,500.00	\$ 8,000.00	\$ 13,000.00

Recommended Action: Provide guidance to staff regarding the preferred vendor for the buy a brick fundraiser as well as guidance regarding formatting and pricing.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

Brick Markers® USA, Inc. (BMI) is customer focused and dedicated to helping you to define and meet your fundraising goals. Our experienced and devoted team of professionals is truly committed to your success! The potential revenue generated from a program is significant, and Brick Markers® offers the products and services necessary to help you meet, and even exceed, your fundraising goals.

Brick Markers' patented laser engraving processes (Vitalase® and Vitrix®) are the "gold standard" of the industry. Laser engraving offers a level of quality and detail not attainable through traditional techniques such as mechanical engraving or sandblasting. We are so confident in the durability of our engraving that we offer a written lifetime warranty that is unsurpassed in the industry. Brick Markers® USA is the industry leader offering products, services and support second to none. Selecting Brick Markers® for your program means that you have chosen a company committed to uncompromising quality, exemplary customer service and innovative fundraising strategies.

Brick Markers® USA, Inc.

Let's Turn Bricks into Bucks

UNIVERSITY OF THE NATIONS
Kailua-Kona, HI

Patented Laser Engraved Bricks, Pavers & Tiles

www.brickmarkers.com Tel: 800-634-8948

①

What you will get with BMI

- FREE shipping within the 48 contiguous U.S.
- FREE clipart library
- FREE Spanish accent marks
- FREE Greek letters
- FREE designed and hosted donor website
- FREE brochure/order form samples
- Exemplary, friendly and professional customer service
- Fast lead time
- No minimum orders
- Competitive pricing
- Lifetime warranty
- Permeable pavers
- Additional fee-based services
 - Order processing center
 - Replicas and certificates
 - Locator design service
 - Management reporting



Mission Statement

Incorporated since 1997, Brick Markers® USA, Inc. has been a privately held corporation committed to just one thing: providing the finest quality products. BMI provides profitable fund raising and marketing strategies that meet the special needs of the client. BMI has a focused dedication to the client, by working closely with the client in the beginning stages of creating their brochure to confirming the completed product has arrived as promised. Our experienced and devoted team of professionals are truly committed to continuing this tradition.

Choosing BMI as your brick engraving company means you have chosen a company committed to uncompromising quality and valuable innovative fund raising and marketing ideas.

BMI provides the most competent customer service support in the industry. Today our products are distributed throughout the U.S.A., Europe, Japan, China, Virgin Islands, Philippines, Saipan, Mexico and we continue our expansion worldwide.

Lifetime Warranty

BMI's Vitralase®/Vitrix® Laser Engraving

BMI warrants, through its Lifetime Warranty, that its patented Vitralase®/Vitrix® vitrification processes will be of good quality and workmanship and will not fade, chip, oxidize, peel or separate from the brick, paver or tile for the life of the surface of the engraved brick, paver or tile. BMI requires that the brick, paver or tile manufacturer meet all ASTM (American Standards of Testing Materials) standards for quality, durability and longevity.

This warranty is limited to the repair or replacement of any Vitralase®/Vitrix® vitrification processes engraved into a brick, paver or tile meeting ASTM standards. Any Vitralase®/Vitrix® vitrification engraving processes that prove(s) defective will be repaired or replaced by BMI provided that such defect is due to faulty material or workmanship on the part of BMI and not the result of tampering, vandalism, misuse, abuse, improper installation or maintenance misapplication, natural disaster or acts of God, excluding normal environmental conditions such as rain, sleet, snow and freeze/thaw conditions.

Patented Laser Engraving Advantages

②



OUR LASER ENGRAVING



THEIR ENGRAVING

Traditional engraving methods of sandblasting & pantographing are known to have high maintenance and replacement costs due to deterioration of paint, epoxy or grout fills; substandard engraving depths; and low tolerance to general foot traffic and/or weather exposure. Ask your representative for a full laser vs. sandblast brochure.

ADVANTAGES	BMI's LASER ENGRAVING	SANDBLASTING	PANTOGRAPHING
PERMANENT MARK	●		
COST EFFECTIVE	●	●	●
INTRICATE GRAPHICS	●		
MAINTENANCE FREE	●		
NO FADING	●		
LIFETIME WARRANTY	●		
CRISP & FINE DETAIL	●		
PAINT, EPOXY, GROUT FILL		●	●
NO FILL	●		
HARDENED GLASS	●		
ENGRAVE ON ALL MATERIALS		●	●
ENVIRONMENTALLY SAFE GREEN TECHNOLOGY	●		

We want our clients to decide for themselves!

③ RUNNING A SUCCESSFUL BRICK FUNDRAISER WITH BRICK MARKERS® USA



LET US HELP YOU TURN BRICKS INTO BUCK\$!

CONSIDER A BRICK FUNDRAISER

High Profitability

Our vendor relationships, quantity discounts and commitment to the latest technologies allow us to price our products and services aggressively. In turn, allowing you to maximize your profits.

Ongoing Fundraising

Your brick/tile fundraiser can be active for years to come. There are no upfront costs or left over inventory to worry about. Start and stop your fundraiser based on your organizations goals.

Donor Recognition

Your donors receive a permanently engraved brick/tile with the exact information they want on it. You can also offer your donors a mini replica or standard size replica of their full size product as a takeaway.

Step 1

UNRIVALED MARKETING TOOLS

FREE Donor Website

We can create a custom website for your fundraising program, designed to meet your organizations unique brand identity. This site allows your donors to purchase their brick/tile online with ease.

FREE Website Analytics & Marketing Support

Wondering how effective your marketing efforts are? We can provide you with detailed analytics of your custom website, allowing you to adjust your marketing efforts accordingly to increase exposure.

FREE Printable Order Form

Brick Markers® USA offers full marketing support by providing a custom printable order form that you can use to promote your fundraiser, distribute to your donors, and collect orders.

Step 4

BEGIN WITH THE END IN MIND

Determine an Installation Area

We always recommend starting your brick/tile fundraising process by choosing your installation area. The size of the area will determine how many bricks/tiles you need to sell, and how to price them.

Establishing Your Sales Goals

Understanding your sales goals early on will help you establish pricing for your bricks/tiles.

Price Your Product

Now that you have established an installation area and your sales goals, you are ready to price your donation levels accordingly to maximize your profits.

Step 2

CONTACT OUR SALES TEAM

4

Brainstorming

Contact one of our industry professionals to discuss your potential brick/tile fundraiser in depth. Our team will introduce you to our many tools, and strategize with you on running a successful campaign.

Strategy

When should we start/stop our campaign? How quickly can I receive my order? Can I get filler/blank bricks from you too? Our sales team is here to guide and assist you with these types of questions.

Request a Free Sample

Now that our sales team is privy to your particular needs, we can recommend a brick/tile that best fits your campaign/project, and ship you a sample to review.

Step 3

LAUNCH YOUR FUNDRAISER

Release your Webpage & Marketing Collateral

You are ready to launch your fundraiser to the public! If you have chosen to have a free webpage created, remember to include the link in all your marketing materials.

Collect Orders with our Simple Ordering System

Our proprietary ordering system offers you a “user friendly” streamlined system, making it easy for you to compile the donor’s engraving information.

Track your Profits

As orders roll in, track your profits to ensure that you are meeting your sales goals.

Step 5

PLACE YOUR ORDER

Submit your order(s) to your Sales Representative

Once we have received your order, our team will do a preliminary check of your submitted information for compliance with our engraving standards and processes.

Request a specific ship date

Need your bricks/tiles within a specific time frame, or delivered by a certain date? Work with your Sales Representative to create a timeline for ordering, so that any deadlines or event dates are met.

Receive and Install your Bricks/Tiles

Congratulations, your fundraising campaign has been a success! Now it’s time to install your bricks/tiles, or distribute them to your donors.

Step 6

⑤ Projects

LAMBEAU FIELD STADIUM



SAY "CHEESE"
PHOTO STUDIO
COME VISIT US!
MEMPHIS, TN



UNIVERSITY OF ALABAMA COLEMAN COLISEUM



CHARLEY THORNTON
SPORTS INFORMATION
DIRECTOR
MAY 1964 - JAN 1982



PRUDENTIAL CENTER CHAMPIONSHIP PLAZA



THE NEW JERSEY
DEVILS
ARE THE HOTTEST
TEAM ON ICE



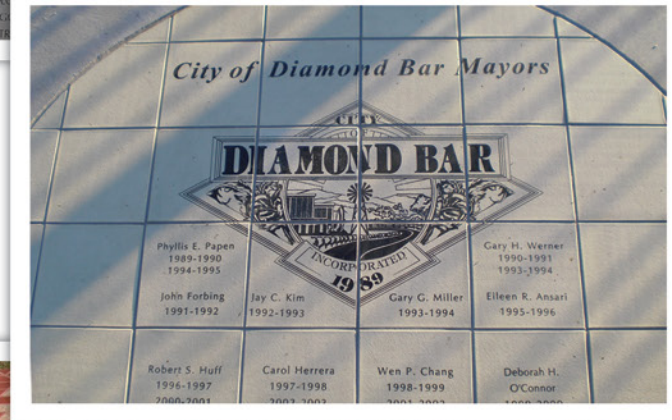
COMMUNITY VETERANS MEMORIAL



OPERATION
DESERT STORM
commences with
massive attack
on Baghdad at 2:38AM
January 16, 1991

Arrays

6



⑦ Unique Installation & Engraving Patterns



Brick Series - BELDEN

8

Brick Markers® offers various size brick products to enable your organization to maximize revenue potential and meet your fundraising goals. We offer 4x8x2¼ and 8x8x2¼ bricks. By offering multiple products, donors will contribute more to support your cause. To view the many color options available, please visit www.brickmarkers.com/products/brick-tile-colors/.



Admiral Full Range (ARFR)



Admiral Red (AR)



Claret (CL)



Kodiak Brown (KB)



Landmark Gray (LMG)



Lighthouse Gray (LTG)



Nutmeg (NM)



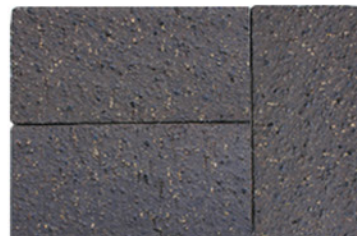
Nutmeg Full Range (NMFR)



Regimental Full Range (RFR)



Regimental Red (RR)



Sienna (SI)



Tumbleweed (TW)



Wheatfield (WF)

9 Brick Series - PINE HALL

Brick Markers® offers various size brick products to enable your organization to maximize revenue potential and meet your fundraising goals. We offer 4x8x2¼ bricks and 3⅝x7⅝x2¼ modular bricks. To view the many color options available, please visit www.brickmarkers.com/products/brick-tile-colors/.



Cocoa Full Range Modular (PHCOFRM)



Courtyard Colonial Full Range Modular (PHCFRM)



Courtyard Red Modular (PHCRM)



English Edge Autumn (PHEEAM)



English Edge Cocoa (PHCO)



English Edge Full Range (PHEEFR)



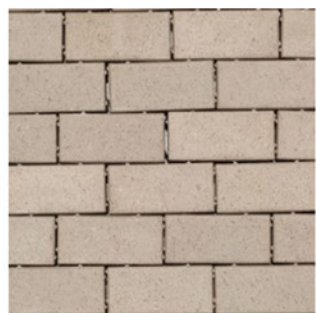
English Edge Red (PHEER)



English Edge Rose (PHEERO)



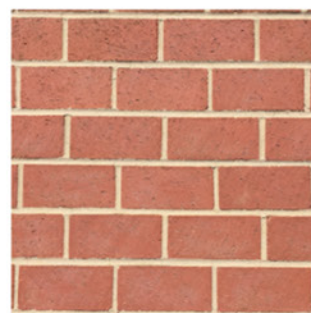
Georgian Edge Buff (PHGEB)



Georgian Edge Gray (PHGEG)



Pathway Full Range Modular (PHPFRM)



Pathway Red Modular (PHPRM)



Featured Color: English Edge Full Range

Tile Series - METROPOLITAN

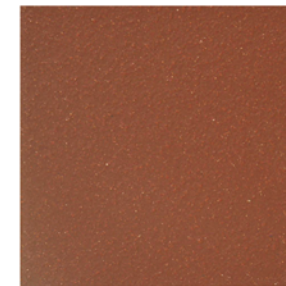
Brick Markers® offers various size tile products to enable your organization to maximize revenue potential and meet your fundraising goals. We offer 3 5/8 x 7 5/8 x 1/2, 6x6x1/2, and 7 5/8 x 7 5/8 x 1/2 tiles. By offering multiple products, donors will contribute more to support your cause. To view the many color options available, please visit www.brickmarkers.com/products/brick-tile-colors/.



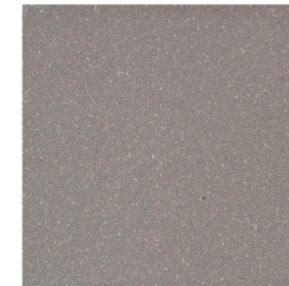
Available in 3 5/8 x 7 5/8 x 1/2, 6 x 6 x 1/2, and 7 5/8 x 7 5/8 x 1/2



* Some of these 4x8 colors are no longer available



Mayflower Red (310)

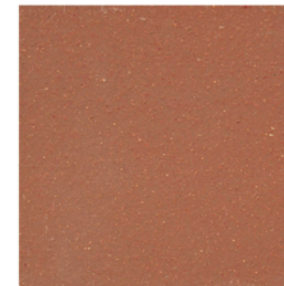


Puritan Gray (507)

Available in 6 x 6 x 1/2, and 7 5/8 x 7 5/8 x 1/2



Adobe (205)



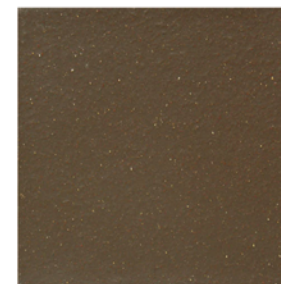
Auburn (220)



Boulevard (107)



Buckskin (105)



Chestnut Brown (108)



Oyster Bay (101)



Plaza Gray (505)

"The engraving is clear and the names are easily read. Both the customers and ourselves are extremely satisfied."

The Zoo in Forest Park
Robert Gladden, President

We will create a custom website for your fundraising program. Your donors will have the ability to purchase their brick/tile on-line with ease. We will design and host a unique website for your group or organization. We will work with you to create a site with images and wording that best represent your vision.

Our custom POS offers a very "user friendly" system making it easy for you to compile the donor's engraving information. Once you have completed the engraving information for your order, simply attach it to an email to your sales representative. Brick Markers® will take it from there!

[illegible]

Line Length Indicator

Type one line of text per cell, and press the ENTER key after typing text into each cell. Use the arrow keys to move from one cell to another.

After pressing ENTER, a LINE LENGTH INDICATOR will appear in the gray space to the right of the text. If text exceeds the number of allowable characters, the text and line length indicator will appear in red. After the text is entered, if this happens, please modify the text and its number.

Enter text positions by typing the text below of the second position line. Enter a "1" in the top position column for a logo to be placed at the bottom of the text.

A "shaded out" cell means that text is not available for that logo position has been entered, or does not type or leave text in a shaded cell.

Use the DELETE key to remove text from a cell. Cells highlighted in **blue** indicate that information is still missing or incorrect.

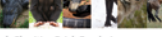
When the information is correct, the color of the cell will change from blue to white.

Brick Markers

TEXT FOR ENGRAVING: Text and indicators in **green** mean that the maximum number of characters has been exceeded.

Cell	Brick or Engraving Code	Logo or Custom Logo Name	Logo Position (Left, Top, Bottom)	# of Lines	TEXT FOR ENGRAVING: Text and indicators in green mean that the maximum number of characters has been exceeded		
					Line 1	Line 2	Line 3
6	CL				GO	BLACK HAWK	THE Finley Family
7	CL	1A	L		10Grfs	Grfs	Soccer
8	CL	1A	L		10Grfs	Grfs	Soccer
9	CL	4A	L		10Grfs	Grfs	Soccer
10	CL	4A	L	1	10Grfs	Grfs	Soccer
11	CL				10Grfs	Grfs	Soccer
12	CL				10Grfs	Grfs	Soccer
13	CL				10Grfs	Grfs	Soccer
14	CL				10Grfs	Grfs	Soccer
15	CL				10Grfs	Grfs	Soccer
16	CL				10Grfs	Grfs	Soccer
17	CL				10Grfs	Grfs	Soccer
18	CL				10Grfs	Grfs	Soccer
19	CL				10Grfs	Grfs	Soccer
20	CL				10Grfs	Grfs	Soccer
21	CL				10Grfs	Grfs	Soccer
22	CL				10Grfs	Grfs	Soccer
23	CL				10Grfs	Grfs	Soccer
24	CL				10Grfs	Grfs	Soccer
25	CL				10Grfs	Grfs	Soccer
26	CL				10Grfs	Grfs	Soccer
27	CL				10Grfs	Grfs	Soccer
28	CL				10Grfs	Grfs	Soccer
29	CL				10Grfs	Grfs	Soccer
30	CL				10Grfs	Grfs	Soccer
31	CL				10Grfs	Grfs	Soccer
32	CL				10Grfs	Grfs	Soccer
33	CL				10Grfs	Grfs	Soccer
34	CL				10Grfs	Grfs	Soccer

Brick Markers® USA offers full marketing support by providing a custom printable order form that you can use to promote your fundraiser, distribute to your donors, and collect orders.



Liberty Park Churches Brick Fundraiser

Be a part of Historic Deane-Thunder Island Sanctuary and Bowling Center, a unique use of a kind concept to encourage and enhance outdoor recreation and environmental preservation in Volusia County, Florida. Through and providing fun-filled, family-oriented events aimed that have been tested, streamlined, expanded and/or changed to help while educating the public about oceans and estuaries. This is the first initiative, highlighting our innovative technology and existing staff to allow the access of previous endangered species and ecosystems.

A special night at the park will include guided after hours, an underwater mile hike where you'll feel like you're deep down in the ocean swimming with whales, coral reefs and endangered wildlife while doing games you'll remember them as clear as in multiple natural; natural; ecosystems, delicious food and plenty of activities and activities to keep each guest entertained so much they won't even realize how much they are learning.

Honor the past and pave our future with this unique opportunity to leave your own legacy and share your own story for generations to come.

All Brick purchases will support the Deane-Thunder Sanctuary & Bowling Center.

\$150 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 150 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

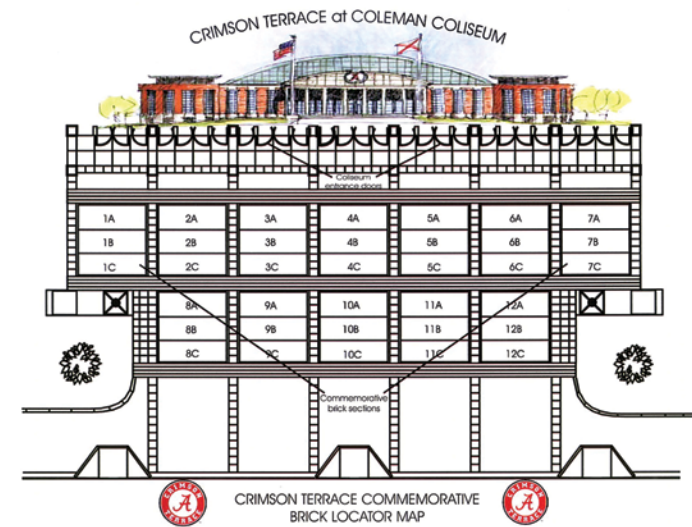
\$200 - 4x6 Brick ☐ **\$125 - 1x3 Mini Replica Brick** ☐

4x6 Brick, 100 pieces per pallet, 1000 pieces per pallet (1000 pieces per pallet)

Mini may only be ordered with purchase of 4x6 brick.

Brick/Tile Locator

Each brick or tile will be assigned to a section location. A Section Master database will be created by Brick Markers® based on the layout and section capacities of the area designed for installation. Brick Markers® accurately monitors section size, and compiles section data information that is used to provide documentation to you for installation and location purposes. The Section Master database will be sent electronically to you on a regular basis, so that information is readily available to answer donors' questions regarding the location of their brick or tile.



Certificates of Authenticity

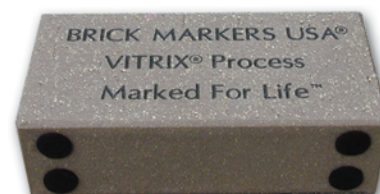
If your program offers standard or miniature replicas, a Certificate of Authenticity can be shipped to the donor along with the purchased replica. The Certificate of Authenticity establishes that the replica is authentic and the certificate can be proudly displayed in an 8x10 frame for family and friends to see.



Tile Name Plates



Replica Bricks/Tiles



Replica Cases



13 Free Clipart Library & Fonts

SEE FULL CLIPART LIBRARY AT WWW.BRICKMARKERS.COM/PRODUCTS/CLIPART-GRAPHICS/ OR CLIPART INSERT

Over 100 Free Clipart

Sport Clipart



Religious Clipart



Miscellaneous Clipart



Animal Clipart



Holiday Clipart



Seals & Badges Clipart



Free True Type Fonts

Optic
OPTIC

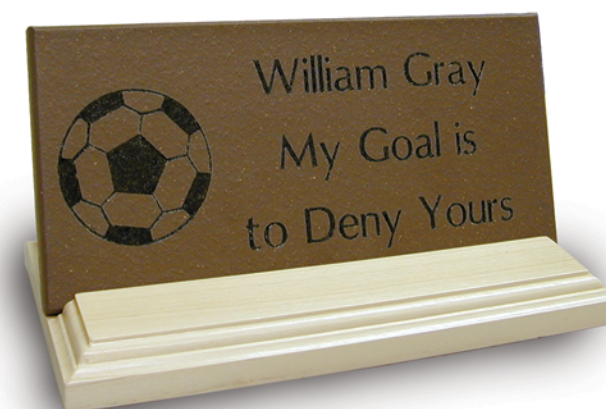
Times New Roman
TIMES NEW ROMAN

Union 55
UNION 55

Franklin Gothic Med
FRANKLIN GOTHIC MED

Irulmedium
IRUIMEDIUM

Galliard
GALLIARD



NOTE: OPTIC FONT ENGRAVING UNLESS SPECIFIED

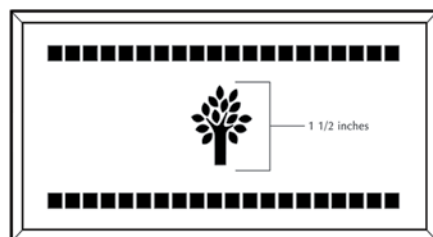
Standard Layouts

Clipart/Logos Optional

14

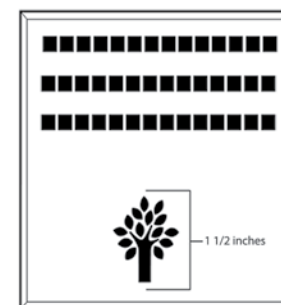
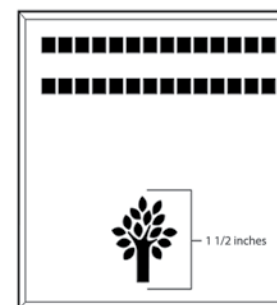
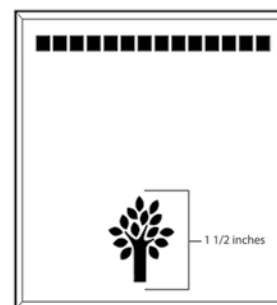
4x8 Layout #1

Number of characters is 20 on the first line and third line, including spaces and punctuation. Second line is for clipart images only. Logo height equals 1 1/2 inches. Clipart can also be placed on top or bottom line if preferred.



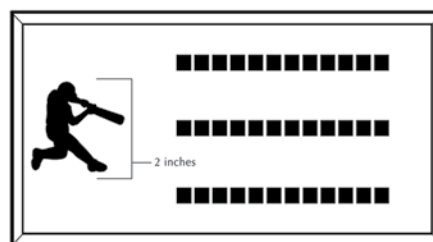
6x6 Layout #4

Number of characters is 14 per line, including spaces and punctuation. Logo height equals 1 1/2 inches.



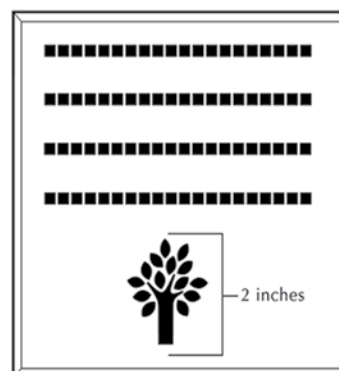
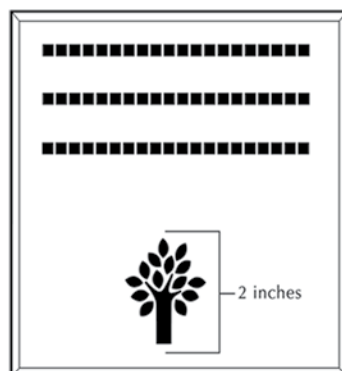
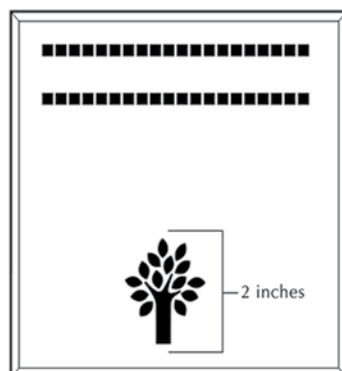
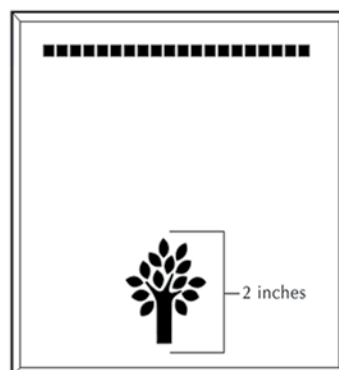
4x8 Layout #2

Number of characters is 12 per line, including spaces and punctuation. Logo height equals 2 inches.



8x8 Layout #3

Number of characters is 20 per line, including spaces and punctuation. Logo height equals 2 inches.

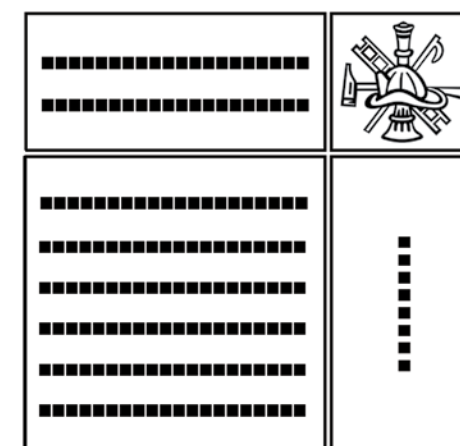


*12x12 Layout #5

Number of characters is 20 per line horizontal and 8 characters per line vertical, including spaces and punctuation. Custom logo height equals 3 1/2 inches on the 4x4.

(1) 4x4, (2) 4x8, (1) 8x8

*Brick Products Only



IMPORTANT READ:

Our Graphics Department will be glad to view any custom layouts. The total lines used for the message will determine the size of the image. Please adhere to the requirements of each specific layout.

Not all clipart images are available on each layout. To see our free clipart exceptions please go to www.brickmarkers.com/services/standard-layouts/

Our Exclusive Patented Laser Engraved Bricks, Pavers and Tiles Vitralase® & Vitrix® Price List

4x8 CLAY BRICK/PAVER (2¼" thick) or 35/8 x 75/8 QUARRY TILE (½" thick)

Number of Units Per Order	Lines & Characters Available	Price per Unit
Over 5,001	3 lines / 20 characters per line	Quote
2,501 - 5,000	3 lines / 20 characters per line	\$16.00
100 - 2,500	3 lines / 20 characters per line	\$18.00
50 - 99	3 lines / 20 characters per line	\$20.00
5 - 49	3 lines / 20 characters per line	\$35.00
1 - 4	3 lines / 20 characters per line	\$35.00*

8x8 CLAY BRICK/PAVER (2¼" thick) or 75/8 x 75/8 QUARRY TILE (½" thick)

Number of Units Per Order	Lines & Characters Available	Price per Unit
Over 5,001	6 lines / 20 characters per line	Quote
2,501 - 5,000	6 lines / 20 characters per line	\$28.00
100 - 2,500	6 lines / 20 characters per line	\$30.00
50 - 99	6 lines / 20 characters per line	\$32.00
5 - 49	6 lines / 20 characters per line	\$44.00
1 - 4	6 lines / 20 characters per line	\$44.00*

6x6 QUARRY TILE (½" thick)

Number of Units Per Order	Lines & Characters Available	Price per Unit
Over 5,001	4 lines / 14 characters per line	Quote
2,501 - 5,000	4 lines / 14 characters per line	\$16.00
100 - 2,500	4 lines / 14 characters per line	\$18.00
50 - 99	4 lines / 14 characters per line	\$20.00
5 - 49	4 lines / 14 characters per line	\$35.00
1 - 4	4 lines / 14 characters per line	\$35.00*

12x12 CLAY BRICK/PAVER (2¼" thick) See insert for details and pricing

Brick Markers® offers a one time credit on your first order if the order is less than 100 bricks. Contact your sales representative for more details.

*\$15.00 handling fee per brick for orders under 5 bricks

PRICING INCLUDES:

- SHIPPING (within the 48 contiguous U.S.)
- A COMBINATION OF ALL SIZES (EXCLUDING MINI'S) TO CREATE A TOTAL OF 100 OR MORE
- VARIETY OF BRICK/PAVER/TILE COLORS
- CHOICE OF TRUE TYPE FONTS FROM OUR EXCLUSIVE SELECTIONS
- FREE CLIPART (view clipart insert or visit brickmarkers.com for our full clipart library)

ARRAYS:

4X8 ARRAYS	\$75.00 PER BRICK/TILE
8X8 ARRAYS	\$100.00/ PER BRICK/TILE

ADDITIONAL OPTIONS:

CUSTOM LOGOS - corporate, clubs, schools, mascot, etc.	\$75.00 EACH
SIGNATURES AND CHILDRENS ART	\$30.00 EACH

Pricing for arrays includes: set-up, logo programming, laser conversion, brick/tile engraving and shipment to your location (within the 48 contiguous U.S.).

NOTES:

Email logos as an attachment to your sales representative. Digital image files should be sent as ai, eps, psd, pdf, png, tiff or jpeg files. All images should have a minimum resolution of 300 dpi and should be provided in black and white.

Logos not supplied in the specified format can be received as true camera ready art but a minimum charge of \$100.00 will be assessed per logo. Pricing includes: set-up, scanning, vectorizing, logo programming and laser conversion.

Any additional cost will be determined once our graphics and laser department confirms the complexity of your graphics or artwork.

TERMS:

Since your order is custom, we do require payment in advance.

FOR MORE DETAILS ON PRICING, VARIETY OF BRICKS/PAVERS/TILES AND OUR FUNDRAISING CAPABILITIES, PLEASE CONTACT US AT 1-800-634-8948

Our Exclusive Patented Laser Engraved Bricks, Pavers and Tiles Vitralase® & Vitrix® Mini-Brick Price List

16

1½x3x5/8 CLAY BRICK/PAVER

Number of Units Per Order	Lines & Characters Available	Price per Unit
Over 5,001	3 lines / 20 characters per line	Quote
2,501 - 5,000	3 lines / 20 characters per line	\$5.50
100 - 2,500	3 lines / 20 characters per line	\$6.00
50 - 99	3 lines / 20 characters per line	\$8.50
5 - 49	3 lines / 20 characters per line	\$12.00
1 - 4	3 lines / 20 characters per line	\$12.00*

* \$7.00 handling fee per mini-brick for orders under 5 bricks

3x3x5/8 CLAY BRICK/PAVER

Number of Units Per Order	Lines & Characters Available	Price per Unit
Over 5,001	6 lines / 20 characters per line	Quote
2,501 - 5,000	6 lines / 20 characters per line	\$7.50
100 - 2,500	6 lines / 20 characters per line	\$8.00
50 - 99	6 lines / 20 characters per line	\$10.50
5 - 49	6 lines / 20 characters per line	\$12.00
1 - 4	6 lines / 20 characters per line	\$12.00*

* \$7.00 handling fee per mini-brick for orders under 5 bricks



PRICING INCLUDES:

- SHIPPING (within the 48 contiguous U.S.)
- A COMBINATION OF BOTH SIZE MINI'S TO CREATE A TOTAL OF 100 OR MORE
- CHOICE OF TRUE TYPE FONTS FROM OUR EXCLUSIVE SELECTIONS
- FREE CLIPART (view clipart insert or visit brickmarkers.com for our full clipart library)

ADDITIONAL OPTIONS:

CUSTOM LOGOS - corporate, clubs, schools, mascot, etc.	\$75.00 EACH
SIGNATURES	\$30.00 EACH

NOTES:

Any additional cost will be determined once our graphics and laser department confirms the complexity of your graphics or artwork.

Email logos as an attachment to your sales representative. Digital image files should be sent as ai, eps, psd, pdf, tiff or jpeg files. All images should have a minimum resolution of 300 dpi and should be provided in black and white.

Logos not supplied in the specified format can be received as true camera ready art but a minimum charge of \$100.00 will be assessed per logo. Pricing includes: set-up, scanning, logo programming and laser conversion.

TERMS:

Since your order is custom, we do require payment in advance.

FOR MORE DETAILS ON PRICING, VARIETY OF BRICKS/PAVERS/TILES AND OUR FUNDRAISING CAPABILITIES, PLEASE CONTACT US AT 1-800-634-8948

17 Customer Service

Our customer service team has many years of experience helping people just like you! Our team is dedicated to working closely with you to define and meet your fundraising goals, but DON'T JUST TAKE OUR WORD FOR IT:

"The high quality and durability of the engraving has impressed fans and visitors and promoted ongoing sales. Consequently, the Stadium District can continue to offer engraved items with full confidence that they will meet the expectations of our fans and look good for many years."

**Green Bay/Brown County Professional
Football Stadium District**
Patrick R. Webb

"We would like to express our satisfaction with the level of service we have received from your company. You offer a quality product and have a highly responsive and competent customer service staff. Our brick project has turned out well. So well, in fact, that we plan to place additional brick orders in the near future."

City of Peabody
Joseph D. Viola, City Planner

"In 2011 the Seaside Park Beautification Committee located in Seaside Park, NJ undertook a project that would commemorate the 10th anniversary of the September 11, 2001 terrorist attacks. The product we have received has been outstanding, however, for Seaside Park as a community, it is the personalized service and commitment by Brick Markers is what we believe makes this company the best choice for your project."

Seaside Park
Denise Koury



Brick Markers® USA's patented laser engraving processes use a high-powered laser system to engrave each brick or tile. By directing a continuous flow of intense laser energy, the image is "vitrified" into the brick or tile. The vitrification process actually converts the engraved portion of the clay product into a hardened glass, which withstands the elements like no other engraving method can. We have found that many consumers are misled by our competitors into believing that deep engraving, such as sandblasting, pantographing, or other methods that require cutting into the brick/tile and removing material provides durability similar to that provided by our patented process. However, the competing technologies actually weaken the integrity of the brick/tile and wear down over a relatively-short time. In stark contrast to deep engraving, our patented vitrification laser engraving process provides a permanent and attractive mark that offers the ultimate in durability and features our limited lifetime warranty.

After the vitrification process, the brick or tile products are still of one substrate. The hardened glass engraving and its inorganic earth element materials that are both a result of 100% natural materials that is the ultimate in "Green" technology. No (volatile organic compounds) are used in our processes. The result is actually harder than the brick or tile itself. The indelible engraving is on a Mohs scale, which is a scale for classifying minerals based on relative hardness and determined by the ability to scratch softer ones.

In the end, you and Brick Markers® USA can feel certain that your donors have bricks/tiles will last a lifetime. It is important to us that 100% of the revenue raised is allocated to the initial fundraising cause and not into replacing any bricks/tiles that do not meet the standards of your committee/board and your donors. Additionally, the overall longevity and appearance of your brick/tile area will have a direct reflection on the success of your campaign.

standards of your committee/board and your donors. Additionally, the overall longevity and appearance of your brick/tile area will have a direct reflection on the success of your campaign.

Although Brick Markers® USA provides a lifetime warranty on all of our products, we are proud to say that, since the inception of our company, we have never even been asked to replace or repair any of our patented laser engraved product due to deterioration or illegibility of any kind. This is, no doubt, due to the incredible durability produced by our patented laser processes.

Brick Markers® USA laser engraving technology is covered by the following U.S. & Foreign Patents: 6,064,034, 6,635,846, 7,238,396, GB2349609, CA 2474284 and 5,554,335.



tile products are still of one substrate. color are both a result of 100% natural are fused into the brick or tile. The result solvents, paints, plastics or VOC's our processes. The indelible engraving is on a Mohs scale, which is a scale for hardness and determined by the ability

want your brick/tile campaign to be can feel certain that your donors have bricks/tiles will last a lifetime. It is raised is allocated to the initial any bricks/tiles that do not meet the

19

[illegible]

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

How do I get started?

It's easy! Just call 1-800-634-8948, e-mail us at info@brickmarkers.com or visit our website at www.brickmarkers.com and submit an inquiry on our "Contact" page. You will then be contacted by a customer service/sales representative and they will send you our brochure within 48 hours. We will help you determine:

- Donation levels that will allow you to maximize your revenue potential
- How many bricks or tiles can be placed within your designated area
- Which brick or tile is best for your project
- What level of service is appropriate for your program

How much money does it take to start a project?

There are no upfront costs to setup and launch your fundraising campaign. This means that you can start selling bricks today with zero out of pocket expenses. Additionally, we provide you with all of the essential marketing tools you need to successfully promote and operate your fundraiser at no charge. This includes a custom website which allows your donors to purchase their brick/tile online with ease, and custom order form that you can use to distribute to your donors and collect orders. As our products are customized with the exact information that your donors want, your final order will be placed at the conclusion of your campaign and there will be no leftover inventory to worry about.

What is the brick filled with?

We do not "fill" the brick/tile with any type of filler material. Our Vitralase® & Vitrix® patented processes are created with the technology of lasers. The lasers apply extreme intense heat to a specific area, in turn, transforming the clay product e.g., brick paver, quarry tile, etc. into a hardened glass that is actually stronger than the brick itself.

Do you have minimum order requirements?

We are happy to say that we do not. Our pricing is based on the volume of each order.

Does BMI provide non-engraved bricks/tiles?

Yes we do. In fact, most clients do not want the hassle of locating a distributor and coordinating the delivery. This can be arranged with your sales representative.

Does BMI install the bricks/tiles?

We do not provide installation, as our shipments are sent throughout the U.S. and abroad. We do recommend that you hire a professional masonry contractor in your area to install your bricks/tiles.

Why choose BMI?

Since 1997 we have been providing the ultimate fund raising products. We offer profitable fund raising and marketing strategies tailored to fit your unique needs. We are focused on your requirements and will work closely with you to define and meet your fundraising goals. Our patented processes are the ultimate "Green" technology and we guarantee our engraving will not fade, chip, oxidize, peel or separate from the brick paver or tile for the life of the surface of the engraved brick, paver or tile. Since the inception of our company in 1997, none of our engraved products have ever been replaced. In the end you want your brick campaign to be successful and maintenance free, so you can feel confident that your donors have the assurance of knowing that their donor bricks will last a lifetime.

21 Testimonials

"I just want you to know that we are extremely pleased with the quality of the paver bricks that Brick Markers U.S.A. provided for the Illinois Firefighter Memorial. The clarity in which the engraving turned out was much better than I or other members of the committee expected."

**Illinois Firefighter
Memorial Foundation**
James Quinn

"Vincent House members, staff and board of directors are truly appreciative for the "commitment to excellence" your fine company provided us in our fundraising campaign. From our initial contact with your company I felt very confident that we chose the best provider with regard to service, quality and technology."

Vincent House
Elliott Steele

"Everyone I dealt with at Brick Markers, from research through delivery, was helpful and prompt to respond. I have referred others to your company and look forward to working with you in the years to come on our on-going Patio Paver project."

GASTON
Ann R. Davis, CFRE

"Your bricks have lived up to all of your promotional statements. In addition, all of your staff have been exceptionally helpful and accessible."

**Village of Addison, NY
Parks and Tree Committee**
Hal Sisson

"We are very happy with your service and your product, and will recommend you to anyone interested in a Great Fundraising Adventure."

Faith Church
Lewis C. Hoy

"Tesla Science Center at Wardencllyffe is pleased to recommend Brick Markers USA. We selected the company because of its excellent combination of price, quality of engraving and its use of green technology. We had a very large project, receiving orders of over 3600 bricks in six weeks. Brick Markers has provided outstanding customer support throughout the process. We look forward to working with them again in the future."

Tesla Science Center at Wardencllyffe
Mary Daum

"Our director researched companies online and found that Brick Markers has an excellent reputation. Then through personal interaction she "was impressed by your excellent customer service and quick response to question."

University of Central Arkansas
Mathilda Hulett

"We have been totally satisfied with every aspect of our involvement with Brick Markers. From the fantastic quality of the engraved bricks and mini bricks to the professionalism of the service received, our expectations have always been exceeded."

Peoria Dog Park Committee
Janet Middleton

"Brick Markers USA has been very easy to work with and quick to respond to any need. I would recommend them highly for any company or agency interested in recognizing people through engraved brick or pavers."

CARITAS
Karen J. Stanley

"We have been very happy with the quality and accuracy of the engraving that we have received from Brick Markers over the past few years. We have been particularly impressed with the custom logos."

Grover Cleveland Park Conservancy
Lisa J. Garrity

"It is my pleasure to write and let you know of our extreme satisfaction with your company, its products and services."

Share Foundation
Beth Weldon



"Let us help you create memories to last a lifetime."

Turn Bricks into Buck\$TM



Brick Markers® USA, Inc.

Email: info@brickmarkers.com

Tel: 800-634-8948 Toll Free

Tel: 561-842-1338 Local

www.brickmarkers.com

<https://www.facebook.com/brickmarkers>



BRICK MAINTENANCE FOR COLD WEATHER



Low-pressure hose washers can be helpful when removing soil.



Unless the pavers have been contaminated with a material containing Portland cement, acid cleaners should not be used (**acid cleaners must never be used on clay pavers.**)



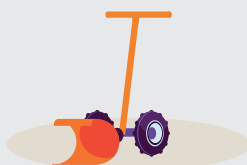
Detergents added to the water stream might speed the removal of soil.



High pressures may cause **damage** to clay pavers.

Because all de-icing chemicals tend to cause efflorescence (white powder\ crust), snow should be removed by **mechanical means**:

Power brushing is particularly good as long as there is no metal to paver contact.



Plows can be used if the blades are **flexible and made of rubber**. **Do not ride** any metal blades on pavers. Pads or rollers should be used to raise the blades above the slight imperfections inherent in segmental paving systems. Chamfered edges help.

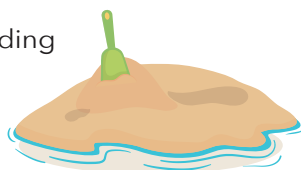
Brooms and elbow grease work well, too



Snow blowers also can be used, but the steel guide pads at the mouths of the snow blowers **must be coated with rubber** to reduce the possibility of damage when the guides hit the odd-raised or canted paver.

Shovels and/or ice scrapers must not be used; they may **damage** concrete sidewalks and they will **damage** clay pavers.

Ice is best handled by spreading **sand** on the surface of the pavement.



Calcium chloride can **cause deterioration** of clay pavers. The instructions on many chloride bags contain warnings that calcium **should not be used** on Portland cement concrete products or on clay pavers.



Salts, such as magnesium chloride, can be mixed with sand to speed melting. **Remember**, however, that any de-icing chemical is a soluble salt that may cause temporary bouts of efflorescence until spring rains wash away the remnants of the de-icing salts. Sodium chloride will not harm clay pavers.



Urea also may be used if there is no concern about killing plants. Urea does not cause efflorescence.



Minnesota

MN	EAGAN	ALPHA GAMMA DELTA HOUSE ASSOC.	100+ BRICKS
MN	BAXTER	ALL VETERANS MEMORIAL	100+ BRICKS
MN	EDEN PRAIRIE	MIRACLE LEAGUE	100+ BRICKS
MN	EDEN PRAIRIE	WILDLIFE FOREVER	100+ BRICKS
MN	FARIBAULT	SHATTUCK-ST. MARY'S SCHOOL	100+ BRICKS
MN	MAMKATO	BLUE EARTH NICOLLET COUNTY HUMANE SOCIETY	100+ BRICKS
MN	MINNEAPOLIS	DUNWOODY COLLEGE	100+ MINIS
MN	MONTEVIDEO	MONTEVIDEO BASEBALL CLUB	100+ BRICKS
MN	ROBBINSDALE	NORTH MEMORIAL FOUNDATION	100+ BRICKS
MN	ROCHESTER	GLORIA DEI CHURCH	100+ BRICKS
MN	ROSEVILLE	ROSEVILLE PARKS & RECREATION	100+ BRICKS
MN	SAINT PAUL	MINNESOTA PUBLIC RADIO	100+ BRICKS
MN	SAVAGE	DAN PATCH HISTORICAL SOCIETY	100+ BRICKS
MN	SHOREVIEW	FRIENDS OF THE RAMSEY COUNTY LIBRARIES	100+ BRICKS
MN	SHOREVIEW	RAMSEY COUNTY K9 FOUNDATION	100+ BRICKS
MN	ST. PAUL	BREAK THE SILENCE	100+ BRICKS
MN	ST. PAUL	ST. MARK'S CATHOLIC SCHOOL	100+ BRICKS

Brick Markers® U.S.A

Free Website Template

Please read all of the instructions in their entirety. Brick Markers® USA requires this form to be filled out to completion before proceeding with the development of your free web page.

Please hover over any of the input boxes to view special instructions.

Your Name

Email

Phone Number

Organization Name

Date of Submission

Requested Live Date

Sales Representative

Assigned URL

1.) Description of your project (Verbiage that will be used on your web page)

2.) Brick/Tile Font

☐ Optic (Standard)

☐ Other

4x8 Brick/Tile Information

Option A (Only select this option if you would like to offer it)

☐ 4x8 - Text Only

Color:

Sample Text for Web Images - Up to 3 lines of text, 20 characters max per line (including spaces and punctuation).

ROBERT 'SWISH' JONES
VARSITY BASKETBALL
CLASS OF 2013

[Mini Replicas](#)

- ☐ Yes
☐ No

Price:

Replica Price:

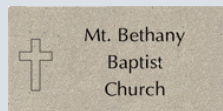
Option B (Only select this option if you would like to offer it)

☐ 4x8 - Logo (Left)

Color:

[Clipart/Logos](#) - Add ALL clipart/logo numbers related to your project

Sample Text for Web Images - Up to 3 lines of text, 12 characters max per line (including spaces and punctuation).



[Mini Replicas](#)

- ☐ Yes
☐ No

Sample Logo for Web Images:

Price:

Replica Price:

[Click this link to view our clipart restrictions](#)

Option C (Only select this option if you would like to offer it)

☐ 4x8 - Logo (Top, Bottom, or Center)

Color:

[Clipart/Logos](#) - Add ALL clipart/logo numbers related to your project

Logo Position

Select the option you would like to offer

- ☐ Top ☐ Bottom
☐ Center

Sample Text for Web Images - Up to 2 lines of text, 20 characters max per line (including spaces and punctuation).

[Mini Replicas](#)

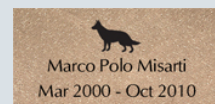
- ☐ Yes
☐ No

Sample Logo for Web Images:

Price:

Replica Price:

[Click this link to view our clipart restrictions](#)



8x8 Brick/Tile Information

Option A (Only select this option if you would like to offer it)

☐ 8x8 - Text Only



Color:

Sample Text for Web Images - Up to 6 lines of text, 20 characters max per line (including spaces and punctuation).

[Mini Replicas](#)

- ☐ Yes
☐ No

Price:

Replica Price:

Option B (Only select this option if you would like to offer it)

☐ 8x8 - Logo (Top or Bottom Position)



Color:

[Clipart/Logos](#) - Add **ALL** clipart/logo numbers related to your project

Logo Position

Select the option you would like to offer

- ☐ Top ☐ Bottom

Sample Text for Web Images - Up to 4 lines of text, 20 characters max per line (including spaces and punctuation).

[Mini Replicas](#)

- ☐ Yes
☐ No

Sample Logo for Web Images:

Price:

Replica Price:

[Click this link to view our clipart restrictions](#)

Additional Options

Select all of the options that you would like to offer

If any of these options are chosen your sales representative will be contacting you to confirm the details.

Additional Options:

Price - List prices of all additional options

- ☐ 4x8 Custom Logo
- ☐ 8x8 Custom Logo
- ☐ 4x8 Children's Art
- ☐ 8x8 Children's Art
- ☐ 12x12 Multi Brick Display
- ☐ 16x16 Multi Brick Display or Array
- ☐ Other Arrays

--

3.) Primary Paypal email address

Refer to PayPal for further instructions

--

4.) Company/Organization logo (Attach to email)

Please attach your company logo to the email when you return this form. Preferred format for logo is **vector (.eps) format**.

5.) Photo and/or rendition of the building or location site (Attach to email)

Please attach this photo to the email when you return this form. Preferred format for photo is **(.jpg) format in 300dpi**.

6.) Signed agreement (Attach to email)

Please attach a copy of your signed agreement when you return this form.

7.) Order form / marketing materials

Would you like for us to create a printable order form for you? If yes, please include payment submission information.

- ☐ Yes
- ☐ No

Mail form and payment to:

--

Make checks payable to:

--

Would you like to include a printable order form on your web page? (If you answered no above, please include your order form)

- ☐ Yes
- ☐ No

8.) Send this form to marketing@brickmarkers.com and copy your Sales Representative.

Attach this completed form to an email, along with the information requested in steps 4-7. You should expect a response from our web department within 48 hours of submitting this form.

Hello Sharon Rieck,

This charge will appear on your credit card statement as payment to PAYPAL *BRICKMARKER.

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information secure.

Transactions monitored 24/7

Our fraud specialists help protect your account.

You're protected

Zero fraud liability for eligible unauthorized purchases. [See eligibility](#)

Merchant information:

Brick Markers USA
webmaster@brickmarkers.com
<http://www.brickmarkers.com>

Instructions to merchant:

None provided

Shipping information

Sharon Rieck
6985 Garden Road
west palm beach, FL 33404
United States

Shipping method

Not specified

Description	Unit price	Qty	Amount
Brick4x8Text +.01 Line1: Eric	\$0.01 USD	1	\$0.01 USD
Total:			\$0.01 USD

Receipt No: 1621-6282-2477-4179

Please keep this receipt number for future reference. You'll need it if you contact customer service at Brick Markers USA or PayPal.

Getting Started Guide



BRICKS *R* US
Engraved Bricks and Tiles

201 South Biscayne Boulevard
28th Floor
Miami, Florida 33131

888-692-7425 (888-MY-BRICK)
(305) 931-7773
(305) 931-7774 (fax)

BRICKS R US

“Fundraising One Brick at a Time”

*Your Guide to Successful Fundraising with Bricks from Start to Finish—
Brick by Brick*

INTRODUCTION

Welcome!
Terminology
Why you should consider a brick fundraiser

SECTION I

Where you should start
Most Common Type of Installation
Tiles Available for Wall Mounting

SECTION II—Product Information

Engraving Information

Types of Bricks for Walkways

- Finished Bricks
- Standard Bricks
- Belden Bricks
- Concrete Bricks

Products for Wall Mounting

- Alfagres Tile
- Quarry Tiles
- Marble
- Granite

Different Types of Finishes you can have on a brick

- Plain
- Painted

Which finishes to use

Lines and number of characters per brick

Using symbols and custom logos

Arrays

Needing more characters than one line permits

Choice of fonts and where the text is placed

SECTION III—Pricing Your Bricks

How much to charge per brick
Other common ways of pricing

SECTION IV—Marketing Tools

Samples
Donor Order Forms
Online Ordering Personalized Web Site
Brick Creator
Online Ordering System
Go Social

SECTION V—Pricing and Ordering

Pricing
Sending your orders
Shipping Charge
Sales Tax
Guarantees

SECTION VI—Checklist

SECTION VII—Addendums

Donor Order Forms
Color Charts
Symbol Chart
Paint Chart

CLOSING

Top 10 Reasons to Buy from Bricks R U

INTRODUCTION

Welcome!

Bricks R Us is located in Miami, Florida. We are one of the oldest engraving company with over twenty-five years experience.

This guide, combined with the information available on our website (www.bricksrus.com), should answer many of your questions and hopefully along the way, help create some inspiration for new ideas from you and others involved in your fundraising endeavors.

Just as important as the information we provide you, is the contact with your Fundraising Consultant; they are always available to help you. Just call them toll free at 888-MY-BRICK (692-8425) or 305-931-7773. For those of you who don't have time to speak during the day, we are always happy to arrange an evening or early morning call with you. If you would like to send an e-mail with any questions, just send it to bricksupport@bricksrus.com and we will respond quickly (always within 24 hours).



Much of the information contained herein comes from the experiences of our customers. If you would like to contribute any comments, we would be happy to hear from you. Our web site, combined with this guide are designed so that all of your questions are answered; if there is a question that is not covered, please let us know so that we may add it. We are the only brick company that displays our [prices](#) for everyone to see; there are no hidden costs and we want you to fully understand the brick fundraising process. There is a reason we have been around for over 25 years; we are proud of all of our products and our customer service.

The services that we offer were created to assist you with your brick campaign. We have the same interest as you ... to sell as many bricks as possible. With this in mind, we want you to take advantage of what we offer for it will make your whole experience much easier and more successful.

With the exception of this guide and our Order Form Templates, all of our information is located on our website ([Prices](#), [Frequently Asked Questions](#), etc.). There are no hidden fees and as you can see from our [testimonials](#), we are here to help. Our goal is for you to know everything about us before you make the decision for Bricks R Us to be your engraving company.

All information can be printed. If for any reason you are unable to print the information you want, just let us know and we will be happy to mail it to you.

Thank you!

The Staff at Bricks R Us

Why You Should Consider a Brick Fundraiser

Below are some of the reasons why brick fundraisers are so successful:

1. DONOR RECOGNITION: Most important: For your donors, they receive what they want to see ... the inscription of their choice permanently engraved in a brick or tile, on a walkway, wall or elsewhere that will last forever.

2. PROFITABILITY: It's simple: An average engraved brick from Bricks R Us sells for \$19.00 (this includes the brick, engraving and shipping - no other costs); our customers have charged anywhere from \$50.00 (*suggested minimum price*) to \$5,000.00 per brick - the profit is easy to calculate!

Additionally:

You can offer a low-priced way for everyone to pitch in and help raise money for your organization.

- A brick fundraiser has no upfront costs.
- You will never have leftover inventory.
- It is something the donor's whole family can participate in.
- A brick fundraiser can easily be designed to be ongoing for years to come.



Terminology

You will see the terms **thick** and **thin bricks**. **“Thick” bricks are typically 2 1/4 inches thick (clay), 2 3/8 inches thick (concrete)** and **“thin” bricks are typically 1/2 inch thin**. **“Thick”** bricks are mostly used for walkways and **“thin”** bricks are mostly mounted on walls or placed on top of concrete walkways.

SECTION I

Where You Should Start

You will first need to determine where your bricks will be installed.

Survey the outside grounds of your facility and you will find any number of areas where you can create enhancements to existing walkways or build entirely new ones.



Inside your facilities just look around and see how many empty walls there are. Check where you can mount brick/tile, marble or granite tiles so that you can raise funds and visually enhance a blank wall all at once.

If you are putting up a new building simply plan your walkway, wall, or other design to fit in with your soon to be constructed facility.

Inscribed bricks have been used to raise money for school athletic facilities, as bases for clock towers and flag poles, used to construct snack bars, create monuments, memorial gardens, dog parks, and more. Call your Fundraising Consultant toll free at 888-MY-BRICK (692-7425) or email them for any help. We love getting involved. This is usually a new type of fundraiser for most organizations and we don't expect you to know how to begin. Ask as many questions as you feel necessary.

Most Common Type of Installation—Walkways or Walls

The most common installations are brick walkways laid in a sand bed using 4x8 and/or 8x8 **thick** bricks. Walkways can also be installed by mounting bricks on a concrete foundation. Concrete foundations can be expensive and are typically unnecessary. Consult with a local masonry company for guidance if you need it.

The type of installation you choose will determine the thickness of the brick you will need to use when creating walkways:

When installing in a sand bed, you will need to use **Thick** bricks and when mounting on a concrete foundation, you would use **Thin** bricks/tiles. **Thick** clay bricks are available in 4x8 and 8x8 sizes. **Thick** concrete bricks come in 4x8, 8x8 and 12x12 sizes. Most thin brick/tiles, ceramic, granite and marble tiles are available in 4x8, 8x8 and 12x12.

We usually recommend our clay bricks since they are just as durable as concrete bricks and the engraving is sharper. Although we sell thousands of concrete bricks, since they are made of concrete pebbles, the engraving is not as crisp. Also, if you sell only 4x8 and 8x8 bricks, since two 4x8's equal one 8x8, it makes it easy to install.



One of the great things about installing brick walkways laid in a sand bed is you can put down blank bricks alongside of your inscribed bricks so that you have a finished and useable walkway immediately. Ask your sales consultant for a sand bed installation guide. You can then easily replace the blank bricks with inscribed ones as you get more donations. Your brick fundraiser can go on for months, years or forever – the choice is yours. We have customers that have ordered every year in our 25+ year history. Orders can be placed in any quantity (regardless of shape, size or material). If the order is less than ten bricks (combined), there is only a \$15 fee (total, not per brick). This helps facilitate your ability to have an on-going fundraiser.

Finally, it has been proven by our customers that after installing the first order, by having others see and touch the bricks, this helps increase sales. It motivates donors who have not yet purchased and it affords them a way to help visualize their inscription.

Tiles Available for Wall Mounting

Brick-Tile, Ceramic, Granite or Marble Tile can all be mounted on walls since they are all only ½” thick. As we mentioned earlier, just look around your facility and see how many blank walls there are available for mounting tiles on – we’re sure you will find quite a few.

SECTION II - PRODUCT INFORMATION

Engraving Type

We are the only brick engraving company that offers two types of engraving – laser and sandblasting.

[Laser](#) changes the clay substance of the brick to a black glass-like composition. The laser engraving is mostly flush with the rest of the brick.

[Sandblasting](#) provides a deep engraving and is painted with four coats of a special paint and one clear coat. The sandblasting engraving is not flush with the rest of the brick and shows the actual depth of the engraving.

Both types of engraving types come with our lifetime guarantee for the brick and engraving.

Laser Engraving:

Perma-Grav™ is a patent-pending laser engraving process that produces the ultimate in durability.

Perma-Grav™ is a method of producing high detail, permanent lasting donor brick text and logos. The process was developed and tested in the most rigorous environments and has proven to be one of the best possible methods available on the market today. The process produces exact detail and opens a new frontier in which donor brick clients are able to expand from just simple text to fully detailed graphics on standard everlasting clay bricks.

Perma-Grav™ is only available on certain colors and styles of bricks so check to see which ones you can use this method on.

Sandblasting Engraving:

Since its creation over 130 years ago, the art of sandblasting has been gradually perfected over time.

We have combined this time-tested engraving process with the latest in computer-aided manufacturing that provides a clean and crisp engraving. The sandblasting process engraves deeply into the paver which ensures its longevity. It allows for text engraving and custom artwork engraving such as logos or symbols.

Sandblasting has been around since the 1800's and is still the preferred way with many monuments and grave stones.

We have various shapes, sizes and colors of all of our products. It is the thickness of the brick – either 2 ¼” inch (**Thick**) brick pavers, or ½ inch (Thin) brick/tile, marble, or granite that will determine which product can be used for which type of installation. If you have a specific brick your organization wishes to use, in most cases, we will be able to accommodate you.

Types of Bricks for Walkways

For walkways set in sand beds there are three types of bricks available – Finished Bricks, Standard Bricks and Concrete Bricks:

FINISHED BRICKS - Available in both 4x8 and 8x8 **Thick** sizes only and in various colors (see brick color chart below). They have a relatively smooth finish with beveled edges and side spacer bars which makes for easier and accurate installations. Prices are: \$19.00 for 4x8’s and \$29.50 for 8x8’s - those prices includes the brick, all text engraving (regardless of the number of lines/characters) and free shipping.



#30 RED



#32 ANTIQUE



#34 MULBERRY



#36 SUNSET RED



#41 CARIBBEAN



#42 CINNAMON



#44 MAHOGANY



#50 IVORY



#52 MAJESTIC



#53 CIMMEREAN



#54 CHOCOLATE

These colors are a representation of the actual product and may vary depending on your monitor and/or browser settings.

SPACER BARS (Located on the side of the Finished Bricks)



STANDARD BRICKS

Standard Bricks are available in a 4x8 inch size only, in both 2 ¼” and ½” thicknesses and only come in 3 5/8 x 7 5/8. Standard Bricks have a porous finish and straight edges and do not have side spacer bars. Prices are \$19.00: this price includes the brick, all text engraving (regardless of the number of lines/characters) and free shipping.

Thick:



Thin:



These colors are a representation of the actual product and may vary depending on your monitor and/or browser settings.

CONCRETE BRICKS

A Concrete Brick is a brick that has a smooth surface and beveled edges with spacers on the sides. This brick comes in matching 4x8, 8x8 and 12x12 sizes which makes it different from a clay brick (clay bricks only come in 4x8 and 8x8 sizes). It is primarily used on a sand base with a thickness of 2 3/8". Concrete bricks have more of a variety in color. A 4x8 concrete brick is \$24.00, 8x8's are \$34.50 and 12x12's are \$39.50; this price includes the brick, all text engraving (regardless of the number of lines/characters) and free shipping. We do not recommend mixing clay and concrete bricks due to the difference in the brick texture and the width.



E1 - NATURAL GREY



E2 - TAN/BROWN



E3 - RED



E4 - BROWN



E5 - CHARCOAL



E8 - CAMEL



E9 - ORANGE



E10 - RED/TAN



E12 - RED/CHARCOAL



E20 - GREEN



P1 - WHITE



P5 - PEACH



P125 - WHITE/TAN/CHARCOAL



E24 - TAN/BROWN



E58 - CHARCOAL/CAMEL



P2 - SANDSTONE



P3 - CORAL

BELDEN BRICKS

A Belden Brick Paver is a brick that has a rougher surface than the Finished Brick and straight and beveled edges (our Finished Brick has beveled edges). This brick comes in matching 4x8 and 8x8 sizes and is primarily used on a sand base with a thickness of 2 1/4". 4x8 Belden bricks have spacer bars but the 8x8 do not come with spacer bars.



Products for Wall Mounting

Brick/Tiles, Marble, and Granite tiles are available in the “Thin” (1/2” thick) size only. They are typically used when mounting tiles on a wall and occasionally for in ground installations that require a concrete foundation. Depending on the product, they are available in sizes ranging from 4x8 to 12x12. Granite and Marble tiles can be cut to custom sizes.

ALFAGRES TILES

Available in 4x8, 8x8 and 12x12 sizes - ½ thickness only.



SAHARA SAND



SALMON



SPANISH RED

These colors are a representation of the actual product and may vary depending on your monitor and/or browser settings.

QUARRY TILES

Available in 3 5/8 x 7 5/8 and 7 5/8 x 7 5/8 sizes - ½ inch thickness only.



#105 BUCKSKIN



#310 MAYFLOWER RED



#507 GRAY

These colors are a representation of the actual product and may vary depending on your monitor and/or browser settings.

Which Finishes to Use

When deciding on which finish to use, you should ask ... “Do I want the inscriptions to really stand out when looking down the walkway or on the wall or do I want a subtler look!” When using paint/laser engraved bricks will show more than if the engraved areas are left as is (Natural). Sandblasting is the only engraving type where you can have a natural finish (no black within the lettering).



Another way to look at it is this: If you are placing bricks on a walkway or wall and want the surrounding areas to be more prominent than the inscribed bricks you would order your bricks with the Natural Finish. If on the other hand you want people to notice the inscriptions first - and then the walkway, wall or surrounding areas, you would laser or fill the bricks or tiles.

For example, if you are building a memorial or other type of garden where the flowers and shrubbery are the most important aspect of the area you may want to leave the bricks as is with the Natural Finish. On the other hand, if you're building a walkway leading up to a sports complex you may want to paint the engraved areas to make the inscriptions really stand out. In a sense, it's like looking at text in this document as PLAIN vs. **BOLD**.

We estimate that about 80% of bricks used for walkways use laser or painted engraving type while on the other hand more than 95% of wall mounted tiles are laser/painted.

Finally keep in mind that there is no difference in price regardless of the finish you choose.

Lines and Number of Characters per Brick

When discussing the number of characters per line and the number of lines per brick/tile you will always see two different sets of numbers. For example, on a 4x8 product you can have a maximum of up to 21 characters per line being sure to count any special characters (i.e. & or /), spaces, or punctuation marks as a character and a maximum of up to 4 lines. However, we recommend a maximum of only 18 characters per line and a maximum of 3 lines. We do this for two reasons:

1. By trimming down the maximum number of characters and lines leaves the ideal border around the inscription. Imagine a group of bricks with 4 lines of 21 characters each. When placed side by side the text from one brick appears to run into the brick beside it, almost making that area read like a paragraph.

4 x 8	21 Characters, 18 recommended
8 x 8	21 Characters, 18 recommended
12 x 12	25 Characters, 23 recommended

2. When engraving symbols or logos they will take up one or more lines. If you use the recommended characters and lines, you can safely fit a stock symbol:

4 x 8	4 Lines, 3 Lines recommended
8 x 8	8 Lines, 6 Lines recommended
12 x 12	12 Lines, 10 Lines recommended

Using Symbols and Custom Logos

First off, a quick note on our terminology: The term “symbol” refers to symbols that are in our in-house library. Any of these symbols cost an additional \$5.00 per brick or tile.

The word “logo” refers to custom artwork that you would provide to us in a camera ready format. These can be corporate or local business logos or any other type of artwork that is not in our symbol library. The cost for a custom logo is an additional \$55.00 per brick or tile; of that amount, \$50.00 is a one-time set-up fee which leaves \$5.00 for the actual engraving of the logo. Any additional bricks using that logo would only be \$5.00 additional per brick. You’re only paying the \$50.00 set-up fee once per custom logo.

Any character located on a standard keyboard is not considered a symbol

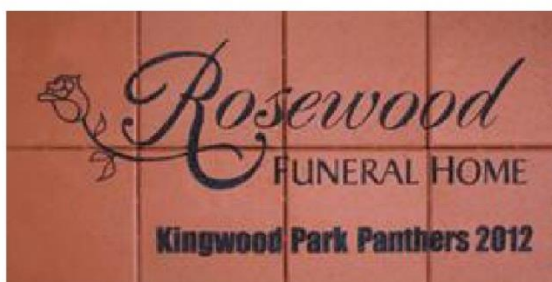
The use of symbols and/or logos is a great way to differentiate the different price levels you might offer your donors. Here’s an example:

The “Let the Dogs Run Free Park” has secured their land and is ready to start their fundraiser. There will be a circular engraved brick walkway built to help raise funds to build out the park. They’ve decided to offer 4x8 bricks at two different prices and 8x8 bricks at a higher minimum price. The 4x8’s will sell for \$75 and \$100 each. The \$75 brick can have up to 3 lines of text engraving only with 18 characters per line maximum. The \$100 brick can also have a symbol placed on the brick such as a paw print, heart, caricatures of dogs, etc. – the charge to you is only \$5 per brick for our stock symbols.

Some of the local vets, groomers, pet supply stores, etc. are “pawing” away at the chance to advertise their name at the park and are willing to make a larger donation for a larger brick. You offer them an 8x8 brick for a minimum \$250 donation and also offer to place their logo on the brick for an additional \$100 – again your additional cost for a custom logo or graphic is only \$55 (\$50 set-up, \$5 engraving) per brick.

Arrays—Needing More Characters than One Line Permits

An array consists of your text engraved over a number of individual bricks. Arrays can also be used as “headers” for your selected area where each brick or tile would have one word on it. The cost of an array is the normal engraving price plus an array fee of \$30.00 (per 4 bricks).



Choice of Fonts and Where the Text Is Placed

With laser engraving, our standard font is Optima. With sandblasting, our standard font is Helvetica as they engrave the best; however, we can engrave in almost any font.

All engraving is centered unless otherwise specified. We also recommend all CAPS (so the bricks look uniform) but have no problem engraving in upper/lower case.

SECTION III - PRICING YOUR BRICKS

How Much to Charge per Brick

The main factor in determining price should be your demographics and the amount of money you are trying to raise. Depending upon your area, your donors will feel comfortable donating at different prices. If possible, we recommend charging no less than \$50.00 each. On the opposite end of the spectrum, we know of bricks selling for up to \$1,000.00 each! We also recommend having two different price levels.

How many bricks will I need to sell to reach my stated goal?

Set your goal of \$_____ (Goal Amount). Your goal should reflect what you are trying to fund plus any installation costs. You should start by determining the size of the area where the bricks are going. If you are using 4x8 bricks, you can use this formula to determine the maximum amount of bricks to sell:

Size of brick area: _____ feet x _____ feet. = **Total Square Feet**

Total Square Feet x 4.5 = **Amount of Bricks to Be Used**

Goal Amount / Amount of Bricks to Be Used = **Amount to charge per brick**

Amount to charge per brick + Cost of Brick = **Final price to charge per brick**

*Quick Tip – Don't be afraid to ask your mason if they would like to donate some or all of the installation costs and you'll give them a free brick! It's free advertising for them!

We are often asked what do most organizations charge. Since there are so many different areas throughout the country, it's a hard question to answer but if we take an average, 4x8's are priced at \$100 and 8x8's are priced at \$225. The 4x8's need to be affordable and the 8x8's shouldn't be affordable. Those that purchase 8x8's are going to buy them regardless of price for those people usually have the money and the ego (yes, ego is involved in donations). To find the affordable price, just ask a few people in your organization if they will pay a certain price and see how quickly they respond; the more they think about it, the more your price needs to be adjusted.

Caution on Different Ways to Price

The goal is to make your bricks affordable which is why we recommend selling at least two sizes – 4x8 and 8x8 (Mathematically, two 4x8's equal an 8x8 so they will be easy to lay together). If you don't sell a lot of bricks, the campaign will not look successful so the through process should be to sell more at less than sell less at a high price. The 8x8's do not have to be affordable because those donors that buy the 8x8 will buy them because they have the money and the ego so the cost will not play a factor.

When to Start Ordering Bricks

It might be a good idea to order the first ten right away. When you display real engraved products, most organizations have shown an increase in sales.

Go Social

Today's technology can be very useful. Your organization should consider using Facebook, Twitter, Instagram, Google+ to let people know about your brick campaign. To get ideas, visit the Bricks R Us any of our social media pages.



SECTION IV - MARKETING TOOLS

The marketing tools that we have created is why Bricks R Us has helped organizations have successful campaigns. We do not charge for ANY of our services and you should take advantage of ALL of them.

Samples

Now that you've decided to move forward with your brick fundraiser, it is time to order your free sample. We can either send you our standard sample showing the Bricks R Us logo and web site or if you prefer, we are happy to engrave a custom sample for you; once again, free of charge.

If you would like a custom 4x8 sample, send us 3 lines of text and try to use a maximum of 18 characters per line, remembering to count any special characters (i.e. &), spaces, or punctuation marks as a character. Have the text say something about the project rather than a typical inscription so it can be used for your advertising.

We normally send a sample that shows both our laser and sandblasting so you can make a decision on what looks best for you.

Donor Order Forms

At the end of this document you will see sample donor order forms. If you would like to personalize these forms for your organization, simply log into your account within the Online Ordering System and click the link to download the forms or contact your Fundraising Consultant and they will be happy to e-mail you the forms in both Microsoft Word and Excel file formats.

Online Ordering Personalized Web Site

To assist you in selling your bricks, we will create your very own website that you can have your donors order their personalized bricks. You are able to design the form using your own wording, pictures and logo. All of your orders are stored in your account within the Online Ordering System; we do not engrave anything until you submit your order. You will also receive a confirmation email when the Donor submits the order. This is a free service and you can view a sample at www.bricksrus.com/order/abchighschool. The programming takes 2 weeks or you can have it programmed within 72 hours for a \$60 fee.

Brick Creator

When you are putting together your order forms or a web site for selling your bricks, you may want to show a picture of the brick you are selling. If go to our website, under the "All Products" tab, you will find our Brick Creator that will let you design your own brick. You can then save and copy the picture to your advertising medium.

Online Ordering System

We are the only brick engraving company to offer you this free on-line ordering with easy menu driven order entry, along with the ability to print detailed reports, proof sheets and invoices at any time. In using your password protected secure log-in you can enter bricks as they are sold or enter your order all at once. You may also input your donor's full information such as address, phone number, e-mail address and how much they donated for each brick. All of this information will appear on the donor information report. When you are ready to send the order to us, all it takes is one click. In addition, since all of your order will be stored on-line, you may review or re-print them at any given time or place. You can also check the status of your order, track the shipment and even pay for your order online. When placing your order, you get to pick your own shipping date!

Brick App

Our Online Ordering System can also be used on your iPhone, iPad and Android devices. By downloading our **free** app, this provides the ability to enter donations/orders remotely. This is especially useful at events.

<https://www.bricksrus.com/services/brickapp/>

Facebook

Steps on how to create a Facebook page for your organization:

- 1) **Create Your Page** by visiting the following link: <http://www.facebook.com/pages/create.php>. You might want to consider creating a Facebook page just for your brick campaign.
- 2) **Content is Important** – When you're initially building your Facebook page, fill it up with interesting and relevant content. Find insightful articles that have to do with your organization's vision and perspective and post them. Add dynamic content such as screenshots of highlighted areas on your site, videos explaining the goals you want to reach through the campaign, things that people would be able to look at when they make the decision of joining your fan page. You want to make sure that before you start inviting people to your page, you'll have good high quality content to show them. Make sure to continuously upload great content to your page on a daily basis so your fans will want to see your page on their news feed when they open up their Facebook in the morning.
- 3) **Networking** – After you've uploaded enough interesting content, suggest your page to relevant members in your network. Obviously the more of a social networker you are and the more connections you've already managed to attain in your personal network, the easier this step will be. Keep building your network of connections for the future.
- 4) **Find your target audience** - Finding the people within Facebook that will take an interest in your brand and in your campaigns and make sure they know your page exists. Find your relevant audience who's already on Facebook and let them know that you are there.
- 5) **Keep The Conversation Awake** – Create live discussions on your page by both utilizing the status feature and also the discussions appropriate. Get your fans involved in your discussions, ask for their feedback. Remember that Facebook doesn't sleep.
- 6) **Excite People About Your Cause Again And Again** – Create frequent contests and special campaigns for fans to take part in and reward them for their participation with either social or monetary incentives that have to do with your brand. In this manner you are ensuring that those people who enter your contest are potential future donors who take a true interest in your campaign.
- 7) **Bring Value - Create Other Tabs That Are Relevant To Your Brand** – for example, a "fashion tips" tab if you're a clothing brand, a "book reviews" tab if you're a publisher. Build fun applications for fans and potential fans that will not only help you create exposure for your brand but will also give added value to the users who install it.

8) Utilize Facebook's Insights- How many interactions did you have with fans this week? How many people commented on your posts? Where are your fans located? Are they mostly female or male? The answers to these questions will of course enable you to make better use of future activities.

10) Increase Your Exposure- Promote your Facebook page on your email signature, on your homepage, in other social networks that you're a part of and in all outgoing materials to bloggers and journalists.

Building a good, solid Facebook page may look easy and it is the best Facebook pages that excel at making it look so easy; however, maintaining an online community is not at all easy. Just like any community, it has needs and thoughts and opinions and as administrators of a Facebook page, we are responsible for keeping its interest and turning the members of your community to patriots of your cause.

SECTION V - PRICING AND ORDERING INSTRUCTIONS

Pricing

The chart at the bottom of this guide gives complete pricing (you can also go to www.bricksrus.com/pricing). Keep in mind that all prices include the brick, all text engraving (regardless of the number of lines laser/paint if desired and free shipping. The only extra charges we have are for arrays, symbols, logos, and priority shipping. Your first time order can be any amount. If you wish to avoid a \$15 fee (total, not per brick), just order ten or more bricks.

Sending Your Orders

Online Ordering System

We are the only brick engraving company to offer a free [Online Ordering System](#) with easy menu driven order entry, coupled with the ability to print detailed reports, proof sheets and invoices at any time. By using a password protected secure log-in your donors' bricks can be entered as they are sold or the entire order can be entered all at once. The ability to enter the bricks as they are sold is one of the key time saving features of the system. When the order is complete and ready to send all it takes is just one click. Additionally, all of the donor's information such as street, address, phone number, e-mail address, and how much they donated for each brick can also be entered. This information appears on a Donor Information Report for viewing on screen or printing. Since all data entered by you for your customers will always be stored on-line; all orders, proof sheets, invoices and reports may be reviewed and/or reprinted at any given time. Also, by being a web based system all information is available to you anywhere you have internet access. You can also export all of the information you entered.

SCREEN SHOTS OF ONLINE ORDERING SYSTEM



ID	Date	Materials	Bricks	Edit	Proof/Invoice	Submit
abcd40	4/18/2012	WG3048	1	EDIT	PRINT	SUBMIT
ABCD39	4/17/2012	WG3088	0	EDIT	PRINT	SUBMIT
abcd38	4/16/2012	WG3048	1	EDIT	PRINT	SUBMIT
ABCD36	4/14/2012	WG3088	3	EDIT	PRINT	SUBMIT
ABCD35	4/14/2012	A1212	0	EDIT	PRINT	SUBMIT
ABCD34	4/12/2012	WG3088	0	EDIT	PRINT	SUBMIT
ABCD33	4/12/2012	WG3048	1	EDIT	PRINT	SUBMIT
abcd32	4/12/2012	A1212	0	EDIT	PRINT	SUBMIT
abcd31	4/12/2012	A1212	1	EDIT	PRINT	SUBMIT
ABCD30	4/7/2012	A1212	0	EDIT	PRINT	SUBMIT
ABCD29	4/7/2012	A1212	0	EDIT	PRINT	SUBMIT
ABCD28	4/7/2012	A1212	0	EDIT	PRINT	SUBMIT
ABCD26	4/5/2012	WG3088	0	EDIT	PRINT	SUBMIT
abcd25	4/4/2012	WG3088	1	EDIT	PRINT	SUBMIT
ABCD21	4/2/2012	A1212	0	EDIT	PRINT	SUBMIT
abcd20	3/31/2012	A1212	1	EDIT	PRINT	SUBMIT
abcd19	3/31/2012	A1212	2	EDIT	PRINT	SUBMIT

We are the only engraving company that will accept your order in ANY format (You can use our Online Ordering System above (a great way to keep you organized) or you can send your orders in by [email](mailto:orders@bricksrus.com) (orders@bricksrus.com), [fax](#), or [mail](#). If the order is sent in one of those ways, we'll also need the following information:

1. Type, size and color of brick or tile.
2. Finish type: Paint or none.
3. Is the order all CAPS (recommended) or upper/lower case?
4. Are your sales tax exempt? (If so, please send a copy of the certificate – only Florida residents).
5. Bill to and ship to addresses?
6. Phone and fax numbers?
7. Email address?
8. Do you prefer correspondence by e-mail (preferred by us) or fax?

When we receive the inscriptions from your organization, we will convert the information into our system. Within 24 hours of receiving the order, we will send you an interactive proof sheet where you can make any corrections directly on our server. Once we receive an approved proof sheet back, we will ship the order out within two to three weeks. If a quicker time is necessary, you can write that on the proof sheet and we will make every attempt to get your order to you at that time (we do not charge rush fees). Please note that payment is required at the time of shipment.

Keep in mind that anytime you make changes to a proof you will receive an updated copy with those changes for your approval. When a proof is approved, no further changes can be made.

Upon receiving your approval, you will then receive an exact date when the shipping of your order will take place. Finally, when your order is shipped, you will then receive an email notification that will assist you in tracking the shipment.

Shipping Charge

We do not charge a shipping fee. All shipping is free.

Sales Tax

By law, we are required to charge sales tax for those companies/organizations located in Florida. If an organization has a sales tax exemption status and has the certificate issued in Florida, they only need to send us a copy of the certificate and we will exempt them from sales tax.

Guarantees

You can return any brick or tile if it is chipped, cracked, broken from shipping or if any error is made from the approved proof sheet to the actual engraving for up to seven days from delivery (The amount of time our shipping suppliers give us). We guarantee the material and the engraving for life.

Submitting Your Order

We are the only engraving company that will accept your order in ANY format. You can use our Online Ordering System, email the inscriptions, cracked, broken from shipping or if any error is made from the approved proof sheet to the actual engraving.

SECTION VI - CHECKLIST

Once you have decided to go forward with a brick campaign, the following is a checklist of how you should proceed with the services that we offer:

1. Talk to one of our Fundraising Consultants on information within this Guide.
2. Request a sample brick (no charge).
3. Set-up (Register) your account in our Online Ordering System.
4. Download the templates for sample order forms. If you are going to use our recommended lines and characters, make sure to delete those rows and columns; the template shows the maximum allowed. Once you change the template to fit your organization, we recommend to send it to your Representative for their opinion. We've seen so many that we can make sure you are not missing anything.
5. Within the Online Ordering System, fill out the request for your personal Donor Site for your organization (normal programming time is 2 weeks; you can have the programming completed within 72 hours for a \$60 fee).
6. Within the Online Ordering System, fill out the request to have us complete a Tri-fold Brochure for your organization. We create all of the graphics/pictures and will provide you with a final .pdf for you to print (or have to send to a professional printer).
7. Decide the type of brick(s), sizes and pricing for your campaign. Discuss this with your Representative so they can give you an idea of what other organizations have done.
8. Start your campaign and set an ending date. Most people are natural procrastinators so if you don't set a deadline, they have no reason to order now. You can either advertise a date and extend it or say the pricing will be higher after a certain date.

CONTACT US AS MANY TIMES AS NECESSARY – WE DON'T MIND! WE WANT YOUR CAMPAIGN TO BE SUCCESSFUL!

SECTION VII - ADDENDUMS

Sample Proof Sheet



Fax / Proof Sheet

Fax Number: (305) 931-7774 • If you received this document in error, please call (305) 931-7772

Company Name: **(ABCD1)**
Ship Address: 30/A Demo colony, Demo Street.
Ship City: Demo city, AL 380021
Phone Number: 305-931-7773

Fax Pages: _____

Fax Number: 305-931-7774

Contact Name: Joe Smoe

PLEASE READ THIS CAREFULLY

Your job will be held until this page is signed and received by Bricks 'R' Us. By approving the order below, I agree to the following:

- I have carefully proof read everything and have indicated any errors or omissions. In addition, I have proof read this cover sheet for any corrections to our files.
- I understand that once this Proof Sheet is signed, no additional items can be added to this order.
- All engraving is **gasted** unless specified.
- Bricks 'R' Us cannot be responsible for any changes after this order has been approved. You will incur any charges as a result of changes being made after final approval is received.
- Bricks 'R' Us does its best to insure that the quality of all bricks and tiles we send out are of the highest quality. However, characteristics may vary from time to time. We cannot be responsible for these characteristics or changes in dye lots. Every effort is made to insure that all orders are delivered to you within the time frame indicated. Bricks 'R' Us cannot be held responsible for any delays due to failures in delivery of materials or equipment failure.
- Full payment is required **before** any order is released.
- Engraving errors, broken bricks, or any problems of the shipment must be received by Bricks 'R' Us, Inc. within **seven (7) Days from delivery**; otherwise, Bricks 'R' Us will have no further responsibility and any replacement bricks/tiles after the seven (7) day period will be at the regular price.
- Orders will be shipped (Providing payment has been received) approximately 4 weeks after final proofs are received in our office. Orders will be shipped to the shipping address listed above and to no other address.
- I understand and agree that the following is a complete list of Materials, Size, Font, and Fill. If I require a certain brick, color, size, fill, paint or font, I have reviewed the following and agree that everything listed is correct:

Materials: **Round Paver (Thick) White (RP16)**
Size: **16 inch**
Engraving Type: **Sandblasting**
Font: **Albertus**
Fill: **No Fill**

By initialing below, I agree to the terms and conditions listed above.

Proof OK As Is:

(Please Initial)

Proof Has Errors:
(List Order IDs)

(Please Initial)

E-Mail Address:

If proof is OK, only return this page.



ABCD1 Order Details

Company Name:

Materials: **Round Paver (Thick) White (RP16)**
Engraving Type: **Sandblasting**
Size: **16 inch**
Font: **Albertus**

Required By Date:

Number of Bricks: **10**
Sent By:

Order ID

Engraving

Instructions

1	TO THE BEST DOG IN THE WORLD YOU WILL BE MISSED 2009-2010
2	FOR MY DAD ON HIS BIRTHDAY HAVE A WONDERFUL DAY!
3	CONGRATULATIONS RECENT GRADUATE ON YOUR SUCCESS! 2012
4	LIVE TODAY AS IF YOU'LL DIE TOMORROW 2012
5	ALWAYS REMEMBER APRIL 27th 1999 "LOBO-PEACE"
6	GRANDPA YOU WILL BE MISSED 1989-2011
7	FOR MY SISTER ON HER WEDDING DAY MAY 28th, 2010
8	CHIRPY A NEWEST FRIEND NEVER FORGOTTEN 1998-2011
9	IN MEMORY OF MY GRANDFATHER MAY YOU REST IN PEACE
10	CHILDREN HAS OUR FUTURE 2012

Sample
Invoice



201 South Broward Boulevard, 20th Floor, Miami, Florida 33135
Phone: (305) 355-7773
Fax: (305) 651-7774
Email: info@bricksrus.com

Invoice ABCD1

Sold To:

Joe Snow
3614 Demo colony, Demo Street,
Demo City, AL 380021
305-621-7773
test@bricksrus.com

Invoice Number: ABCD1

Invoice Date: 4/22/201

Customer ID: ABCD
Customer PO: ABCD1
Shipping Method: To Be Determined

Payment Terms:
Full payment is required before any order is released. After seven (7) days from delivery of brick order, no claim can be made.

Quantity	Item	Description	Unit Price	Extension
10	RP16	Round Paver (Thick) White 16 inch	\$ 45.00	\$ 450.0
1	STLOGO	Stock Logo	0.00	0.0
Subtotal				\$ 450.0
Sales Tax				32.0
Total Amount Due				\$ 490.0

Sample Order Forms

This is a sample 4 x 8 order form for a brick program. It includes a header with the program name, a section for customer information, and a large grid for listing items. The form is designed to be filled out and then printed.

**4 x 8
Order Form**
(Microsoft Word Format)

This is a sample 8 x 8 order form for a brick program. It includes a header with the program name, a section for customer information, and a large grid for listing items. The form is designed to be filled out and then printed.

**8 x 8
Order Form**
(Microsoft Word Format)

This is a sample 4 x 8 and 8 x 8 order form for a brick program. It includes a header with the program name, a section for customer information, and a large grid for listing items. The form is designed to be filled out and then printed.

**4 x 8 and 8 x 8
Order Form**
(Microsoft Word Format)

This is a sample 4 x 8 order form for a brick program, formatted for Microsoft Excel. It includes a header with the program name, a section for customer information, and a large grid for listing items. The form is designed to be filled out and then printed.

**4 x 8
Order Form**
(Microsoft Excel Format)

This is a sample 8 x 8 order form for a brick program, formatted for Microsoft Excel. It includes a header with the program name, a section for customer information, and a large grid for listing items. The form is designed to be filled out and then printed.

**8 x 8
Order Form**
(Microsoft Excel Format)

This is a sample 12 x 12 order form for a brick program, formatted for Microsoft Excel. It includes a header with the program name, a section for customer information, and a large grid for listing items. The form is designed to be filled out and then printed.

**12 x 12
Order Form**
(Microsoft Excel Format)

We're the lowest but just in case, we have a [Lowest Price Guarantee](#).

All of our offered [services](#) are free. All customers receive discounts through our [Brick Rewards](#) program and [Bonus Bricks](#) program.

All materials are available in an assortment of colors. Visit the [Products](#) page for photos.

No surprises! All of our pricing is listed below:



DESCRIPTION	CLICK ON BRICK BELOW	SIZE	4 x 8	8 x 8	12 x 12
Standard Brick Pavers (Clay)		3 5/8 x 7 5/8 x 1/2 3 5/8 x 7 5/8 x 2 1/4	\$19.00		
Finished Bricks (Clay)		4 x 8 x 2 1/4	\$19.00	\$29.50	
Belden Bricks (Clay)		4 x 8 x 2 1/4	\$19.00	\$29.50	
Concrete Bricks		4 x 8 x 2 1/4	\$24.00	\$34.50	\$39.50
Alfagres Tiles		4 x 8 x 1/2 8 x 8 x 1/2 12 x 12 x 1/2	\$19.00	\$29.50	\$32.00
Quarry Tiles		3 5/8 x 7 5/8 x 1/2 7 5/8 x 7 5/8 x 1/2	\$19.00	\$29.50	
Marble Tiles		4 x 8 x 1/2 8 x 8 x 1/2 12 x 12 x 1/2	\$36.00	\$40.00	\$45.00
Granite Tiles		4 x 8 x 1/2 8 x 8 x 1/2 12 x 12 x 1/2	\$41.00	\$45.00	\$50.00
Souvenir Bricks		1.5 x 3 x 1/2 3 x 3 x 1/2	\$10.00 (1.5x3x1/2)	\$13.00 (3x3x1/2)	

Pricing includes the brick, engraving and shipping. We can match customer's current bricks.

MISCELLANEOUS

TYPE	COST
Stock Symbols ▾	\$5.00
Custom Logos	\$50.00 (One-time Set-up Fee) \$ 5.00 Scanning Fee
Honor Certificates ▾	\$ 8.00 Standard Certificates \$ 4.00 Electronic Certificates
Honor Bricks ▾	\$18.00 4 x 8 (must be ordered with regular engraved bricks) \$28.50 8 x 8 (must be ordered with regular engraved bricks)
Souvenir Bricks ▾	\$10.00 (4 x 8 replica - 1.5" x 3.0") \$13.00 (8 x 8 replica - 3.0" x 3.0")
Benches ▾	\$420.00
Arrays ▾	\$30.00 (per every four bricks)
Additional Fees	\$15.00 - Orders of less than 10 bricks (total, not per brick)

FREE SHIPPING
LIFETIME GUARANTEE ON ALL PRODUCTS

All brick pricing is for shipping within the continental United States.

Top 10 Reasons To Use Bricks 'R Us

As in any purchase decision there are always a number of intangibles to consider along with price. No other brick engraving company offers the depth of free services that we provide you. As one of the largest and oldest brick engraving companies in the U.S. - we have the knowledge, experience, and the tools to help make your fundraiser successful. That's why we say that we're - "more than just your brick engraving company!"

Fundraising Tools – We provide the most comprehensive set of tools to assist you in helping your fundraiser be successful - at **no extra charge**.

-  Brick Sample
-  Getting Started Guide
-  Order Forms/templates
-  Create Donor Web Site
-  Online Ordering System

Start off by browsing our web site; we place a lot of helpful information there. Next take a look at our "Getting Started Guide"; then, order your free sample. If you need donor order forms/templates - we'll send them to you in Word and/or Excel formats for you to edit to your liking. Download symbol charts; get brick installation instructions; place your orders on-line; have us create a web site for your donors; and more!

Submitting Your Order – We will accept your order in the format that is easiest for you! You may enter your order directly on-line through our website; you may e-mail it in most any format, fax it, or send by regular mail. Others will make you send your order in a specific format - many times this requires you to put your inscriptions onto a diskette which you must mail back. That might mean that you are doing duplicate entry. We're here to make the ordering process fit your needs - not ours! As we just mentioned you can enter your orders directly on-line through our website. This on-line ordering system will save you time and money - there's a discount for your first on-line order!

It allows you to:

-  Enter bricks in the system as you sell them or all at once.
-  View all of your present or past orders at any time.
-  Have 24-hour access to your database.
-  Allow different members of your organization to enter or view brick orders.
-  Enter donor information (name, address, phone, paid status, comments).
-  Print donor reports.
-  Print proof sheets and invoices.

Proofing – This is probably the single most important aspect that sets us apart from others. If you place your order on-line, you can print your proof sheet immediately! If your order is sent to us by other means you will receive a proof back from us within 24 hours. By having a proofing process, you are able to make any corrections, additions or deletions to your order. Surprisingly, many of our competitors either do not offer a proofing process or will charge for any changes. They assume that if you put it in their format that there won't be any mistakes, yet we're all human and both of us are apt to make a data entry error from time to time; it's an added level of protection for both of us.

Free Shipping – All our prices include the brick, all text engraving, paint, and shipping. Many if not most of our competitor's charge for shipping. If we send your bricks using a Freight Forwarder (truck), we will also pay to have the truck unload the pallet(s). Don't forget to read the fine print!

No Per Line Charges – All text engraving, regardless of number of lines is included in our pricing - others charge extra for additional lines.

No Contracts to Sign – We do not bind you to any contracts. A number of our competitors require you to sign a contract that will state that you are not allowed to change vendors within a specified period of time. If you like our product and the services we provide, you'll never have to go anywhere else. It's really that simple - sometimes just the old fashioned way of doing business works best.

Minimum Order – We do not have a minimum order; however, if you order less than 10 bricks, there is just a \$15 fee (total, not per brick). Most of our competitors have a one hundred brick minimum and if you don't reach it, you will pay a premium price.

Delivery Times & Payment – We have one of the fastest delivery times in the industry; your order will ship approximately 2-3 weeks from the date at which the final proofs are received. If a shorter delivery time is needed, we will do our best to accommodate you at no extra charge. There are no upfront or scheduled payments required - just pay prior to shipment.

Guarantee – All our products are guaranteed for life provided they were installed properly. Our brick laying instructions were developed by the Brick Industry Association and others. Make sure you have a qualified mason to do your installation. Don't be embarrassed to ask the masonry company you've chosen if they might be willing to donate some time and/or materials in exchange for a free brick - its good advertising for them!

Quality – All of the above is moot unless you receive a quality product. At 25 years of age we are one of the largest and oldest brick engraving companies serving the fundraising industry in the U.S. - we know how to engrave and which products are the right ones to engrave on!



Now That You Have Installed Your Bricks, How Can You Keep Them Looking Great?



Pavers are highly resistant to absorption of stains and can be kept clean in most environments by regular sweeping.



Low pressure water can be helpful when removing soil.



Detergents added to the water stream may speed the cleaning of soiled pavers (proprietary cleaners such as Pro-Trol may be used if necessary).



When applying detergent directly gently hose off your brick or tiles. Remember to rinse thoroughly.

Things To Avoid:



Acid based cleaners.



High pressure water may cause damage to clay pavers. High pressure water may also compromise sand filled joints.



Using salt and shovels for snow removal (For some traction try using sand, or biodegradable cat litter instead of salt)



Do not use steel brushes to remove debris.

Ice Removal:



Several proprietary chemical products are available for preventing and removing ice from paved surfaces that pose a potential staining of pavers.



Calcium, magnesium, acetate and urea. (The former is preferred because it is more effective at lower temperatures)



Deicing of pavements (This material contains calcium chloride and can cause efflorescence).



Sand or grit used to provide traction on ice should be swept up after the freezing cycle to minimize grinding of the surface.

Snow Removal:



Brushes and brooms as used for other pavements.



If needed Rubber or urethane blade edges can be used. Remember, Care must be taken to ensure that the equipment do not scrape the pavement surface in a manner that might cause chipping or scratches.



Remove snow from Truncated Dome ADA pavers with brushes and brooms.

Brick Sealing:

Another way to keep your bricks looking good is to seal the bricks after installation and then once a year. Sealing your bricks:



Repels water and stains.



Helps hold sand in joints.



Prevents wear from foot traffic.

Water based sealers are safer, you can ask your local contractor who will be your best advisor based on the type of weather in your area.

Garry

Personal Representative

305-931-7773 | 305-931-7774 (f)

BRICKS R US
Engraved Bricks and Tiles

A WEBINAR IS THE BEST WAY TO MAKE
SURE YOUR CAMPAIGN WILL BE A SUCCESS,
CLICK [HERE](#) TO SET UP A TIME



Gift Bricks® is #1 in donor recognition for engraved bricks, tiles, and other media. We can offer services that include marketing, manufacturing, and installations. Gift Bricks® uses only proven products from top quality manufacturers. Engraved products include: brick, marble, granite, slate, ceramic tiles, granite® and other media. Our engraving process allows for name, date, age, artwork, logos, and signatures. Gift Bricks® epoxy filled and laserblasted methods use the material from chipping, and are developed by our firm. The technique in the

Gift Bricks® epoxy filled and laserblasted methods of engraving adds clarity to lettering and protects the material from chipping, cracking or filling with debris. Our special process was developed by our firm and has proven to be very successful.

Gift Bricks® is unique in that it gives donors permanent recognition for their contributions.

2920 99th Street, Sturtevant, Wisconsin 53151
262-886-0727 800-537-5579 FAX: 262-886-0728
Email: engrave@giftbricks.com
Website: www.giftbricks.com

2920 99th Street, Sturtevant, Wisconsin 53177
262-886-0727 800-537-5579 FAX: 262-886-1130
Email: engrave@giftbricks.com
Website: www.giftbricks.com



Information Sheet

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Engraving Types & Materials

	Epoxy	Laser	*Paint
Clay	YES	YES	YES
Tile	YES	YES	YES
Concrete	YES	NO	YES
Porcelain	YES	YES	YES
Polished Marble	NO	YES	YES
Granite	NO	NO	YES
Polished Granite	NO	YES	YES

All EPOXY FILL & LASERBLASTED products are covered by the *Gift Bricks® Lifetime Warranty* on the engraving when the materials are installed to manufacturer specifications for their intended use.

*Paint infill products carry our engraving guarantee, however the paint or stain is not warranted. In time, some paint or stain may fade or disappear, depending upon environmental conditions such as: type of material, environment, indoor or outdoor application.

SHIPPING

FREE SHIPPING

on 100 or more engraved pieces
Shipping at one time
to the same location



Table of Contents

- 1 Information Sheet
- 2-3 Epoxy Filled & Paint Infill Engraved Bricks
- 4 Laserblasted Engraved Bricks
- 5 Engraved Tile Information
- 6 Simple Symbols
- 7 Replicas & Medallions
- 8 Typestyles & FREE Website Information
- 9 Benches
- 10 How to Get Started
- 11-12 Steps in a Gift Bricks® Fundraiser
- 13 Important Things to Know
- 14-15 Answers to Common Questions
- 16 Fundraiser Checklist
- 17-18 Pre-Order Form/Website Set up Form
- 19-20 Engraved Address Stones





Price Sheet

Epoxy Filled & Paint Infill

Clay & Concrete Bricks

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

In 1985, Gift Bricks® developed a computerized method of engraving brick, tile and other media. The most popular sandblasted method of engraving engraves a 1/8" to 3/16" depth into the brick. The engraved surface is then filled with our exclusive epoxy fill to the top of the brick. This prevents dirt or debris from entering the cavity. It also prevents chipping of letters and when people walk on them with stones on the bottom of their shoes or heels. Epoxy filled concrete bricks keep the clarity of the engraving for years to come.

Our exclusive epoxy fill and engraving process is proprietary to Gift Bricks® and made us #1 in the industry. We are the only firm to have 30+ years of field experience with this. Our epoxy filled engraving is resistant to ultra violet rays from the sun, and has proven field experience in temperatures from -30° F to 120° F. We are so confident in this product that we even include a **Gift Bricks® Lifetime Warranty** on the engraving.



ABOVE: 24" x 24" Colored Epoxy Paver

Epoxy Colors
Black epoxy is standard, but you can add other colors for a slight added charge.



The colors shown here are approximations of our epoxy colors. We strive to obtain consistency in colors, but sometimes variations can occur.

Black Epoxy Filled Brick Pricing			
<u>Size</u>	<u>Description</u>	<u>Black Paint Infill</u>	<u>Black Epoxy Fill</u>
4" X 8"	3 lines / 14 characters per line	\$17.80 each	\$19.50 each
8" X 8"	6 lines / 14 characters per line	\$35.60 each	\$39.10 each
12" X 12"	9 lines / 21 characters per line	\$56.80 each	\$67.30 each
8" X 16"	6 lines / 28 characters per line	\$95.20 each	\$120.10 each
16" X 16"	12 lines / 28 characters per line	\$187.20 each	\$218.40 each
24" X 24"	21 lines / 42 characters per line	\$390.00 each	\$452.40 each

All prices include brick and engraving
Logos can be added just an additional \$75 each min. price on request



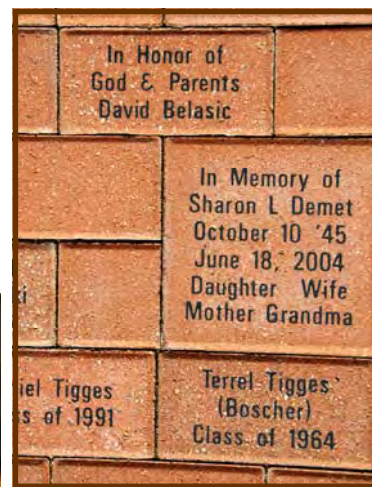
LEFT:
10" Hex
Multi -
Colored
Epoxy



24" x 24" Brown Arch paver



12" x 12" gray paver



4" x 8" and 8" x 8" paver

Paint In filled Concrete Bricks

This engraving method is accomplished by sandblasting the letters or artwork, and painting the cavity with a paint-stain. This can be done on clay, concrete, granite, tiles, and other materials. This method of engraving looks great on memorial donor walls, granite, and other materials. We guarantee a crisp clean engraving with this method. The **Gift Bricks® Lifetime Warranty** covers the engraving. Due to varying environmental conditions, paint stain is not covered.

Wide range of paint colors available

Colors can be seen at <http://giftbricks.com>



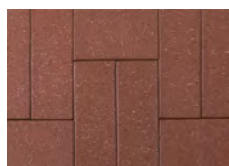
Epoxy Filled & Paint Infill Brick Colors Clay & Concrete

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

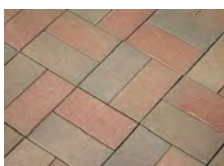
Gift Bricks® represents several manufacturers throughout North America to suit your needs. Here are the most popular colors. (Other colors and manufacturers also available.)

CLAY PAVER COLORS

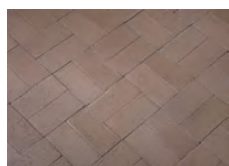
available in 4 X 8 and 8 X 8 2-1/4" thickness



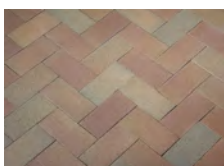
ADMIRAL RED



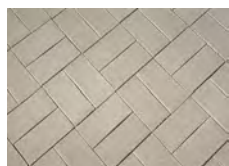
ADMIRAL
FULL RANGE



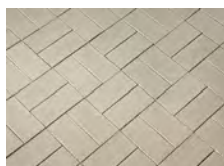
CLARET



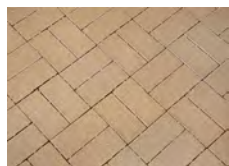
CLARET
FULL RANGE



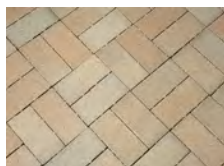
LANDMARK
GRAY



LIGHTHOUSE
GRAY



NUTMEG



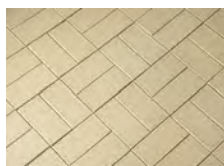
NUTMEG
FULL RANGE



REGIMENTAL
RED



REGIMENTAL
FULL RANGE



WHEATFIELD

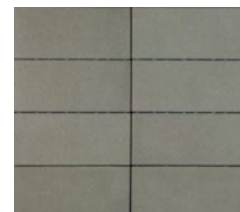
CONCRETE PAVER COLORS

2-3/4" thickness

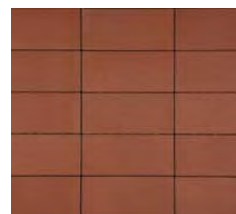
Solid Colors

available in:

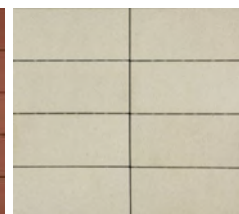
4 X 8
8 X 8
8 X 16



DREAM



TRADITIONS
*only available
in 4x8 size

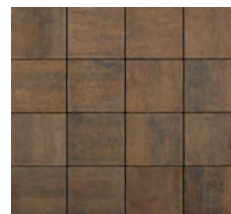


VISION

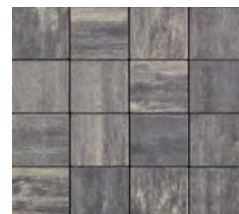
Blended Colors

available in:

4 X 8
8 X 8
12 X 12
8 X 16
16 X 16
24 X 24



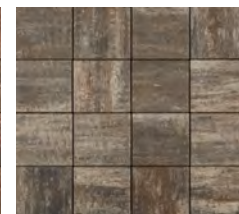
HAVEN



MAJESTIC



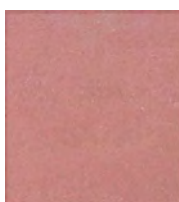
SERENITY



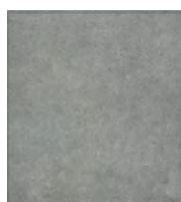
TIMELESS

CONCRETE ARCHITECTURAL PAVER COLORS

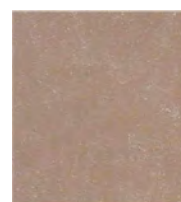
available in:
8X 8, 8 X 16, 16 X 16,
12 X 12, 24 X 24
2-1/4" thickness



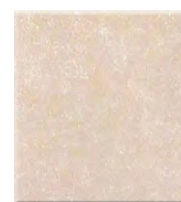
RED



GRAY



BROWN



TAN



Price Sheet

Laserblasted Clay Bricks

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579

www.giftbricks.com
engrave@giftbricks.com

In 2004 Gift Bricks® introduced a new laserblasted method of engraving. Laserblasting is when the surface of the material is blasted with a laser. The laser forms the engraved letters & artwork into a beautifully engraved raven black.

You will find that all of our Laserblasted products are priced economically, are very durable and include a **Gift Bricks® Lifetime Warranty** on the engraving.

We offer a large variety of laserblasted brick products which includes: pavers, face bricks, and quarry tiles. Whatever your project, Gift Bricks® professional staff has many years of experience to help you with your selections.



8" x 8" red clay paver

The laserblasting process of engraving allows us to engrave the finest details for logos & artwork with maximum clarity.



2" x 4" Mini Replica Brick

Pricing

2" X 4"	3 lines / 20 characters per line	\$9.95 each
4" X 4"	6 lines / 20 characters per line	\$12.00 each
4" X 8"	3 lines / 20 characters per line	\$18.20 each
8" X 8"	6 lines / 20 characters per line	\$36.30 each

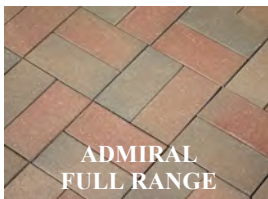
Logos can be added just an min. additional \$75 each (price on request)

4" x 8" red clay pavers



Above is an example of our laserblasted bricks with a bronze medallion insert on the 8" x 8" bricks. Prices on request.

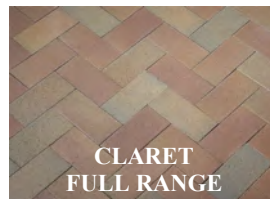
Clay Brick Colors Gift Bricks® represents several of the finest brick manufacturers through out North America. Below are the most popular clay colors we have available in 4" X 8" and 8" X 8" sizes.



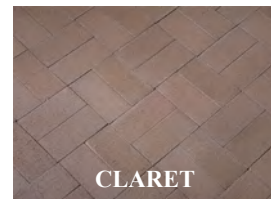
ADMIRAL
FULL RANGE



ADMIRAL RED



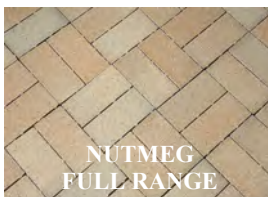
CLARET
FULL RANGE



CLARET



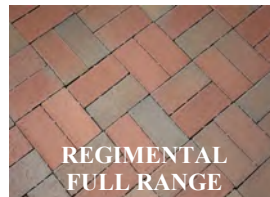
LANDMARK
GRAY



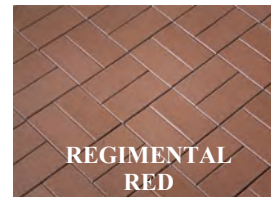
NUTMEG
FULL RANGE



NUTMEG



REGIMENTAL
FULL RANGE



REGIMENTAL
RED

**OTHER COLORS
AND
MANUFACTURERS
ALSO AVAILABLE**

Price Sheet Engraved Tiles

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com



Gift Bricks® offers a large variety of tiles for donor recognition programs.
You can also place multiple tiles together to create the illusion
of a much larger tile.



TILE PRICING		
4" X 8"	3 lines / 20 characters per line	\$27.40 each
8" X 8"	6 lines / 20 characters per line	\$46.70 each
12" X 12"	9 lines / 25 characters per line	\$51.50 each
<i>Logos can be added for an additional \$75 each</i>		

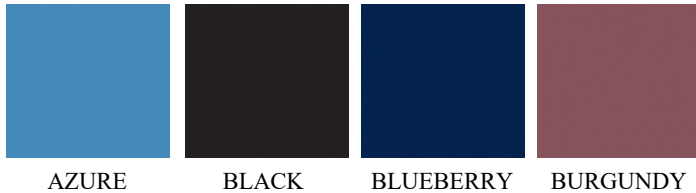


Fire Glazed Tile Colors

Available in 4x8, 8x8, & 12x12

A quarry tile coated with a glaze to make them glossy. These tiles feature the most brilliant bright colors of any tiles available. By selecting a combination of colors you can create a really impressive donor wall design. Fire glazed tiles can be installed on walls inside and out.

The average thickness of these tiles is 1/4" - 3/8" .



Quarry Thin Brick Tile Colors

Available in 4x8 & 8x8

Made of natural brick material and look like regular paving bricks. Suitable for installations indoors on floors or walls, and outside on walls. The average thickness is 1/2".

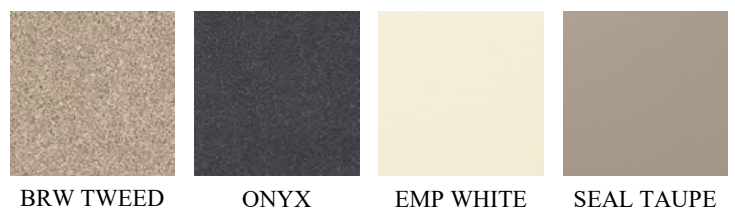


Porcelain Tile Colors

Available in 4x8, 8x8, & 12x12

These very versatile tile and colors are fired at extremely high temperatures which provide a hardness comparable to granite. They are very versatile as they can be installed on floors, walls, and outside walls.

The average thickness of these tiles is 1/4" - 3/8" .





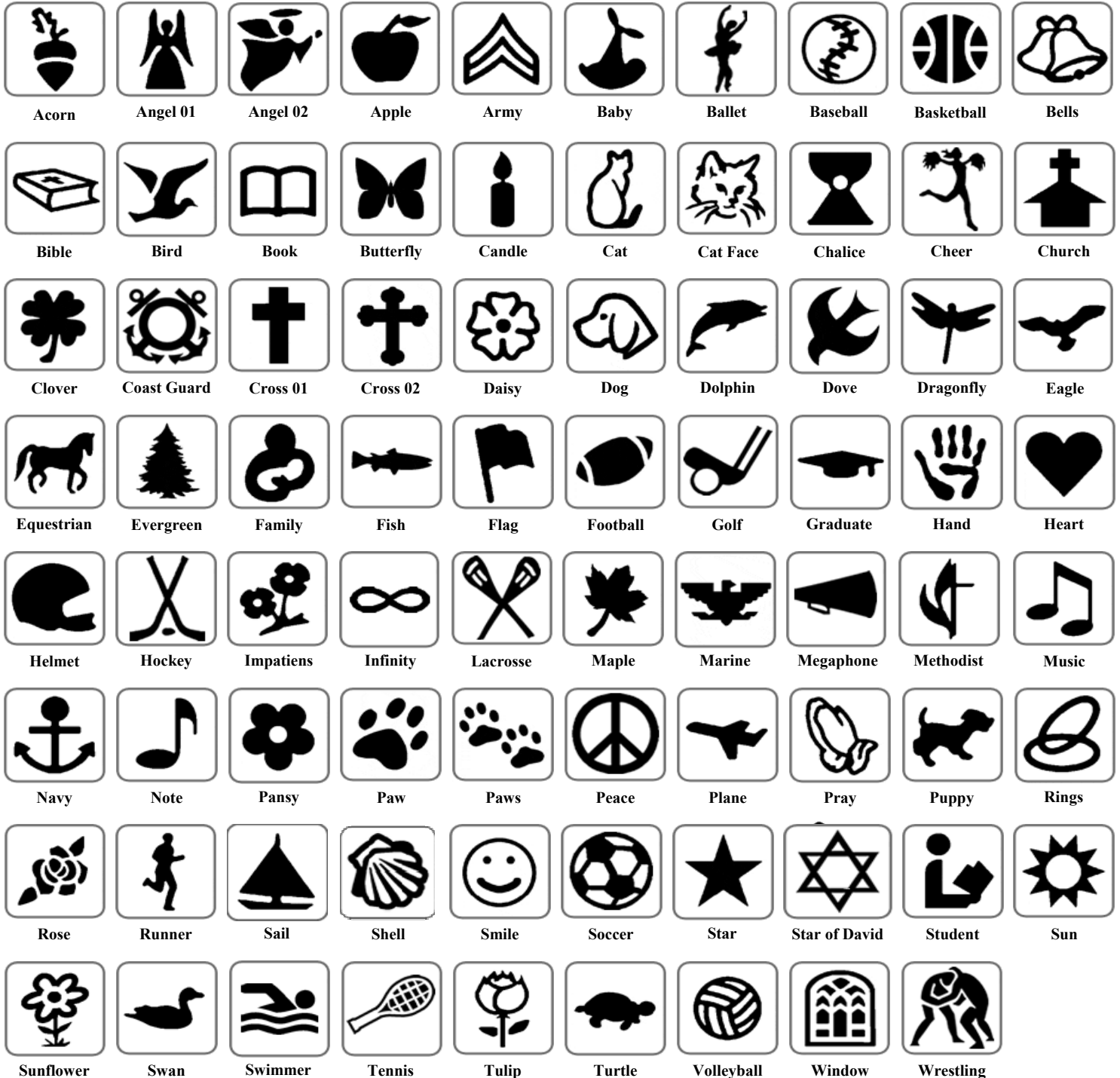
Simple Symbols

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Some donor programs like to offer another incentive for their donors by providing a simple symbol on their brick. Most other engravers charge for this addition. Up to two symbols are allowed per brick.

Please allow four character spaces for each symbol.

Below are some of our most popular simple symbols. If there is a symbol you would like that is not on this list please let us know. We will do our best to create one for you.



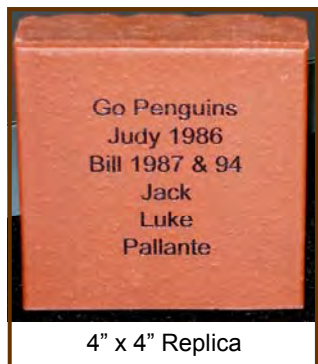


2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Price Sheet

Replicas & Medallions

Donor Brick Replicas & Mini-Replicas

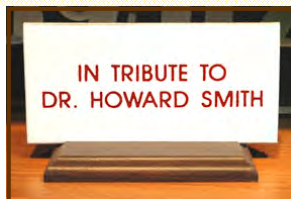


4" x 4" Replica



Gift Bricks® replicas are also available with logos.
2" x 4" replica

Replicas are a copy of the original donor brick or tile. They can be a full size copy of their original brick or tile, or a miniature version, we call a mini-brick or mini-tile.



4" x 8" Full Size Replica
Tile with optional color



2" x 4" Mini-Brick



4" x 8" Replica Tile
with optional colors



4" x 8" Sierra White Granite
shown with optional acrylic cover
and wood base



4" x 8" Replica Brick with Brass

Donor Brick Pavers or Tiles with Brass Medallions

Gift Bricks® offers an engraved brick product which includes a brass medallion. These special medallion pavers include engraved text, along with a brass medallion securely inset into the brick. Our engraved brass medallions are custom made to your specifications.

Medallion engraved pavers are a great way to special programs honoring: veterans, an organization milestone, an anniversary, a charity donor recognition event, or to commemorate service time.

Our brick engraved medallion products are only available to our donor recognition customers and cannot be obtained any other way. Prices are available upon request.



12" x 12" brown arch paver

8" x 8" red clay paver

Military Medallion Choices

1-5/8" Diameter





Typestyles & FREE Online ordering website

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

TYPESTYLES

Gift Bricks offer a variety of different typestyles to choose from. Here are some of the most popular

Helvetica U&L

HELVETICA CAPS

Universe U&L

UNIVERSE CAPS

Calibri U&L

CALIBRI CAPS

Metabook U&L

METABOOK CAPS

VERMARCO CAPS

FREE WEBSITE

Gift Bricks® launched our FREE online ordering website. It is a simple, easy to use and allows you to track and monitor your sales.

- Our websites are customizable
- Your donor will see a preview of their brick before paying for it
- It will not allow your donor to exceed the number of characters allowed per line
- They can pay with their PayPal account, a credit card, or print a receipt and mail you a check

This include a one page website that donors can order a brick, see a preview of their brick, and pay with a credit card or your donors can create the order then print and mail in payment. This is hooked up to a PayPal account your organization has. This way all monies run through your account. Gift Bricks® will provide a secure log in and password to the website so your organization can view the orders already placed, add, and change orders. When you are ready you can submit your order to Gift Bricks® in just one click of the mouse. Bricks® for more information and a website set up form.

Welcome to Gift Bricks® and Tiles!
#1 in donor recognition

4x8 reg red: \$500
Hexagons: \$500

Create your design* and add it to your cart.
Add to Cart

Symbol (left): Heart
Symbol on line: 1

Line 1: Thank you
Line 2: for all you do
Line 3:

First Name: _____
Last Name: _____
Company: _____
Email: _____

Shopping Cart

Info	Price
Total	\$0

Notes: _____



Price Sheet Memorial Benches

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

GRANITE BENCHES

Prices include granite bench and engraved text on one surface.
Colors are black or gray (other colors may be available, please request)
Artwork and shipping charges not included in prices.



BEN01
\$1302

Top = 4-0 x 1-4 x 0-4 Polish 5
Legs = 1-2 x 1-2 x 0-4 Polish 4
2 – straight Legs



BEN02
\$1272

Top = 4-0 x 1-4 x 0-4 Polish 5
Legs = 1-2 x 0-4 x 1-2 Polish 4



BEN03
\$1512

Top = 4-0 x 1-2 x 0-4 Polish 5
Base = 3-6 x 0-8 x 1-2 Polish 2



CHR02
\$1500

Seat = 4-0 x 1-4 x 0-2 Polish 5
Back = 4-0 x 0-2 x 1-2 Polish 5
Legs = 1-6 x 0-2.5 x 2-6 Polish 2



BEN06
\$1461

Seat = 4-0 x 1-4 x 0-4 Polish 5
Legs = 1-2 x 0-4 x 1-2 Polish 4



CHR01
\$2350

Overall size = 4-0 x 2-1 x 2-6



How to Get Started

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Gift Bricks® has the experience to make your fundraising program a success. We help you from concept to completion through following some simple steps. Feel free to call us anytime. We can help you weekdays 8 am - 5 pm Central Time. Or leave a message anytime. We are ready to help you launch your program today!



8" x 8" gray paver

**Give us a call to get started
800-537-5579**



4" x 8" red paver

SIMPLE STEPS FOR AN ENGRAVED FUNDRAISER

- Assess the Possibilities
- Choose Your Merchandise (Materials)
- Work out your Finances
- Plans for Taking & Verifying Orders
- Program Details — Provided by Gift Bricks®
- Establish the Contract
- Take Orders
- Submit Orders
- Production of Bricks
- Delivery of Bricks
- Installation of Bricks
- Future Sales

For the Detailed Version of SIMPLE STEPS, please call us at **(800) 537-5579** or email your request to **engrave@giftbricks.com**





Steps in a Gift Bricks® Fundraiser

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Assess the possibilities for your project.

This means looking at the allotted space available for the bricks, as well as selecting a contractor/architect to design your project.

Choose your merchandise.

This will include deciding what sizes/colors of brick you want to offer. Gift Bricks® can help you in selecting your bricks, as we work with many different manufacturers and know the options. After all we have been in business since 1979 - we know our bricks. You can either purchase your bricks/pavers from us or you can supply us with the bricks for engraving.

If you selected a paver choice that is not on one of our color charts please contact Gift Bricks®. If we are not familiar with that particular paver we may need a sample sent to us. NOT ALL PAVERS ARE ENGRAVABLE. Gift Bricks® pricing is based on average prices of brick, clay or concrete, as available from our local distributors in SE Wisconsin. If the brick you choose for your project is not available from our local distributors and we are unable to find a close match that meets your approval, you will be charged an additional fee to get the material to our location. *Please call to confirm that the brick you've chosen is readily available from our local distributors.*

Work out your finances.

Determine your total costs for the project: engraving, bricks/pavers, installation, freight, and any other costs such as printing and distributing order forms/brochures etc. This information, combined with the amount of money you want to raise and anticipated cooperation from prospective donors, will help you decide on a price to charge for each personalized brick. If you can find people that are willing to donate any of this to your fundraiser you can always buy them a brick as a thank you.

Please note: One important cost in any fundraising project is the **marketing strategy**. You should decide on your strategy early in your decision-making process so you can incorporate the anticipated cost into your overall financial picture. Some suggestions include: posters, TV/radio ads, weekly local papers, bulk mailings, internet sites and/or leaving flyers at chosen locations.

Make a plan for taking and verifying orders.

This will include developing and distributing an order form/brochure, as well as deciding:

- what form(s) of payment you will accept
- decide if your organization will be utilizing Gift Bricks® free online ordering website
- whether you will accept mail/phone orders or point-of-purchase
- how you will acknowledge the customers' orders and verify their inscriptions
- how long you want to continue the fundraiser.

Keep in mind that many organizations decide to fundraise indefinitely.

Contact Gift Bricks® with the necessary information.

Please complete the Gift Bricks® Pre-Order form. This provides us with the necessary information for your fundraiser. If you do not have this information give us a call and we will e-mail one to you.

If you plan to use our Gift Bricks® free online ordering website please complete the information form and return to us. We must have the Pre-Order Form before we set up a website.

Sign the Gift Bricks® contract.

Once we receive your completed Pre-Order Form® Gift Bricks® will draw up a contract using the information you've provided. Please return the signed contract with your \$25 deposit and a copy of your tax exempt certificate.



Steps in a Gift Bricks® Fundraiser

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Sample bricks to display while selling.

Do you have sample bricks yet? These are a great selling tool and you choose the text on the bricks. Remember to stay within your character limits you are offering. Gift Bricks® will provide (2) 4" X 8" bricks and (1) 8" X 8" brick at no charge. Other sizes are subject to current pricing and shipping.

Take orders and submit the inscriptions to Gift Bricks®.

Once you've taken your orders and verified the inscriptions, submit your order to us via e-mail (unless you are utilizing our FREE Gift Bricks® online ordering website), and we'll begin processing your order right away. Remember to send your 50% down payment with your order.

Please note: Usually we prefer it if you submit all of your order to us at once, as late orders straggling in will make you wait longer and our job more difficult; also, late submissions are subject to a charge if we have already started to produce the rest of your order.

Batch ordering?: The only time we encourage batch ordering is if your fundraiser will continue for years or your total unit sales are in the thousands. If this is the case, we will begin processing your order after you've taken about 200 orders or so. If you believe your fundraiser will reach 200 units sold within the first year, Gift Bricks® is willing to store your pavers for you.

Production of your bricks at Gift Bricks®.

Our average lead time is approximately 30 days. This is from the time we receive your order to the time your order is completed and ready to ship. Keep in mind engraved bricks are not produced in a blink of an eye. Each brick is unique. Our special process involves several steps, including setting up each inscription, proofreading, engraving, washing/drying, quality control, and packaging for shipments. We process each order in the order we receive it. Remember that each order takes a different length of time to produce depending on many factors. Consider this when planning your fundraiser's time frame.

Delivery of your bricks at Gift Bricks®.

Bricks can be shipped in boxes by UPS, on a pallet and delivered on a semi, or picked up at our facility to the address you provide. Shipments are based on the total weight of the order.

- **UPS Shipments:** If your order is under approximately 40 bricks your order will likely be shipped in boxes by UPS. Gift Bricks® will carefully package(s) with a maximum weight limit of 56 pounds. We will ship these boxes to the address you provided to us on the Pre-Order Form unless you advise us otherwise.
- **Truck Shipments:** If your order will ship on a pallet we will contact you before it leaves our facility. We will confirm the shipping address and get a contact name and phone number. We ask the trucking company to contact this person 24 hours in advance to schedule delivery. You will need a way to offload the pallet(s), the truck driver does not off load. This may mean that you will need to borrow a forklift if you don't already have one. If you don't have a forklift available, don't underestimate "people power". It doesn't take long for a small group of people to unload a pallet of bricks. We keep the pallets at no more than 2,000 pounds to accommodate most forklifts.
- **Pick Up:** Please advise if you plan to pick up your order. We will contact you when it is completed.

Install your bricks* - and enjoy!

Remember, you don't have to fill the entire spot designated with engraved bricks. You can always put in blanks and sell the space at a later time.

*Gift Bricks® engraved bricks should be installed in a sand set base, not in mortar. For more information on installation please contact us.



Important things to know before beginning your Gift Bricks® fundraiser

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Gift Bricks® Employees Love to Talk on the Phone

We are always happy to answer any questions you may have. There are many decisions to be made and our experienced suggestions can help your fundraiser run smoothly. At Gift Bricks® we are proud to say we do not have a voice mail system and during regular business hours you will always reach a "real person".

Sign on the Dotted Line

Gift Bricks® requires a contract between our two organizations. Information we need to draw up a complete contract is found on the Pre-Order form. If you need a copy of the Pre-Order Form just let us know.

A contract is beneficial in that you are "protected" from price changes for a one-year period. **Prices are subject to change without notice unless you are under contract.**

Lead Times are Estimates, not Guarantees

We will always do our absolute best to get your order to you in a timely fashion. But remember: any lead time you are told by any Gift Bricks® employee is an estimate and not a guarantee. So while we understand that you have deadlines to meet, we appreciate your cooperation in giving us as much time as possible to complete your order. This is especially important during our peak-time, approximately spring to mid-fall.

If you have a ceremony or deadline please let us know. Even if the timing falls into the lead time. We will keep an extra eye on your order to make sure it is to you in time.

Pleeeeeease Send Orders to Us in the Requested Format

(if you are not using our free online ordering website that is)

Any orders not submitted in our format will:

be charged an additional fee per brick

require you to review and approve the proof faxed back to you - time-consuming, unnecessary and a \$10 charge per order take longer to process

You will receive the format information with your contract.

Special Request Inscriptions

When you send in your order(s), be sure to include any special (or even not-so-special!) instructions that you think may be helpful in the processing of your order.

Brick Sequences are Separate (but equal)

Every size of brick you offer will have its own set of brick numbers (e.g. 4x8 #1-25, 12X12 #1-20, etc.). In addition, logo bricks will also be numbered separately from regular inscription bricks of the same size*. As you continue ordering with Gift Bricks® the brick numbers will continue. These brick numbers are written on the side of the brick (not to be seen when installed) and also referenced on your invoice.

You Can't Write the U.S. Constitution on a 4" x 8" Brick

It is important to stick to the character limits and line limits set for the brick sizes you are selling. *These are determined by the physical limitations of the bricks.*

Big Bricks May Only Come in Red / Brown / Charcoal / Tan

Unless you are using a clay or some concrete bricks brick, all sizes 8" x 8" or larger only come in red, brown, charcoal or tan. This is because the larger sizes are only available to us in those colors.



Answers to Common Questions

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Gift Bricks® has over 30 years' experience with fundraising and is happy to help you throughout your project - starting now. We understand that this may all be very new for you and that you may be unsure of some of the aspects of your fundraiser. The following suggestions are helpful answers to common questions. Again, if you have any questions, don't hesitate to call us.

What is a "multi-tiered" method of donor recognition?

It is best to offer a minimum of two brick sizes (and prices) for donor purchases. That way, those who wish to donate larger amounts, particularly companies, can easily do so, while those with less to spend can find something within their budget. It's just as easy to offer multiple options, and the effect on your fundraising success can be striking.

Which typestyle is the most popular?

Unsure which typestyle is best for your project? Helvetica Light, with upper and lower case lettering, is by far our most popular typestyle. Over 75% of our customers use this typestyle.

Which bricks should we order?

Undecided about which paver to use for your project? Let us help. Enclosed with this information packet you will find some of our most popular colors. If you are trying to decide between 1-2 different colors give us a call and we will send some blank samples for your review. Gift Bricks® pricing is based on average prices of brick, clay or concrete, as available from our local distributors in SE Wisconsin. If the brick you choose for your project is not available from our local distributors and we are unable to find a close match that meets your approval, you will be charged an additional fee to get the material to our location. *Please call to confirm that the brick you've chosen is readily available from our local distributors.*

How long should we keep the fundraiser going?

You'll get the most fundraising dollars by keeping your project timeline open-ended. Obviously, this will mean that the fundraiser lasts longer, but more importantly, it means that potential donors have a chance to see the project-in-progress. By placing blank bricks in with the engraved bricks when you begin installation, the general appearance of the project will still be attractive and "finished", while leaving room for - and encouraging - further purchases. **No amount of marketing before installation is as convincing to a potential donor as seeing the beautiful project that s/he can be a part of!**

Should our brick project be indoor or outdoor?

Both indoor and outdoor brick projects can be successful. We have "thin bricks" available that can be used in a wall display. We also have tiles available in a rainbow of colors that look fantastic as an indoor wall display. Outdoor projects tend to be more "traditional" in style; however, their advantage is the possibility of being seen by more potential donors in a publicly visible location.

Which inscription limitation do you recommend for 4" x 8" bricks?

The 4" x 8" bricks allow either 1-3 lines, 14 characters per line, 1-3 lines, 20 characters per line. *We strongly recommend the 1-3 lines, 14 characters per line option, since it allows for a bigger typestyle which in turn makes the engraving much more legible, especially if the pavers are going into the ground. But don't just take our word for it; turn this page over and place it on the floor and see the difference yourself.*

**Universe
1-3 Lines x
14 Characters**

Please notice the superior legibility
of the inscription on the above brick
(lettering drawn to scale)

**UNIVERSE
1-3 LINES ALL CAPS
20 CHARACTERS**



Fundraiser Checklist

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Please use this checklist to help organize your fundraiser.
It is for your convenience only and need not be returned to Gift Bricks®

☐ We have decided to offer the follow size bricks with the corresponding prices:

_____ " X _____ "	at	\$ _____
_____ " X _____ "	at	\$ _____
_____ " X _____ "	at	\$ _____
_____ " X _____ "	at	\$ _____

☐ The bricks we've chose are:

_____	_____
Clay or Concrete	Size

☐ The color of architectural paver we've chosen is: _____
(color - red, brown, tan, gray)

☐ The typestyle we've chosen is:

☐ Engraving option we've chosen: EPOXY FILLED PAINT ONLY LASERBLASTING

☐ We have chosen to offer the following simple symbols and have supplied Gift Bricks® with the necessary artwork:

☐ We've assigned a person, _____ to be our Gift Bricks® contact.

☐ We've sent in the Pre-Order Form to Gift Bricks® on _____.

☐ We've submitted all information for the free website _____

☐ We've signed and returned the Gift Bricks® Contract with our \$25 deposit and tax exempt certificate

☐ We've made our order form/brochure

☐ We've acknowledged donors' orders and they have verified the inscriptions

☐ We've compiled orders and submitted them to Gift Bricks®



Gift Bricks®
2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Pre-Order Form

The information you provide us below will be used to set up your account. We understand some items may change. Please keep us informed of any changes/updates to your program. Gift Bricks® will draw up a contract. If you choose to sign and return it to Gift Bricks® it will secure the pricing for 12 months of the date of the contract. If you do not return it to Gift Bricks® prices are subject to change without notice.

ORGANIZATION NAME: _____

BILLING ADDRESS: _____

SHIPPING ADDRESS: _____
FOR ORDERS: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL: _____

ORGANIZATION
WEBSITE ADDRESS: _____

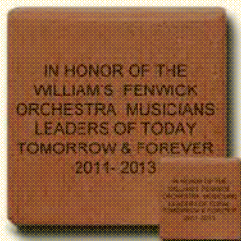


BRICK/TILE CHOICE: _____
(Brick or Tile) (Color Name)

SIZES OFFERING: _____

TYPESTYLE: _____
Name of typestyle

upper/lower case letters or all caps



ENGRAVING OPTION (bricks only):

☐ Epoxy Filled ☐ Laserblasted ☐ Paint Only

WILL YOU BE TAKING ADVANTAGE OF OUR FREE ONLINE ORDERING WEBSITE?

☐ Yes ☐ No

(If YES - PLEASE SEND THE COMPLETED WEBSITE SET UP FORM)



Website Set Up Form

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com

Organization Name:

Address:

State/Providence:

Zip/Postal Code:

Contact Name:

E-Mail Address:

Phone:

Date:

Please select the option you would like to offer for payment to your donors

☐

PayPal Only

☐

Check Only

☐

PayPal and Check

If you are offering PayPal please complete the following information:

API Username

API Signature

API Password

Domain Name Request: _____ .donationbricks.com

Foreground Color **Aqua**

Background Color **Beige**

Are you offering Symbols? ☐ Yes ☐ No

Which
symbols
are you
offering?

<u>Brick Size</u>	<u>Brick Name</u>	<u>Your Selling Price</u>

Notes:

E-Mail Gift Bricks®

~ Header text

~ Footer text

~ Organizations logo

****Don't forget to add your fundraising/
organizations contact information**

Send to engrave@giftbricks.com



Engraved Address Stones

2920 - 99th Street
Sturtevant, WI 53177
800-537-5579
www.giftbricks.com
engrave@giftbricks.com



Raised Numbers
Square Round Border
Brighton Bold Font



Recessed Numbers
Square notched Border
Times Roman Bold Font

Our address stones are made with gray limestone. We offer a variety of sizes, including custom sizes. Standard thickness is 2-1/4" however we also offer 1-1/2" thick for an additional fee.

<u>Standard Sizes</u>	<u>2-1/4" Thick Pricing</u>	<u>1-1/2" Thick Pricing</u>
5" X 16"	\$69.00 ea.	\$79.00 ea.
6" X 16"	\$79.00 ea.	\$89.00 ea.
8" X 16"	\$93.00 ea.	\$103.00 ea.
9" X 16"	\$103.00 ea.	\$113.00 ea.

Prices do not include shipping, handling or sales tax (if applicable).

****Custom Sizes are available—please call for a quote****



Raised Numbers
Square Border
Santa-Fe Font
No Paint



Recessed Numbers
Oval Border
Optima Semi-Bold Font

Gift Bricks®

2920 99th Street
Sturtevant, WI 53177

800-537-5579

Fax: 262-886-1130

Website: www.giftbricks.com

Email: engrave@giftbricks.com

House Numbers on Limestone

Typestyles

9512

Helvetica Med. ☐

9512

Pump Med. ☐

9512

VERMARCO ☐

9512

Optima Semibold ☐

9512

Times Roman Bold ☐

9512

MONUMENT ROMAN ☐

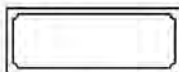
9512

Santa Fe ☐

9512

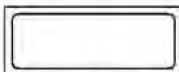
Brighton Bld. ☐

Borders ☐

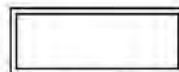


Square Notched ☐

No Borders ☐



Square Round ☐



Square ☐



Oval ☐

Engraving

9512

Recessed Numerals ☐

9512

Raised Numerals ☐

1 1/2" Bed
Depth ☐

Paint

☐ Lithachrome Black
☐ Not Painted

Stone Size:(in inches)

5X16 ☐

6X16 ☐

8X16 ☐

9X16 ☐

Other _____

Address on Stone _____

Please indicate your choice of the above styles by checking the corresponding box.

We have many typestyles available and can engrave logos and other artwork. Prices upon request. Standard address stone orders will be ready for shipment within 48 hours.

Shipping Address:

Name _____

Street _____

City _____ State _____ Zip _____

Phone _____

Fax _____

Billing Address:

Name _____

Street _____

City _____ State _____ Zip _____

Phone _____

Fax _____

Comments: _____