1. Rates will be based on a mileage class 100 rate scale, see EXHIBIT B. These rates will have application from, to, and between all points in the 48 states, between points in the United States and Canada, between points in Canadian provinces, and between points in Puerto Rico.
2. Per hundredweight \& deficit weight procedures: Rates should be calculated on a per hundredweight (cwt) basis. The rate should be calculated using the lower of the actual ship weight multiplied by the rate in the appropriate bracket OR by a deficit weight procedure (the next-highest weight break multiplied by the lowest weight in that bracket). Example:

> Shipment weight = 4890\#
> Miles $=1220$
> Discount $=45 \%$

Rate in 2000-4999\# bracket $=\$ 34.10$ (before discount)
$\$ 34.10 \times 48.90$ (cwt) $=\$ 1667.49$ - \$750.37 (45\% Discount) $=\$ 917.12$
Rate in 5000-9999\# bracket $=\$ 29.01$ (before discount)
$\$ 29.01 \times 50$ (lowest cwt in the bracket) $=\$ 1450.50-\$ 652.73(45 \%$ Discount $)=\$ 797.77$
In this example, the correct rate of the shipment is $\$ 797.77$ (using the deficit weight procedure).
3. All rates will be in United States Dollars. All remittances from PVH will likewise be in U.S. Dollars. The freight invoice must indicate "U.S. \$" on the face of the bill.
4. Mileage is calculated using a 5-digit zip code mileage or 6-digit Canadian postal code computation from PC Miler - Version 31.0, practical routing.
5. Payment terms are thirty (30) days from the generated Store BOL print date (the ship date from the Jonesville Distribution Center). The invoices are generated from data provided by PVH Warehouse System. The Carrier does not have to provide any paperwork, invoices, signed proofs of delivery, or bills of lading. Alternate payment terms of ten (10) and twenty (20) days are available.
6. Paper invoices for deliveries not manifested out of a PVH DC are 30-day payment terms; they will be processed 30 days after the shipment date. The dray charge is invoiced as a $\$ 63.79$ accessorial fee which is added onto each of the three Barceloneta store invoices, rather than a single payment of $\$ 191.38$.
7. Split Shipments: Payment for split shipments is remitted for both deliveries. The $2^{\text {nd }}$ invoice (indicated by an "A" suffix to the initial store invoice number) is generated on ship date from Jonesville. The system is unable to supply the specific carton numbers per delivery, only the number of cartons and the weight for each shipment are supplied.
8. The check remittance will contain all of the necessary data to audit the payments; applied weight / PVH rate; FSC \% / fuel surcharge amount; calculated miles / accessorial applied amount; applied discount / discounted amount. A $\$ 5.00$ variance will be in place when auditing our payments. If PVH under pays by $\$ 5.00$ or less do not remit a balance due bill; if PVH overpays by $\$ 5.00$ or less, do not send PVH a refund.
9. Discounts will have application on prepaid shipments, collect shipments, and third-party shipments.
10. Paper invoices billed with incorrect or omitted information will not be paid; they will be returned to the carrier.
a) Paper invoices submitted must include corresponding manifest, Bill of Lading/Delivery Receipt and appointment number information.
11. Discounts on interline shipments must be protected.
12. Attach bills of lading to Freight Bills on prepaid shipments.
13. The following rules or accessorial charges will not be permitted:
a) Single shipment charges.
b) Capacity load provisions.
c) Inside delivery.
d) Linear foot rules.
e) Notification charges.
f) Re-labeling charges on returns.
g) Re-consignment charges on misloaded cartons tendered to Fed Ex Ground.
h) Storage or held freight charges.
i) Lift-gate

## ALL INVOICE OR PAYMENT INQUIRIES ARE TO BE REFERRED TO:

PVH Corp.
c/o CT Logistics Team \#1
P.O. Box 30382

Cleveland, OH 44130
Email team1@ctlogistics.com and freightpayment@pvh.com

- See Exhibit $\mathbf{N}$ for a sample copy of the check and the remittance.


## Understanding the Check Remittance

The store BOL numbers - LTL (less-than-a-truckload) / shipment store BOL numbers are composed of three parts; the alpha-numeric code for the destination store; the alpha letters for the division, the 5 -digit store number, and the $1^{\text {st }}$ appointment number that contains cartons for this store, for example TO00001634000018892.

Alpha letters for the store divisions:

- OS - Van Heusen
- CO - Calvin Klein
- CA - Calvin Klein Specialty Accessory
- TO - Tommy Hilfiger
- TH - Tommy Anchor / Specialty

Paper invoices will be paid using the carrier's invoice number.

Check Remittance Legend

- Wt / Rate - applied weight / rate
- FSC\% / A - fuel surcharge applied percentage / fuel surcharge amount
- Mile / Acc - calculated miles / accessorial applied amount
- Disc \% / A - applied discount / discounted amount


## Definitions

- Store BOL - the store's BOL number found on the actual store BOL document.
- Applied Weight - either the actual weight or the deficit weight
- Accessorial - Extra fees attached to transportation services for duties beyond simple shipping a good from point $A$ to point $B$.
- Division - the shipment's associated merchandise general ledger divisional classification
- Amount Paid - the total amount paid for the shipment; the shipment's net amount with added accessorial and fuel surcharges
- See Exhibit N-1 for outline of PVH Fuel Surcharge Program.

Since the payment terms are initially set at 30 days, PVH is providing the option of Direct Deposit. To receive payment via Direct Deposit, complete the form and submit it to the address provided.

- See Exhibit N-2 for Direct Deposit Form


## EXHIBIT B

## PVH

## LTL Tariff

## Notes

Miles must be determined using PC Miler V. 31.0,5 digit zip to 5 digit zip, practical routing.
All rates are in United States Dollars

|  |  | Cost Per CWT Rate |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Mileage Bracket |  | Weight |  |  |  |  |  |
| Low Miles | High Miles | < 500 | 500 | 1M | 2M | 5M | 10M |
| 1 | 20 | 60.05 | 50.30 | 44.21 | 37.10 | 31.58 | 27.53 |
| 21 | 40 | 61.13 | 51.22 | 45.01 | 37.79 | 32.15 | 28.04 |
| 41 | 60 | 62.24 | 52.14 | 45.82 | 38.48 | 32.73 | 28.54 |
| 61 | 80 | 63.34 | 53.06 | 46.62 | 39.15 | 33.30 | 29.05 |
| 81 | 100 | 64.45 | 53.98 | 47.43 | 39.84 | 33.88 | 29.56 |
| 101 | 120 | 65.55 | 54.90 | 48.25 | 40.50 | 34.45 | 30.06 |
| 121 | 140 | 66.65 | 55.82 | 49.06 | 41.19 | 35.05 | 30.57 |
| 141 | 160 | 67.76 | 56.76 | 49.86 | 41.86 | 35.63 | 31.07 |
| 161 | 180 | 68.84 | 57.68 | 50.67 | 42.55 | 36.20 | 31.58 |
| 181 | 200 | 69.94 | 58.60 | 51.50 | 43.24 | 36.78 | 32.09 |
| 201 | 220 | 71.05 | 59.52 | 52.30 | 43.91 | 37.35 | 32.59 |
| 221 | 240 | 72.15 | 60.44 | 53.11 | 44.60 | 37.93 | 33.10 |
| 241 | 260 | 73.26 | 61.36 | 53.91 | 45.26 | 38.53 | 33.60 |
| 261 | 280 | 74.36 | 62.28 | 54.72 | 45.95 | 39.10 | 34.11 |
| 281 | 300 | 75.46 | 63.20 | 55.55 | 46.62 | 39.68 | 34.62 |
| 301 | 320 | 76.54 | 64.12 | 56.35 | 47.31 | 40.25 | 35.12 |
| 321 | 340 | 77.65 | 65.04 | 57.16 | 48.00 | 40.83 | 35.60 |
| 341 | 360 | 78.75 | 65.96 | 57.96 | 48.67 | 41.40 | 36.11 |
| 361 | 380 | 79.86 | 66.91 | 58.79 | 49.36 | 42.00 | 36.62 |
| 381 | 400 | 80.96 | 67.83 | 59.59 | 50.03 | 42.57 | 37.12 |
| 401 | 420 | 82.06 | 68.75 | 60.40 | 50.72 | 43.15 | 37.63 |
| 421 | 440 | 83.17 | 69.67 | 61.20 | 51.41 | 43.72 | 38.13 |
| 441 | 460 | 84.25 | 70.59 | 62.01 | 52.07 | 44.30 | 38.64 |
| 461 | 480 | 85.35 | 71.51 | 62.84 | 52.76 | 44.87 | 39.15 |
| 481 | 500 | 86.69 | 72.43 | 63.64 | 53.43 | 45.47 | 39.65 |
| 501 | 550 | 88.39 | 74.04 | 65.07 | 54.63 | 46.48 | 40.53 |
| 551 | 600 | 91.15 | 76.34 | 67.09 | 56.33 | 47.93 | 41.79 |
| 601 | 650 | 93.89 | 78.66 | 69.12 | 58.03 | 49.36 | 43.06 |

PVH

## Billing Criteria for Puerto Rico for PVH Freight Payment

| 651 | 700 | 96.65 | 80.96 | 71.14 | 59.73 | 50.81 | 44.32 |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| 701 | 750 | 99.41 | 83.26 | 73.16 | 61.43 | 52.26 | 45.59 |
| 751 | 800 | 102.14 | 85.56 | 75.19 | 63.14 | 53.71 | 46.85 |
| 801 | 850 | 104.90 | 87.88 | 77.21 | 64.84 | 55.15 | 48.12 |
| 851 | 900 | 107.64 | 90.18 | 79.24 | 66.54 | 56.60 | 49.38 |
| 901 | 950 | 110.40 | 92.48 | 81.26 | 68.24 | 58.05 | 50.62 |
| 951 | 1000 | 113.16 | 94.78 | 83.28 | 69.92 | 59.50 | 51.89 |
| 1001 | 1050 | 115.90 | 97.11 | 85.31 | 71.62 | 60.95 | 53.15 |
| 1051 | 1100 | 118.66 | 99.41 | 87.33 | 73.32 | 62.40 | 54.42 |
| 1101 | 1150 | 121.42 | 101.71 | 89.36 | 75.03 | 63.85 | 55.68 |
| 1151 | 1200 | 124.15 | 104.01 | 91.38 | 76.73 | 65.27 | 56.95 |
| 1201 | 1250 | 126.91 | 106.31 | 93.40 | 78.43 | 66.72 | 58.21 |
| 1251 | 1300 | 129.67 | 108.63 | 95.45 | 80.13 | 68.17 | 59.48 |
| 1301 | 1350 | 132.41 | 110.93 | 97.47 | 81.83 | 69.62 | 60.72 |
| 1351 | 1400 | 135.17 | 113.23 | 99.50 | 83.54 | 71.07 | 61.99 |
| 1401 | 1450 | 137.93 | 115.53 | 101.52 | 85.24 | 72.52 | 63.25 |
| 1451 | 1500 | 140.67 | 117.85 | 103.55 | 86.94 | 73.97 | 64.52 |
| 1501 | 1550 | 143.43 | 120.15 | 105.57 | 88.64 | 75.42 | 65.78 |
| 1551 | 1600 | 146.17 | 122.45 | 107.59 | 90.34 | 76.87 | 67.05 |
| 1601 | 1650 | 148.93 | 124.75 | 109.62 | 92.05 | 78.32 | 68.31 |
| 1651 | 1700 | 151.69 | 127.05 | 111.64 | 93.75 | 79.76 | 69.58 |
| 1701 | 1750 | 154.42 | 129.38 | 113.67 | 95.45 | 81.19 | 70.82 |
| 1751 | 1800 | 157.18 | 131.68 | 115.69 | 97.15 | 82.64 | 72.08 |
| 1801 | 1850 | 159.94 | 133.98 | 117.71 | 98.85 | 84.09 | 73.35 |
| 1851 | 1900 | 162.68 | 136.28 | 119.74 | 100.53 | 85.54 | 74.61 |
| 1901 | 1950 | 165.44 | 138.60 | 121.76 | 102.24 | 86.99 | 75.88 |
| 1951 | 2000 | 168.20 | 140.90 | 123.79 | 103.94 | 88.44 | 77.14 |
| 2001 | 2050 | 170.94 | 143.20 | 125.81 | 105.64 | 89.88 | 78.41 |
| 2051 | 2100 | 173.70 | 145.50 | 127.86 | 107.34 | 91.33 | 79.67 |
| 2101 | 2150 | 176.46 | 147.82 | 129.88 | 109.04 | 92.78 | 80.91 |
| 2151 | 2200 | 179.19 | 150.12 | 131.91 | 110.75 | 94.23 | 82.18 |
| 2201 | 2250 | 181.95 | 152.42 | 133.93 | 112.45 | 95.68 | 83.44 |
| 2251 | 2300 | 184.71 | 154.72 | 135.95 | 114.15 | 97.11 | 84.71 |
| 2301 | 2350 | 187.45 | 157.02 | 137.98 | 115.85 | 98.56 | 85.97 |
| 2351 | 2400 | 190.21 | 159.34 | 140.00 | 117.55 | 100.00 | 87.24 |
| 2401 | 2450 | 192.95 | 161.64 | 142.03 | 119.26 | 101.45 | 88.50 |
| 2451 | 2500 | 195.71 | 163.94 | 144.05 | 120.96 | 102.90 | 89.77 |
| 2501 | 2550 | 198.47 | 166.24 | 146.07 | 122.66 | 104.35 | 91.01 |
| 2551 | 2600 | 201.20 | 168.57 | 148.10 | 124.36 | 105.80 | 92.28 |
| 2601 | 2650 | 203.96 | 170.87 | 150.12 | 126.06 | 107.25 | 93.54 |
| 2700 | 206.72 | 173.17 | 152.15 | 127.77 | 108.70 | 94.81 |  |
| 2750 | 209.46 | 175.47 | 154.17 | 129.44 | 110.15 | 96.07 |  |
|  | 2701 |  |  |  |  |  |  |


| 2751 | 2800 | 212.22 | 177.79 | 156.19 | 131.15 | 111.60 | 97.34 |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| 2801 | 2850 | 214.98 | 180.09 | 158.24 | 132.85 | 113.02 | 98.60 |
| 2851 | 2900 | 217.72 | 182.39 | 160.26 | 134.55 | 114.47 | 99.87 |
| 2901 | 2950 | 220.48 | 184.69 | 162.29 | 136.25 | 115.92 | 101.11 |
| 2951 | 3000 | 223.24 | 186.99 | 164.31 | 137.95 | 117.37 | 102.37 |
| 3001 | 3050 | 225.98 | 189.31 | 166.34 | 139.66 | 118.82 | 103.64 |
| 3051 | 3100 | 228.74 | 191.61 | 168.36 | 141.36 | 120.27 | 104.90 |
| 3101 | 3150 | 231.47 | 193.91 | 170.38 | 143.06 | 121.72 | 106.17 |
| 3151 | 3200 | 234.23 | 196.21 | 172.41 | 144.76 | 123.17 | 107.43 |
| 3201 | 3250 | 236.99 | 198.54 | 174.43 | 146.46 | 124.61 | 108.70 |
| 3251 | 3300 | 239.73 | 200.84 | 176.46 | 148.17 | 126.06 | 109.96 |

## EXHIBIT N



## Exhibit N-1



## PVH Fuel Surcharge

```
1. Fuel surcharge rates are based on DOE On-highw ay diesel fuel national average published w eekly. To determine appropriate fuel surcharge, use the date that the shipment SHIPPED from the origin.
    ALL intra-state California moves use DOE California Average.
    ALL Hub deliveries to PVH Retail Stores, use the print date of the store bill of lading to determine appropriate fuel surcharge.
2. Rates are normally published on Monday afternoons, but w ill be effective from Tuesday of published w eek through Monday of the follow ing w eek.
3. Fuel surcharge should be applied to net shipping charges (exclusive of accessorials).
4. When calculating fuel surcharge, standard mathematical rounding should be employed (any fraction of a cent that is below . }5\mathrm{ should be rounded dow n, anything that is . 5 or above should be rounded
up).
```

| Fuel Price per Gallon |  |  |  | LTL Fuel Surcharge | TL Fuel Surcharge | IM Fuel Surcharge |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Low |  |  |  |  |  |  |
| \$ | - | \$ | 1.20 | 0\% | 0\% | 0\% |
| \$ | 1.21 | \$ | 1.25 | 1.00\% | 2.00\% | 0.50\% |
| \$ | 1.26 | \$ | 1.30 | 2.00\% | 3.00\% | 1.00\% |
| \$ | 1.31 | \$ | 1.40 | 2.50\% | 4.00\% | 1.50\% |
| \$ | 1.41 | \$ | 1.50 | 3.50\% | 5.50\% | 2.00\% |
| \$ | 1.51 | \$ | 1.60 | 4.50\% | 7.00\% | 2.50\% |
| \$ | 1.61 | \$ | 1.70 | 5.50\% | 8.00\% | 3.00\% |
| \$ | 1.71 | \$ | 1.80 | 7.00\% | 9.50\% | 3.50\% |
| \$ | 1.81 | \$ | 1.90 | 8.00\% | 11.00\% | 4.00\% |
| \$ | 1.91 | \$ | 2.00 | 9.00\% | 13.00\% | 4.50\% |
| \$ | 2.01 | \$ | 2.10 | 10.00\% | 15.00\% | 5.00\% |
| \$ | 2.11 | \$ | 2.20 | 11.00\% | 16.50\% | 5.50\% |
| \$ | 2.21 | \$ | 2.30 | 12.00\% | 18.00\% | 6.00\% |
| \$ | 2.31 | \$ | 2.40 | 13.00\% | 19.00\% | 6.50\% |
| \$ | 2.41 | \$ | 2.50 | 14.00\% | 20.00\% | 7.00\% |
| \$ | 2.51 | \$ | 2.55 | 14.50\% | 20.50\% | 7.50\% |
| \$ | 2.56 | \$ | 2.60 | 15.00\% | 21.00\% | 8.00\% |
| \$ | 2.61 | \$ | 2.65 | 15.50\% | 21.50\% | 8.50\% |
| \$ | 2.66 | \$ | 2.70 | 16.00\% | 22.00\% | 9.00\% |
| \$ | 2.71 | \$ | 2.75 | 16.50\% | 22.50\% | 9.50\% |
| \$ | 2.76 | \$ | 2.80 | 17.00\% | 23.00\% | 10.00\% |
| \$ | 2.81 | \$ | 2.85 | 17.50\% | 23.50\% | 10.50\% |
| \$ | 2.86 | \$ | 2.90 | 18.00\% | 24.00\% | 11.00\% |
| \$ | 2.91 | \$ | 2.95 | 18.50\% | 24.50\% | 11.50\% |
| \$ | 2.96 | \$ | 3.00 | 19.00\% | 25.00\% | 12.00\% |
| \$ | 3.01 | \$ | 3.05 | 19.50\% | 25.50\% | 12.50\% |
| \$ | 3.06 | \$ | 3.10 | 20.00\% | 26.00\% | 13.00\% |
| \$ | 3.11 | \$ | 3.15 | 20.50\% | 26.50\% | 13.50\% |
| \$ | 3.16 | \$ | 3.20 | 21.00\% | 27.00\% | 14.00\% |
| \$ | 3.21 | \$ | 3.25 | 21.50\% | 27.50\% | 14.50\% |
| \$ | 3.26 | \$ | 3.30 | 22.00\% | 28.00\% | 15.00\% |
| \$ | 3.31 | \$ | 3.35 | 22.50\% | 28.50\% | 15.50\% |
| \$ | 3.36 | \$ | 3.40 | 23.00\% | 29.00\% | 16.00\% |
| \$ | 3.41 | \$ | 3.45 | 23.50\% | 29.50\% | 16.50\% |
| \$ | 3.46 | \$ | 3.50 | 24.00\% | 30.00\% | 17.00\% |

## EXHIBIT N-1 Continued

| \$ | 3.51 | \$ | 3.55 | 24.50\% | 30.50\% | 17.50\% |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| \$ | 3.56 | \$ | 3.60 | 25.00\% | 31.00\% | 18.00\% |
| \$ | 3.61 | \$ | 3.65 | 25.50\% | 31.50\% | 18.50\% |
| \$ | 3.66 | \$ | 3.70 | 26.00\% | 32.00\% | 19.00\% |
| \$ | 3.71 | \$ | 3.75 | 26.50\% | 32.50\% | 19.50\% |
| \$ | 3.76 | \$ | 3.80 | 27.00\% | 33.00\% | 20.00\% |
| \$ | 3.81 | \$ | 3.85 | 27.50\% | 33.50\% | 20.50\% |
| \$ | 3.86 | \$ | 3.90 | 28.00\% | 34.00\% | 21.00\% |
| \$ | 3.91 | \$ | 3.95 | 28.50\% | 34.50\% | 21.50\% |
| \$ | 3.96 | \$ | 4.00 | 29.00\% | 35.00\% | 22.00\% |
| \$ | 4.01 | \$ | 4.05 | 29.50\% | 35.50\% | 22.50\% |
| \$ | 4.06 | \$ | 4.10 | 30.00\% | 36.00\% | 23.00\% |
| \$ | 4.11 | \$ | 4.15 | 30.50\% | 36.50\% | 23.50\% |
| \$ | 4.16 | \$ | 4.20 | 31.00\% | 37.00\% | 24.00\% |
| \$ | 4.21 | \$ | 4.25 | 31.50\% | 37.50\% | 24.50\% |
| \$ | 4.26 | \$ | 4.30 | 32.00\% | 38.00\% | 25.00\% |
| \$ | 4.31 | \$ | 4.35 | 32.50\% | 38.50\% | 25.50\% |
| \$ | 4.36 | \$ | 4.40 | 33.00\% | 39.00\% | 26.00\% |
| \$ | 4.41 | \$ | 4.45 | 33.50\% | 39.50\% | 26.50\% |
| \$ | 4.46 | \$ | 4.50 | 34.00\% | 40.00\% | 27.00\% |
| \$ | 4.51 | \$ | 4.55 | 34.50\% | 40.50\% | 27.50\% |
| \$ | 4.56 | \$ | 4.60 | 35.00\% | 41.00\% | 28.00\% |
| \$ | 4.61 | \$ | 4.65 | 35.50\% | 41.50\% | 28.50\% |
| \$ | 4.66 | \$ | 4.70 | 36.00\% | 42.00\% | 29.00\% |
| \$ | 4.71 | \$ | 4.75 | 36.50\% | 42.50\% | 29.50\% |
| \$ | 4.76 | \$ | 4.80 | 37.00\% | 43.00\% | 30.00\% |
| \$ | 4.81 | \$ | 4.85 | 37.50\% | 43.50\% | 30.50\% |
| \$ | 4.86 | \$ | 4.90 | 38.00\% | 44.00\% | 31.00\% |
| \$ | 4.91 | \$ | 4.95 | 38.50\% | 44.50\% | 31.50\% |
| \$ | 4.96 | \$ | 5.00 | 39.00\% | 45.00\% | 32.00\% |

## PVH

## ACH DIRECT DEPOSIT AUTHORIZATION AGREEMENT FOR UENDORS

We are pleased to inform you that we are now able to make payments electronically through ACH Direct Deposit resulting in you receiving payments faster. If you are interested please complete the form below and return it via email AccountsPavable@PVH.com, via fax 908-429-0598 or mail it to PVH Corp., P.O Box 6962, Bridgewater, NJ 08807 . For verficiation purposes, please also include any of the following documentation: A blank invoice with banking information, banking information on company letterhead, a voided check or deposit slip for a savings account. Thank you, PVH Accounts Payable Department


Account Information

| Bank Name: | 9 Digit Bank Routing \#: |  |  |
| :--- | :--- | :--- | :--- |
| Address: | Account \#: |  |  |
|  | Check One: Checking | $\square$ |  |

Please note that a non-negotiable remittance advice will be sent to your email address indicating what is being paid after 12 pm on the day you receive the funds.

I hereby authorize the PVH Corp. Accounts Payable Department to initiate deposit entries for invoice payments and to initiate, if necessary, debit entries or adjustments, for any deposit entries to my account which may have been made in error.

This authorization will remain in full force until the company receives written notification from me to terminate, or change, in such time and such manner as to afford the company, and the financial institution named above, a reasonable opportunity to act on it.

| SIGNATURE: |  | DATE: |
| :--- | :--- | ---: |
|  |  |  |
| PRINTED NAME: | TITLE: |  |

## For Accounts Payable Use Only

PROCESSED BY: DATE: $\qquad$

