

Model Do Not Call Policy*

If you do not want to receive sales calls from [COMPANY NAME], you can ask us to place your telephone number on [COMPANY NAME]'s "Do Not Call" list. In compliance with federal and state laws, your request will be documented immediately. Please allow up to 30 days for your telephone number to be removed from any sales programs that are currently underway.

- Your request can be in writing or by phone, and must include, at a minimum, your telephone number.
- If you have multiple telephone numbers, tell us all numbers that you want to be included.
- You will remain on our "Do Not Call" list for five years, unless you ask to be removed.
- If your telephone number ever changes, you must give us your new information for your "do not call" status to remain in effect.

Many "do not call" regulations permit companies to contact their own customers even though your number(s) are on these other "do not call" lists. Therefore, if you are a [COMPANY NAME] customer, you may be contacted by [COMPANY NAME] even though you are on these other "do not call" lists. If you do not want to be contacted by [COMPANY NAME] even though you are a customer, simply follow the steps above to be placed on [COMPANY NAME]'s "Do Not Call" list and your request will be honored.

Being on [COMPANY NAME]'s "Do Not Call" list means that you will not receive sales calls by anybody representing [COMPANY NAME]. We may still contact you, however, for non-solicitation purposes.

*** NOTE THIS POLICY IS ONLY PROVIDED FOR GUIDANCE PURPOSES AND IS NOT INTENDED TO SERVE AS LEGAL ADVICE. BE SURE TO CONSULT YOUR ATTORNEY WHEN CREATING YOUR COMPANY'S "DO NOT CALL" POLICY**