



May 17th 2011

RE: POTENTIAL POSTAL STRIKE

In the event of a prolonged Postal Strike, BLJC has identified the following alternatives for delivery of payments to suppliers and receipt of supplier invoices at BLJC offices.

Payment to BLJC Suppliers

- 1) BLJC will make payment to suppliers via electronic funds transfer (“EFT”). If you are not already on EFT, please complete the enclosed EFT application form. Once your request is received and processed by BLJC, your payment will be deposited to your bank account via EFT. In addition to addressing any payment disruption during a potential postal strike this approach will ensure timely payment on an ongoing basis.
- 2) For suppliers that choose to decline EFT, they can send BLJC their courier account information and address, BLJC will make commercially reasonable efforts to courier your cheque to your office.

Incoming Invoices to BLJC

For incoming invoices, please courier your invoices to the mailing address which you normally send your invoices to.

If you have any questions on this letter, please email your enquiries to:
BLJC_AP@BLJC.COM

On behalf of BLJC thanks for your support and attention to this matter.

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