



Poster Summary: 2nd Quarter 2010

July 1, 2010

Dear Client:

During the 2nd quarter of 2010, multiple states issued updates to their required posters. SCI's *Best Practices* recommendations would advise all employers to obtain and post all information applicable in your worksite locations to ensure your continued compliance with all federal and state required postings.

This notice serves as a summary for our Clients. A list of the poster updates that occurred during 2nd quarter can be found on the following page. Your assigned SCI Professional can provide further information to you regarding the details and changes, including state-specific poster notices. Be sure to also reference any applicable Client Notices posted during this time by accessing Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Human Resources → Client Notifications and Critical Updates.

If you would like to take advantage of the convenience of having SCI order posters for you, please use the order form on page 2 of this notice to account for the type and number of posters that you need. Send the completed form to your assigned SCI Professional. *Individual* federal and state posters are \$20.00 each. *Combined* federal and state poster kits are \$30.00 each. All costs include shipping and handling. The poster(s) will arrive in a poster tube sent by our vendor, the Federal Wage and Hour Labor Law Institute (FWLLI), from Houston, TX. After speaking with your assigned SCI Professional, he or she will order the poster(s) for you and SCI will bill you appropriately.

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies

SCI Operations Centers

Corporate Office – Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211
Anchorage • 4241 B Street, Suite 200, Anchorage, AK 99503 • 907.337.2425 Chicago • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932
Dothan • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722 Los Angeles • 800.932.4610 ext. 2661
Orlando • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211 Tampa • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610
www.scicompanies.com



Federal and State Poster Order Form 2nd Quarter 2010

Today's Date: _____	
Client Name: _____	Process Level: _____

# Federal Posters	Change
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_____ Federal – No changes 2nd Quarter 2010
 However, use this box to order any replacement poster needed for any worksite location.

# State Posters	State and Change
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_____ Missouri – Youth Employment
 _____ Nevada – Minimum Wage
 _____ New Jersey – Relating to Payment of Wages
 _____ Wisconsin – Unemployment Benefits
 _____ Other → State Name: _____
 To be used if another state poster is needed for replacement or update from another quarter.
 _____ Other → State Name: _____
 To be used if another state poster is needed for replacement or update from another quarter.

Client Poster Order and Billing Summary

New Client: No Yes → If "Yes," and internal criteria is met, there is no charge ("N/C") for the first Poster Kit.
Workers' Comp Carrier (Stickers are sent w/posters.): Zurich Lumbermen's Underwriting Alliance (LUA)
 N/A → Not applicable if Client is self-insured or located in ND, OH, WA or WY.
 Federal AND STATE Poster Kits: # ____ → *Name State: ____ @ \$30.00 each KIT = Sub-total \$ ____
 Federal ONLY Posters: # ____ @ \$20.00 each = Sub-total \$ ____
 State ONLY Posters: # ____ → *Name State: ____ @ \$20.00 each = Sub-total \$ ____
 *TOTAL Charge to be billed (enter "N/C" only if "New Client" is applicable): \$ ____

Shipping Information

MAIL TO (Company Name): _____
 ATTENTION (Contact Name): _____
 Address 1: _____
 Address 2: _____
 City, ST Zip: _____
 Phone Number (with area code): _____

Comments:

Please return this completed form to your assigned SCI Professional.
 For a list of SCI locations and contact information, visit: www.scicompanies.com/ContactUs/Locations.aspx.