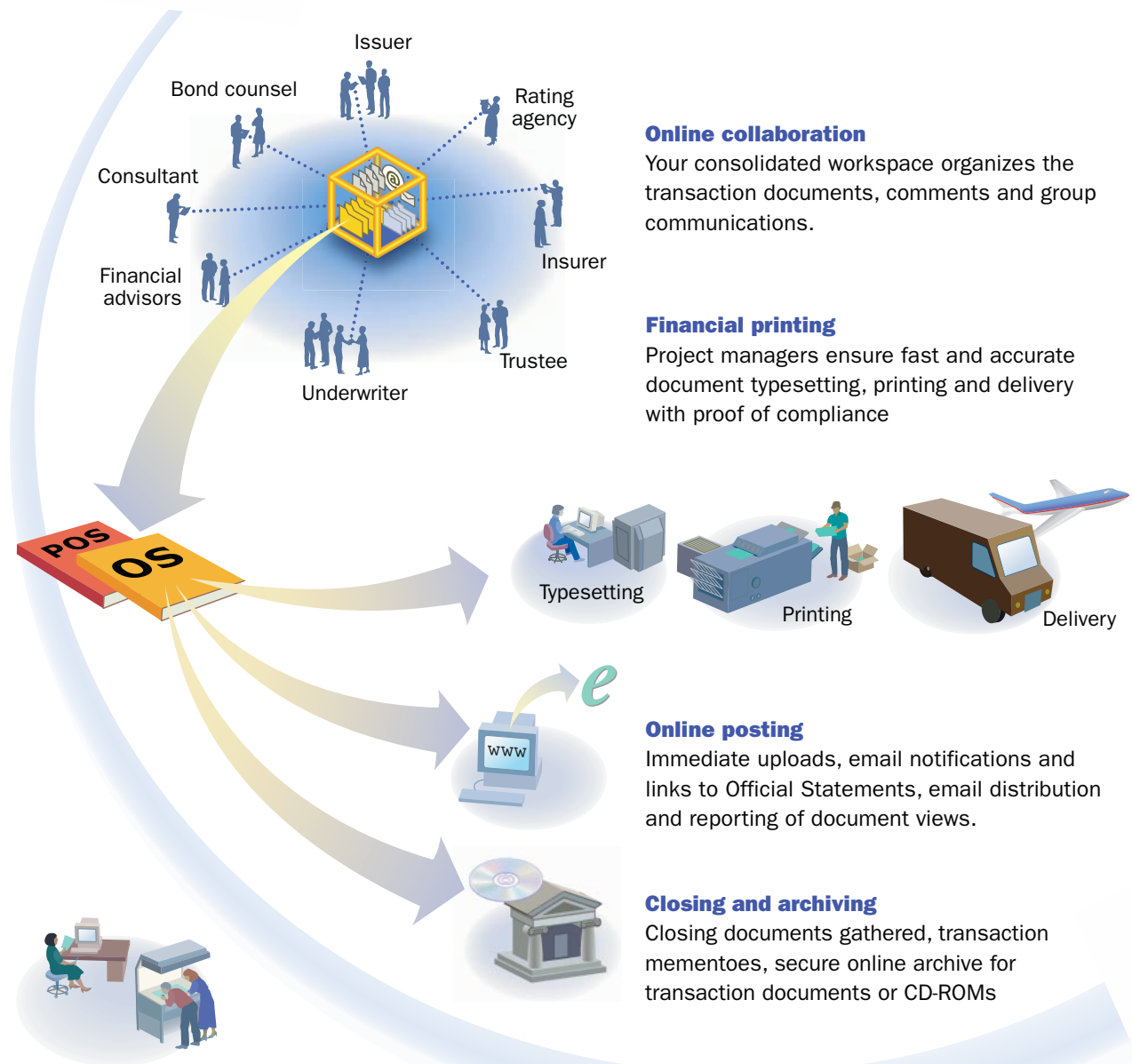


How elabra supports the transaction



Online collaboration: Your consolidated workspace

The transaction challenge

In putting together the Official Statement for a bond issue, coordination among the working group is key to productivity. Providing access to evolving documents, ensuring the easy availability of latest versions and keeping colleagues aware of recent updates—all within fast paced timeframes—can create a complex situation where an important detail could easily be overlooked.

The elabra answer

elabra's online collaboration is the solution. Your consolidated workspace organizes all documents and files for the entire working group. It provides secure access from anywhere there's an Internet connection: at work, home or on the road. Just check in to get an overview of activity across the entire transaction and spot recent developments...dig in where you need to.

Document and communications central

New document versions are easily uploaded, they're clearly listed and immediately available for viewing. Display, print or download documents for reviewing later. Responses are posted using the comments feature. For up to the minute notifications, email alerts are sent when new document versions are uploaded. Complete contact information for each member of the working group, or all members, is a click away; another click opens a pre-addressed email message.

elabra can make file management easy

All workspace functions are easy to manage and *elabra* customer service can help out at any point. Set up the transaction, register working group members, create the document folders and make sure everyone is notified. If you prefer, send us the document files and we'll take care of uploading them. Convert document files to PDF for added security, or leave them in Word or other format for flexibility.

Take the tour

Contact us at *elabra* to take the live tour. It takes only a few minutes to see that the vision of a consolidated workspace is ready now. Streamline the workflow for the entire working group on your next transaction.

Financial printing

Customer service

Our team of project managers is the most experienced and knowledgeable in the industry – dedicated to supporting all aspects of the transaction. All processes and systems have been built specifically to support municipal finance and to create a seamless and efficient experience for our clients.

Typesetting

Project managers and typesetters are ready to turn your word processed documents into expertly crafted versions ready for publication. We'll carefully review to see that everything looks correct; at *elabra*, attention to detail is important. Using the latest technology, we deliver fast and accurate typesetting.

Quick turnaround printing and shipping

Our print production processes have been fine-tuned to deliver the fastest printing anywhere. We coordinate the hand-off with an array of shipping, delivery and courier services to ensure that important documents reach their destinations on time.

Compliance with the SEC and MSRB

We stay apprised of MSRB rules and work to ensure that the production schedule fits within regulatory requirements for the timely delivery of documents. As a standard operating procedure, we provide proof of mailing to be included at the closing.

Online posting

Immediate upload and email notification

Immediately after final approval, *elabra* can bookmark and post an exact copy of the POS or final OS, for online viewing by investors. To ensure document integrity, we use a single source PDF for hardcopy and electronic distribution. Direct links to the document are sent via e-mail to the list of addresses. Summary reports are provided confirming delivered emails, noting any that are undeliverable and listing the origin and number of online document viewings.

Closing and archiving

Closing documents gathered

To facilitate a more coordinated closing, the bond lawyer and closing team use the Closing Documents folder in the online workspace. Checking the Closing Documents folder, working group members can see when the document set is complete or what is still needed. The closing meeting runs more smoothly with all documents gathered in one location.

Transaction mementoes

Celebrate success! Let *elabra* help you choose appropriate items for the working group. We can provide the finest in Lucite, leather portfolios, quality pen and pencil sets, wood and brass plaques, and picture framing services. Count on us to coordinate all the details and have them delivered promptly.

Online and CD-ROM transcript archives

elabra can provide archiving services for the OS, or the entire set of transcripts for the transaction. Paper documents are scanned and all the electronic files are organized and indexed. The archive can be delivered via CD-ROM, or stored online for long-term access from anywhere at any time. Online access privileges can be provided for the original working group or any designated viewers.

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