



SHIPPING SOLUTIONS[®]

export documentation software

SUMMARY OF EXPORT DOCUMENTS



export documentation software



Table of Contents

TABLE OF CONTENTS.....	1
SUMMARY OF EXPORT DOCUMENTS.....	2
Air Waybill	2
Australia FTA Certificate of Origin (C, P, E)	2
Bank Draft (C, P, E)	3
CAFTA-DR Certificate of Origin (C, P, E)	3
Canada Customs Invoice (C, P, E)	3
CARICOM Invoice (C, P, E)	4
Certificate of Origin (Generic) (C, P, E).....	4
Chile FTA Certificate of Origin (C, P, E).....	4
Colombia TPA Certificate of Origin (C, P, E)	4
Commercial Invoice	5
Dangerous Goods IATA (P, E)	5
Dangerous Goods IMO (P, E)	6
Dock Receipt (C, P, E).....	7
Inland Bill of Lading (C, P, E).....	7
Korea FTA Certificate of Origin (C, P, E).....	7
Non-Dangerous Goods (P, E).....	7
Ocean Bill of Lading	8
Packing List (C, P, E)	9
Panama TPA Certificate of Origin (C, P, E)	9
Peru TPA Certificate of Origin (C, P, E)	9
Proforma Invoice.....	9
Security Endorsement (C, P, E).....	10
Shipment Log (P, E).....	10
Shipper's Letter of Instruction (C, P, E)	10
USMCA Certification of Origin.....	11
INTERNATIONAL TRADE RESOURCES.....	12

Summary of Export Documents

Shipping Solutions export document and compliance software puts dozens of export documents at your fingertips. The following summary includes:

- A description of each document available on the **EZ Start-Preview/Print/Email** screen.
- Charts explaining the differences if there is more than one version of the document.
- What version includes each document (C for Classic, P for Professional, E for Enterprise).
- The **EZ Start** screens where the data is entered to complete each document.
- Whether a document is also available in the Consolidation Utility of Professional and Enterprise.

You'll find a more complete description of the various export documents in the white paper: *The Beginner's Guide to Export Documents*. You can download it for free at www.shippingsolutions.com/whitepaper-beginners-guide-to-export-forms.

Air Waybill

An air waybill serves as a contract between the exporter and the air carrier or its agent to transport merchandise as specified by the shipper. It serves as a receipt for the cargo and a contract stating where to deliver the goods, freight charges to be paid, and who the goods are to be consigned to.

To complete the document, the contact names and addresses are entered on the **EZ Start-Contacts** screen. The ITN number or AES exemption statement is entered on the **EZ Start-EEI** screen. The line items and all other fields come from the **EZ Start-Air Waybill** screen.

Document Title	Versions	What Prints	Notes
Air Waybill	C, P, E	Full Document	
Air Waybill (Data Only)	C, P, E	Data only for use with pre-printed form.	
Air Waybill – Master	P, E	Full Document	Shows Freight Forwarder as shipper and Intermediate Consignee as consignee.
Air Waybill – Master (Data Only)	P, E	Data only for use with pre-printed form.	Shows Freight Forwarder as shipper and Intermediate Consignee as consignee.

Australia FTA Certificate of Origin (C, P, E)

The Australia Free Trade Agreement (FTA) Certificate of Origin is used for shipments between the United States and Australia that qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

Bank Draft (C, P, E)

A bank draft is a negotiable instrument containing an unconditional order to pay a sum of money from the drawer to the drawee. It must be signed by the drawer. A bank draft can also include a remittance letter containing complete instructions for payment.

All the fields on the two bank draft documents are entered on the **EZ Start-Bank Draft** screen.

Document Title	Notes
Bank Draft	Includes remittance letter with complete instructions on how documents are to be handled and payment made.
Bank Draft – Letter of Credit	Only includes information about the drawer and drawee.

CAFTA-DR Certificate of Origin (C, P, E)

The CAFTA-DR Certificate of Origin is used for shipments between the United States and the Central American countries of El Salvador, Guatemala, Honduras, Nicaragua and Costa Rica as well as the Dominican Republic if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, remarks are entered on the **EZ Start-Invoices** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

Canada Customs Invoice (C, P, E)

Commercial shipments to Canada, regardless of mode of transport, which are valued at over \$2,500 (Canadian funds), are not classified under HTUSA Chapter 9810 (Importations of religious, educational, scientific and other institutions), and are subject to duties and sales taxes, should be accompanied by a Canada Customs Invoice. The invoice must contain all the information currently required by Canada Customs Regulations and can be prepared either by the exporter or importer or their agents.

To complete the document, all the contacts names and addresses can be entered on the **EZ Start-Contacts** screen. The line item information is entered on the **EZ Start-Product Details** screen. Transportation-related information is entered on the **EZ Start-Carriers and Ports** screen, the PO number and any special instructions are entered on the **EZ Start-Invoices** screen, and the rest of the information pulls from the **EZ Start-Canada Customs Invoice** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

CARICOM Invoice (C, P, E)

The CARICOM Invoice is used when exporting goods from the U.S. to one of the 15 Caribbean countries that belong to the Caribbean Community & Common Market trade agreement. The CARICOM members are: Antigua & Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Lucia, St Kitts & Nevis, St Vincent & the Grenadines, Suriname, and Trinidad & Tobago.

To complete the document, all the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line item information is entered on the **EZ Start-Product Details** screen, and transportation-related information is entered on the **EZ Start-Carriers and Ports** screen. Invoice information and fees are entered on the **EZ Start-Invoices** screen, and the rest of the information pulls from the **EZ Start-Caricom Invoice** screen.

Certificate of Origin (Generic) (C, P, E)

A generic certificate of origin is used to certify to the importer where the goods were manufactured. Unlike the NAFTA Certificate of Origin, which only pertains to the U.S., Canada and Mexico, or the CAFTA Certificate of Origin, which only pertains to the U.S. and a group of Central American nations, the generic certificate of origin can be used for any country you are exporting to. Virtually every country in the world considers the origin of imported goods when determining what duty to assess.

To complete the document, enter the exporter and importer on the **EZ Start-Contacts** screen. The line items come from the **EZ Start-Product Details** screen, any special instructions can be entered on the **EZ Start-Invoices** screen, and the rest of the information is entered on the **EZ Start-Generic Certificate of Origin** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

Chile FTA Certificate of Origin (C, P, E)

The Chile FTA Certificate of Origin is used for shipments between the United States and Chile if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

Colombia TPA Certificate of Origin (C, P, E)

The Colombia Trade Promotion Agreement (TPA) Certificate of Origin is used for shipments between the United States and Colombia if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, remarks are entered on the **EZ Start-Invoices** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

Commercial Invoice

The Commercial Invoice is a bill of goods from the seller to the buyer. It is the primary shipping document used by customs worldwide for commodity control and valuation.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The transportation-related information comes from the **EZ Start-Carriers and Ports** screen. The line items come from the **EZ Start-Product Detail** screen, and the rest of the information comes from the **EZ Start-Invoices** screen.

These documents are also available in the Consolidation Utility of Professional and Enterprise.

Document Title	Version	Language	Notes
Commercial Invoice	C, P, E	English	
Commercial Invoice (French)	P, E	French	Field labels are in French. Labels can be modified on the Tools tab=>Customize Documents screen. Data is not translated.
Commercial Invoice (Spanish)	P, E	Spanish	Field labels are in Spanish. Labels can be modified on the Tools tab=>Customize Documents screen. Data is not translated.
Commercial Invoice for Israel	C, P, E	English	Choose whether the Producer or Exporter will be certifying the Invoice on the EZStart=>NAFTA screen. If Producer, add contact information as well.
Commercial Invoice (Landscape)	C, P, E	English	Includes more contact types and more line item detail than the standard Commercial Invoice.

Dangerous Goods IATA (P, E)

If your item is considered a dangerous good (DG) by the International Air Transport Association (IATA), you can prepare the proper document for your air shipment using Shipping Solutions.

To complete the documents, enter the contact names and addresses on the **EZ Start-Contacts** screen. The line items are added on the **EZ Start-Product Detail** screen but additional items can be added on the **EZ Start-Dangerous Goods IATA** screen. The commercial invoice number is entered on the **EZ Start-Invoices** screen, and the air waybill number is entered on the **EZ Start-Air Waybill** screen. The remaining information is entered on the **EZ Start-Dangerous Goods IATA** screen.

The chart below outlines the various Dangerous Goods IATA documents.

Document Name	Line Item Display	What Prints	Notes
Dangerous Goods IATA	Columns	Full document for use with a color printer on plain paper.	
Dangerous Goods IATA (Data Only)	Columns	Data only for use with pre-printed form.	
Dangerous Goods IATA (No Red Border)	Columns	Full Document excluding red border to print on red border paper.	

Dangerous Goods IATA Legacy	Columns	Full document for use with a color printer on plain paper.	Older version of the form, use only as transitioning to new method.
Dangerous Goods IATA Legacy (Data Only)	Columns	Data only for use with pre-printed form.	Older version of the form, use only as transitioning to new method.
Dangerous Goods IATA Legacy (No Red Border)	Columns	Full document excluding red border to print on red border paper	Older version of the form, use only as transitioning to new method.
Dangerous Goods IATA No Columns	No columns, data divided by double-slashes	Full document for use with a color printer on plain paper.	
Dangerous Goods IATA No Columns (Data Only)	No columns, data divided by double-slashes	Data only for use with pre-printed form.	
Dangerous Goods IATA No Columns (No Red Border)	No columns, data divided by double-slashes	Full document excluding red border to print on red border paper.	

Dangerous Goods IMO (P, E)

If your item is considered a dangerous good (DG) by the International Maritime Organization (IMO) you can prepare the proper document for your vessel or ground shipments using Shipping Solutions.

To complete the document, enter the contact names and addresses on the **EZ Start-Contacts** screen. The line items are added on the **EZ Start-Product Detail** screen but additional items can be added on the **EZ Start-Dangerous Goods IMO** screen. The remaining information is entered on the **EZ Start-Dangerous Goods IMO** screen.

The chart below explains the various Dangerous Goods IMO documents.

Document Name	Line Item Display	What Prints	Notes
Dangerous Goods IMO	Columns	Full document for use with a color printer on plain paper.	
Dangerous Goods IMO (Data Only)	Columns	Data only for use with pre-printed form.	
Dangerous Goods IMO Legacy	Columns	Full document for use with a color printer on plain paper.	Older version of the form, use only as transitioning to new method.
Dangerous Goods IMO Legacy (Data Only)	Columns	Data only for use with pre-printed form.	Older version of the form, use only as transitioning to new method.

Dock Receipt (C, P, E)

The dock receipt acts as proof of delivery of the cargo to the carrier in good condition when an inland carrier is used to move the goods to a port for export.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen, any special instructions on the **EZ Start-Invoices** screen, and the transportation-related information on the **EZ Start-Carriers and Ports** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information is entered on the **EZ Start-Ocean Bill of Lading** screen.

Document Name	Line Item Source	Notes
Dock Receipt (with Product Detail)	EZ Start-Product Detail screen	Also available in the Consolidation Utility (P, E only).
Dock Receipt (with Product Summary)	EZ Start-Product Summary screen	

Inland Bill of Lading (C, P, E)

An inland bill of lading is a contract of carriage between the shipper and carrier that it is used within the United States to move the goods to the port for export.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information is entered on the **EZ Start-Inland Bill of Lading** screen.

Document Name	Line Item Source	Notes
Inland Bill of Lading (with Product Detail)	EZ Start-Product Detail screen	Also available in the Consolidation Utility (P, E only).
Inland Bill of Lading (with Product Summary)	EZ Start-Product Summary screen	

Korea FTA Certificate of Origin (C, P, E)

The Korea Certificate of Origin is used for shipments between the United States and Korea if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, remarks are entered on the **EZ Start-Invoices** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen.

This document is also available in the Consolidation Utility of Professional and Enterprise.

Non-Dangerous Goods (P, E)

If an item could be suspected of being a dangerous good but actually does not meet the criteria of a dangerous good as defined by IATA or IMO, you may want to include a Non-Dangerous Good document to relieve any suspicion.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. Enter the air waybill number (if applicable) on the **EZ Start-Air Waybill** screen, and enter the order number on the **EZ Start-Invoices** screen. All other fields are entered on the **EZ Start-Non-Dangerous Goods** screen.

Document Title	Line Item Display	What Prints
Non-Dangerous Goods	No columns, free-form entry	Full Document
Non-Dangerous Goods (Data Only)	No columns, free-form entry	Data only for use with pre-printed form.
Non-Dangerous Goods (No Green Border)	No columns, free-form entry	Full document excluding green border to print on green border paper.

Ocean Bill of Lading

An ocean bill of lading serves as a contract between the exporter and the ocean carrier or its agent to transport merchandise as specified by the shipper. It serves as a receipt for the cargo and a contract stating where to deliver the goods, freight charges to be paid, and who the goods are to be consigned to.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen, any special instructions are entered on the **EZ Start-Invoices** screen, and the transportation-related information on the **EZ Start-Carriers and Ports** screen. The shipment reference number is pulled from the **EZ Start-EEI** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information is entered on the **EZ Start-Ocean Bill of Lading** screen.

The chart below explains the various ocean bills of lading documents.

Document Name	Version	Line Item Source	Notes
Ocean Bill of Lading – Master (with Product Detail)	P, E	EZ Start-Product Detail	Shows Freight Forwarder as exporter and Intermediate Consignee as consignee. Also available in the Consolidation Utility.
Ocean Bill of Lading – Master (with Product Summary)	P, E	EZ Start-Product Summary	Shows Freight Forwarder as exporter and Intermediate Consignee as consignee.
Ocean Bill of Lading – Rated (with Product Detail)	C, P, E	EZ Start-Product Detail	Shows Freight Forwarder as forwarding agent. Also available in the Consolidation Utility (P, E only).
Ocean Bill of Lading – Rated (with Product Summary)	C, P, E	EZ Start-Product Summary	Shows Freight Forwarder as forwarding agent.
Ocean Bill of Lading – Unrated (with Product Detail)	P, E	EZ Start-Product Detail	Does not show freight charges. Shows Freight Forwarder as forwarding agent. Also available in the Consolidation Utility.
Ocean Bill of Lading – Unrated (with Product Summary)	P, E	EZ Start-Product Summary	Does not show freight charges. Shows Freight Forwarder as forwarding agent.

Packing List (C, P, E)

The packing list confirms the contents of the shipment by container and indicates weights, measurements and piece count.

To complete the document, enter the contact information on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the invoice information (such as invoice date and number, order number, special instructions, etc.) is pulled from the **EZ Start-Invoices** screen. Enter the exporting carrier on the **EZ Start-Carriers and Ports** screen. The rest of the information is entered on the **EZ Start-Packing List** screen.

On the **EZ Start-Packing List** screen, be sure to add as many packages as you need and to load them with the correct line items. See the User Guide for instructions on creating the packing list.

This document is also available in the Consolidation Utility of Professional and Enterprise.

Panama TPA Certificate of Origin (C, P, E)

The Panama Certificate of Origin is used for shipments between the United States and Panama if the goods qualify for preferential duties and taxes under the trade promotion agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen. You also have the option to display the Commercial Invoices Special Instructions by checking the box on the Tools-Customize Documents screen for the Panama TPA Certificate of Origin.

Peru TPA Certificate of Origin (C, P, E)

The Peru Certificate of Origin is used for shipments between the United States and Peru if the goods qualify for preferential duties and taxes under the trade promotion agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-NAFTA/Other FTA** screen. You also have the option to display the Commercial Invoices Special Instructions by checking the box on the Tools-Customize Documents screen for the Peru TPA Certificate of Origin.

Proforma Invoice

The Proforma Invoice is a quotation outlining the possible sale. If the order results, the commercial invoice will closely resemble the proforma invoice.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The transportation-related information comes from the **EZ Start-Carriers and Ports** screen. The line items come from the **EZ Start-Product Detail** screen, and the rest of the information comes from the **EZ Start-Invoices** screen.

These documents are also available in the Consolidation Utility of Professional and Enterprise.

Document Title	Version	Language	Notes
Proforma Invoice	C, P, E	English	
Proforma Invoice (French)	P, E	French	Field labels are in French. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.

Proforma Invoice (Spanish)	P, E	Spanish	Field labels are in Spanish. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.
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Security Endorsement (C, P, E)

If you are not a known shipper with some airlines, they may request a Federal Aviation Administration (FAA) Security Endorsement that requires two forms of ID. To complete the document, enter your information on the **EZ Start- Security Endorsement** screen.

Shipment Log (P, E)

You can use the shipment log to make sure you are following your Export Management Compliance Program (EMCP). Enter the steps of your EMCP on the **Databases-Shipment Log Items** screen. Then with each shipment, log the date each step was completed along with the initials of the person doing the work. When you print the document, it will show the completed steps along with the exporter and ultimate consignee from the **EZ Start-Contacts** screen.

Shipper's Letter of Instruction (C, P, E)

Shipping Solutions includes two types of Shipper's Letters of Instruction (SLI). One type is used as a cover letter to convey specific instructions from the exporter to the agent, usually an international freight forwarder. The second type of SLI is used to provide to your freight forwarder all the information needed to file your Electronic Export Information (EEI) with AESDirect.

To complete the cover letter version of the document, enter the contact names and addresses on the **EZ Start-Contacts** screen. The source of the line items depends on which document you choose (see chart below). The rest of the information comes from the **EZ Start-Shipper's Letter of Instruction** screen.

To complete the AES filing version of the document, enter the contact names and addresses on the **EZ Start-Contacts** screen. The transportation-related information comes from the **EZ Start-Carriers and Ports** screen, and the line items come from the **EZ Start-Product Detail** screen. Enter the date and any special instructions on the **EZ Start-Shipper's Letter of Instruction** screen. The USPPI Reference Number will be pulled from either the **EZ Start-Air Waybill** screen or the **EZ Start-Ocean Bill of Lading** screen depending on your mode of transport. The rest of the fields are completed on the **EZ Start-EEI** screen.

The chart below shows the four SLIs available in Shipping Solutions.

Document Title	Type	Line Item Source	Notes
Shipper's Letter of Instruction (in NCBFAA format)	AES Filing	EZ Start-Product Detail with line items combined by Schedule B and D/F Origin.	Recommended by the National Customs Brokers & Forwarders Association. Also available in the Consolidation Utility (P, E only).
Shipper's Letter of Instruction (in SED format)	AES Filing	EZ Start-Product Detail with line items combined by Schedule B and D/F Origin.	Based on the old Shipper's Export Declaration, this document is not as complete as the NCBFAA format. Also available in the Consolidation Utility (P, E only).
Shipper's Letter of Instruction (with Product Detail)	Cover Letter	EZ Start-Product Detail	Also available in the Consolidation Utility (P, E only).

Shipper's Letter of Instruction (with Product Summary)	Cover Letter	EZ Start-Product Summary	
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USMCA Certification of Origin

The USMCA Certification of Origin is used for shipments between the United States and either Canada or Mexico if the goods qualify for preferential duties and taxes under the free trade agreement.

To complete the document, the contact names and addresses can be entered on the **EZ Start-Contacts** screen. The line items are pulled from the **EZ Start-Product Detail** screen, and the rest of the fields are entered on the **EZ Start-Free Trade Agreements** screen.

These documents are also available in the Consolidation Utility of Professional and Enterprise.

Document Title	Version	Language	Notes
USMCA	C, P, E	English	Most U.S. exporters will use this form. Labels can be modified on the Tools tab, Customize Documents screen.
USMCA- Canada (English)	C, P, E	English	Labels can be modified on the Tools tab, Customize Documents screen.
USMCA-Canada (French)	C, P, E	French	Field labels are in French. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.
USMCA-Mexico	C, P, E	Spanish	Field labels are in Spanish. Labels can be modified on the Tools tab, Customize Documents screen. Data is not translated.

International Trade Resources

If you have questions or concerns about the export process, we recommend you contact one or more of the export resources listed below. **These are not resources for questions or problems with the Shipping Solutions software**, although many of these people, companies and agencies have made valuable contributions to Shipping Solutions:

- CARGOpak Corp., 800-266-0652, www.cargopak.com
- International Business Training, 800-641-0920, www.i-b-t.net
- The U.S. Bureau of Industry and Security advances U.S. national security, foreign policy, and economic objectives by ensuring an effective export control and treaty compliance system and promoting continued U.S. strategic technology leadership. www.bis.doc.gov/
- The U.S. Census Bureau's Foreign Trade Division is the official source for U.S. export and import statistics and responsible for issuing regulations governing the reporting of all export shipments from the United States. If you're searching for import or export statistics, information on export regulations, commodity classifications, or a host of other trade related topics, this is the place to get the information you need. www.census.gov/foreign-trade/index.html
- The U.S. Commercial Service is the trade promotion arm of the U.S. Department of Commerce's International Trade Administration. U.S. Commercial Service trade professionals in more than 100 U.S. cities and in more than 75 countries help U.S. companies get started in exporting or increase sales to new global markets. www.trade.gov/cs
- The U.S. International Trade Administration strengthens the competitiveness of U.S. industry, promotes trade and investment, and ensures fair trade through the rigorous enforcement of our trade laws and agreements. It partners with other U.S. government agencies to help U.S. companies export through www.export.gov.

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