

4220 - CAMPAIGN FINANCING DISCLOSURE STATEMENT

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

Amendment # _____

CANDIDATE'S FULL NAME TERRY LYNN TRACE		GENERAL VOTING DAY (YYYY/MM/DD) 2014 11 15	
BALLOT NAME (IF DIFFERENT FROM ABOVE) N/A		OFFICE SOUGHT (MAYOR, COUNCILLOR ETC.) COUNCILLOR	
MAILING ADDRESS #306-3230 SELLECK WAY		PHONE NO. 250-220-37017	
CITY/TOWN VICTORIA B.C.	POSTAL CODE V9C1O6G	EMAIL (IF AVAILABLE) TERRYANDRUSSTRACE@SHAW.CA	
JURISDICTION CITY OF COLWOOD			
ELECTORAL AREA/LOCAL TRUST AREA/TRUSTEE ELECTORAL AREA (IF APPLICABLE)			
BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			

FINANCIAL AGENT'S LAST NAME TRACE	FIRST NAME ANTHONY	MIDDLE NAME RUSSELL
FINANCIAL AGENT'S MAILING ADDRESS #306-3230 SELLECK WAY		PHONE NO. 250-882-3031
CITY/TOWN VICTORIA B.C.	POSTAL CODE V9C1O6G	EMAIL (IF AVAILABLE) SAME
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2014 10 10 08	If there were previous financial agents, complete form 4236.	

Tick if candidate was registered as a third party sponsor

Tick if candidate acted as a campaign organizer

This disclosure statement includes the following forms:

- | | |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Declarations and Campaign Accounts – Form 4221 <input checked="" type="checkbox"/> | Summary of Election Expenses – Form 4229 <input checked="" type="checkbox"/> |
| Statement of Income and Expenses – Form 4222 <input checked="" type="checkbox"/> | Transfers Given to Elector Organization – Form 4230 <input checked="" type="checkbox"/> |
| Summary of Campaign Contributions by Class – Form 4223 <input checked="" type="checkbox"/> | Other Permissible Payments – Form 4231 <input checked="" type="checkbox"/> |
| Significant Contributors (\$100 or more) – Form 4224 <input checked="" type="checkbox"/> | Shared Election Expense – Form 4232 <input checked="" type="checkbox"/> |
| Prohibited Campaign Contributions – Form 4225 <input checked="" type="checkbox"/> | Transfers Between Candidate's Own Accounts – Form 4233 <input checked="" type="checkbox"/> |
| Transfers Received from Elector Organization – Form 4226 <input checked="" type="checkbox"/> | Disbursement of Surplus Funds – Form 4234 <input checked="" type="checkbox"/> |
| Other Permissible Deposits – Form 4227 <input checked="" type="checkbox"/> | Free Advertising from Jurisdiction – Form 4235 <input checked="" type="checkbox"/> |
| Fundraising Function Ticket Sales – Form 4228 <input checked="" type="checkbox"/> | Previous Financial Agents – Form 4236 <input checked="" type="checkbox"/> |

4220 - CAMPAIGN FINANCING DISCLOSURE STATEMENT

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

Amendment # _____

CANDIDATE'S FULL NAME TERRY LYNN TRACE		GENERAL VOTING DAY (YYYY/MM/DD) 2014 11 15	
BALLOT NAME (IF DIFFERENT FROM ABOVE) N/A		OFFICE SOUGHT (MAYOR, COUNCILLOR ETC.) COUNCILLOR	
MAILING ADDRESS #306-3230 SELLECK WAY		PHONE NO. 250-220-37017	
CITY/TOWN VICTORIA B.C.	POSTAL CODE V9C1O6G	EMAIL (IF AVAILABLE) TERRYANDRUSSTRACE@SHAW.CA	
JURISDICTION CITY OF COLWOOD			
ELECTORAL AREA/LOCAL TRUST AREA/TRUSTEE ELECTORAL AREA (IF APPLICABLE)			
BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE)			
FINANCIAL AGENT'S LAST NAME TRACE		FIRST NAME ANTHONY	MIDDLE NAME RUSSELL
FINANCIAL AGENT'S MAILING ADDRESS #306-3230 SELLECK WAY		PHONE NO. 250-882-3031	
CITY/TOWN VICTORIA B.C.	POSTAL CODE V9C1O6G	EMAIL (IF AVAILABLE) SAME	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2014 10 10		If there were previous financial agents, complete form 4236.	
<input type="checkbox"/> Tick if candidate was registered as a third party sponsor		<input type="checkbox"/> Tick if candidate acted as a campaign organizer	
This disclosure statement includes the following forms:			
Declarations and Campaign Accounts - Form 4221 <input checked="" type="checkbox"/>		Summary of Election Expenses - Form 4229 <input checked="" type="checkbox"/>	
Statement of Income and Expenses - Form 4222 <input checked="" type="checkbox"/>		Transfers Given to Elector Organization - Form 4230 <input checked="" type="checkbox"/>	
Summary of Campaign Contributions by Class - Form 4223 <input checked="" type="checkbox"/>		Other Permissible Payments - Form 4231 <input checked="" type="checkbox"/>	
Significant Contributors (\$100 or more) - Form 4224 <input checked="" type="checkbox"/>		Shared Election Expense - Form 4232 <input checked="" type="checkbox"/>	
Prohibited Campaign Contributions - Form 4225 <input checked="" type="checkbox"/>		Transfers Between Candidate's Own Accounts - Form 4233 <input checked="" type="checkbox"/>	
Transfers Received from Elector Organization - Form 4226 <input checked="" type="checkbox"/>		Disbursement of Surplus Funds - Form 4234 <input checked="" type="checkbox"/>	
Other Permissible Deposits - Form 4227 <input checked="" type="checkbox"/>		Free Advertising from Jurisdiction - Form 4235 <input checked="" type="checkbox"/>	
Fundraising Function Ticket Sales - Form 4228 <input checked="" type="checkbox"/>		Previous Financial Agents - Form 4236 <input checked="" type="checkbox"/>	

SEE AMENDMENT

4221 - DECLARATIONS AND CAMPAIGN ACCOUNTS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE <i>TERRY L. TRACE</i>	
Declaration: I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the <i>Local Elections Campaign Financing Act (LECFA)</i> .	
SIGNATURE OF CANDIDATE <i>T. Trace</i>	DATE: (YYYY/MM/DD) <i>2014 11 12</i>
PRINTED NAME OF CANDIDATE <i>TERRY L. TRACE</i>	
SIGNATURE OF FINANCIAL AGENT <i>A. Russell Trace</i>	DATE: (YYYY/MM/DD) <i>2014 11, 12</i>
PRINTED NAME OF FINANCIAL AGENT <i>ANTHONY RUSSELL TRACE.</i>	
Campaign accounts:	
NAME OF SAVINGS INSTITUTION <i>BANK OF NOVA SCOTIA.</i>	
ADDRESS <i>2230 SOOKE RD. VICTORIA B.C. V9B 1X1</i>	
NAME OF SAVINGS INSTITUTION	
ADDRESS	
NAME OF SAVINGS INSTITUTION	
ADDRESS	
NAME OF SAVINGS INSTITUTION	
ADDRESS	

4222 - STATEMENT OF INCOME AND EXPENSES

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE

TERRY L. TRACE

Total value of campaign contributions from all sources (from box C on form 4223)

Transfers received from elector organization (from box A on form 4226)

Total other permissible deposits (from box A on form 4227)

Transfers from candidate's own accounts in other jurisdictions (from box A on form 4233)

Total Income (sum of above boxes) **A**

Election expenses (from box A on form 4229)

Transfers to elector organization (from box A on form 4230)

Total other permissible payments (from box A on form 4231)

Transfers to candidate's own accounts in other jurisdictions (from box B on form 4233)

Amount of surplus funds disbursed (from box A on form 4234)

Total Expenditures (sum of above boxes) **B**

4223 - SUMMARY OF CAMPAIGN CONTRIBUTIONS BY CLASS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE TERRY L TRACE.

		All Contributions	
	Individuals		500.00
	Corporations		2,000.00
	Unincorporated Business/Commercial Organizations		
	Trade Unions		
	Non-profit Organizations		
	Other Identifiable Contributors		
	Total	\$	2,500.00 A

Anonymous contributions \$ 0 B

Total contributions (A + B) \$ 2,500.00 C

Total significant contributions (must equal box A on all forms 4224) \$ 2,500.00

Total contributions of less than \$100 \$ N/A

Number of contributors who gave less than \$100 # 0

Number of anonymous contributors # 0

LOCAL ELECTIONS CAMPAIGN FINANCING

4224 - SIGNIFICANT CONTRIBUTORS (\$100 OR MORE)

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE: TERRY L. TRACE PAGE 1 OF 1

Table with columns: DATE OF CONTRIBUTION, FULL NAME OF CONTRIBUTOR, ADDRESS OF CONTRIBUTOR, CLASS, VALUE OF CONTRIBUTION. Includes entries for ANTHONY R TRACE and TERRUS ESTATES LTD.

IF NEEDED, ATTACH ADDITIONAL FORMS
*CLASS OF CONTRIBUTOR:
1 - INDIVIDUAL, 2 - CORPORATION, 3 - UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION
4 - TRADE UNION, 5 - NON-PROFIT ORGANIZATION, 6 - OTHER IDENTIFIABLE CONTRIBUTOR

TOTAL CONTRIBUTIONS A 2,500.00

SEE AMENDMENT

4225 - PROHIBITED CAMPAIGN CONTRIBUTIONS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE <div style="font-size: 1.5em; font-family: cursive; margin-top: 5px;">TERRY L. TRACE</div>	PAGE <input style="width: 20px;" type="text" value="1"/> OF <input style="width: 20px;" type="text" value="1"/>
<p>INSTRUCTIONS: Complete one sheet for each prohibited campaign contribution received. Attach additional forms if necessary.</p>	

RECEIVED FROM	DATE RECEIVED (YYYY/MM/DD)	\$ VALUE	DATE RETURNED (YYYY/MM/DD)	OR	DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)						
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> ANONYMOUS		0									
DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED <p>Complete this field if the prohibited campaign contribution was received from an individual:</p> NAME OF INDIVIDUAL <p>Complete these fields if the prohibited campaign contribution was received from an organization:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">NAME OF ORGANIZATION</td> <td style="width: 20%; padding: 5px;">CLASS*</td> </tr> <tr> <td colspan="2" style="padding: 5px;">MAILING ADDRESS</td> </tr> <tr> <td style="width: 50%; padding: 5px;">NAME OF DIRECTOR</td> <td style="width: 50%; padding: 5px;">NAME OF DIRECTOR</td> </tr> </table>						NAME OF ORGANIZATION	CLASS*	MAILING ADDRESS		NAME OF DIRECTOR	NAME OF DIRECTOR
NAME OF ORGANIZATION	CLASS*										
MAILING ADDRESS											
NAME OF DIRECTOR	NAME OF DIRECTOR										

*** CLASSES OF CONTRIBUTORS:**
 1 - INDIVIDUAL, 2 - CORPORATION, 3 - UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,
 4 - TRADE UNION, 5 - NON-PROFIT ORGANIZATION, 6 - OTHER

**4227 - OTHER PERMISSIBLE DEPOSITS
TO CAMPAIGN ACCOUNT**



LOCAL ELECTIONS CANDIDATE

PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE <i>TERRY L. TRACE</i>	PAGE <input style="width:20px;" type="text" value="1"/>
OF <input style="width:20px;" type="text" value="1"/>	

DATE (YYYY/MM/DD)	TYPE*	DESCRIPTION	AMOUNT
		<i>N/A.</i>	<i>N/A. 0</i>
TOTAL			A <i>0</i>

* TYPE:
 I - Interest
 D - Dividends of shares paid by credit union
 S - Surplus funds from previous election returned by jurisdiction
 F - Fundraising income not reported as a campaign contribution
 O - Other (describe)

4228 - FUNDRAISING FUNCTION TICKET SALES

LOCAL ELECTIONS CANDIDATE

PLEASE PRINT IN BLOCK LETTERS

SUBMIT A SEPARATE FORM FOR EACH FUNCTION HELD



NAME OF CANDIDATE <i>TERRY L. TRACE</i>	PAGE <input type="text" value="1"/>
	OF <input type="text" value="1"/>

DATE OF EVENT (YYYY/MM/DD) <i>N/A.</i>	DESCRIPTION OF FUNDRAISING EVENT
-------------------------------------------	----------------------------------

Income reported as campaign contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Total income reported as campaign contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Remember to report all campaign contributions on form 4223 - Summary of Campaign Contributions by Class, and if applicable, on form 4224 - Significant Contributors (\$100 or more).

Other income not reported as campaign contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

4229 - SUMMARY OF ELECTION EXPENSES

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE

TERRY L TRACE.

Column A

Column B

ADVERTISING

Election Expenses

Election Proceedings Period Expenses

Brochures, pamphlets and flyers

677.60

677.60

Internet

Newspaper, magazine, journal

Radio

Signs and billboards

623.84

623.84

Television

Other advertising

CAMPAIGN ADMINISTRATION

Salaries and wages

Rent, insurance and utilities

Courier and postage

1,113.75

1113.75

Furniture and equipment

Office supplies

Professional services

Other campaign administration expenses

Conventions and meetings

Other campaign related functions

Research and polling

Interest

EXCLUSIONS THAT MUST BE REPORTED

Personal election expenses

Interest on loans for election expenses

Legal and accounting services

Financial agent services

Other expenses (describe)

Total Expenses

A

2,415.19

B

2,415.19

Column A - Report the value of all election expenses for goods and services used in the campaign period. The campaign period is from January 1, 2014 to November 15, 2014.

Column B - Report the value of all election expenses for goods and services used in the election proceedings period. The election proceedings period is from September 30, 2014 to November 15, 2014.

4229 - SUMMARY OF ELECTION EXPENSES

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE
TERRY L TRACE.

	Column A Election Expenses	Column B Election Proceedings Period Expenses
ADVERTISING		
Brochures, pamphlets and flyers	677.60	
Internet		
Newspaper, magazine, journal		
Radio		
Signs and billboards	623.84	
Television		
Other advertising		
CAMPAIGN ADMINISTRATION		
Salaries and wages		
Rent, insurance and utilities		
Courier and postage	1,113.75	
Furniture and equipment		
Office supplies		
Professional services		
Other campaign administration expenses		
Conventions and meetings		
Other campaign related functions		
Research and polling		
Interest		
EXCLUSIONS THAT MUST BE REPORTED		
Personal election expenses		
Interest on loans for election expenses		
Legal and accounting services		
Financial agent services		
Other expenses (describe)		
Total Expenses	A 2,415.19	B 0

Column A - Report the value of all election expenses for goods and services used in the campaign period. The campaign period is from January 1, 2014 to November 15, 2014.

Column B - Report the value of all election expenses for goods and services used in the election proceedings period. The election proceedings period is from September 30, 2014 to November 15, 2014.

SEE AMENDMENT

4230 - TRANSFERS GIVEN TO ELECTOR ORGANIZATION

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE PAGE
OF
TERRY L. TRACE

DATE OF TRANSFER (YYYY/MM/DD)	BALLOT NAME OF ELECTOR ORGANIZATION*	DESCRIPTION (IF NON-MONETARY)	VALUE OF TRANSFER
	N/A		0
TOTAL			A 0

*Also include legal name if different than ballot name.

**4231 - OTHER PERMISSIBLE PAYMENTS
FROM CAMPAIGN ACCOUNT
LOCAL ELECTIONS CANDIDATE**



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE TERRY L. TRACE

PAGE 1
OF 1

DATE (YYYY/MM/DD)	TYPE*	DESCRIPTION	AMOUNT
2014 11 06	B.	BANK CHARGES	8.86
TOTAL			A 8.86

*TYPE:
 B - Bank fees
 E - Intended election expense that was not used
 F - Payments made for fundraising purposes
 N - Nomination deposit
 O - Other (describe)

4232 - SHARED ELECTION EXPENSE

LOCAL ELECTIONS CANDIDATE

PLEASE PRINT IN BLOCK LETTERS



SUBMIT A SEPARATE FORM FOR EACH SHARED ELECTION EXPENSE

NAME OF CANDIDATE <i>TEERY. L. TRACE</i>	PAGE <input style="width: 20px;" type="text" value="1"/> OF <input style="width: 20px;" type="text" value="1"/>
---------------------------------------------	--------------------------------------------------------------------------------------------------------------------

DESCRIPTION OF SHARED EXPENSE <i>N/A</i>

Total value of shared election expense	<i>0</i>
Candidate's portion of shared election expense*	
Amount paid directly to supplier (if applicable)	
Amount of reimbursements given to other candidate(s)	
Amount of reimbursements received from other candidates	

*Note: Remember to include your portion of the shared expense as an election expense on form 4229 - Summary of Election Expenses.

Full names of other candidates with whom the expense was shared:

LAST NAME	FIRST NAME	MIDDLE NAME
<i>N/A.</i>		

4233 - TRANSFERS BETWEEN CANDIDATE'S OWN CAMPAIGN ACCOUNTS

LOCAL ELECTIONS CANDIDATE

PLEASE PRINT IN BLOCK LETTERS



NAME OF CANDIDATE
TERRY H. TRACE

PAGE 1
 OF 1

Transfers between candidate's own campaign accounts in same jurisdiction

PURPOSE	AMOUNT
N/A	0

Transfers from candidate's own campaign accounts in other jurisdictions

DATE OF TRANSFER (YYYY/MM/DD)	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION)	AMOUNT
	N/A	0
TOTAL		A 0

Transfers to candidate's own campaign accounts in other jurisdictions

DATE OF TRANSFER (YYYY/MM/DD)	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION)	AMOUNT
	N/A	0
TOTAL		B 0

The amounts in boxes A and B must be carried forward to form 4222.

4234 - DISBURSEMENT OF SURPLUS FUNDS

LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE **TERRY L. TRACE**

Balance remaining in campaign account(s) after payment of all expenses **75.95** A

Total amount of campaign contributions from candidate ~~2500.00~~ B

Amount reimbursed to candidate from campaign account for the candidate's contributions to their campaign ~~75.95~~ C

Date of reimbursement to candidate (YYYY/MM/DD) **2014 11,06**

Amount of remaining surplus funds (after any reimbursement under box C) **75.95** D

If the amount in Box D is \$500 or more, it must be paid to the jurisdiction in which the candidate ran for election. Provide the date of payment (YYYY/MM/DD). **N/A.**

If the amount in Box D is less than \$500 provide details of how it was disbursed.

DATE (YYYY/MM/DD)	DESCRIPTION	AMOUNT
2014 11,06	PAID CASH TO ANTHONY R. TRACE.	\$ 75.95

4234 - DISBURSEMENT OF SURPLUS FUNDS
LOCAL ELECTIONS CANDIDATE



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE

Balance remaining in campaign account(s) after payment of all expenses

75.95 A

Total amount of campaign contributions from candidate

2500.00 B

Amount reimbursed to candidate from campaign account for the candidate's contributions to their campaign

75.95 C

Date of reimbursement to candidate (YYYY/MM/DD)

2014 11,06

Amount of remaining surplus funds (after any reimbursement under box C)

0 D

If the amount in Box D is \$500 or more, it must be paid to the jurisdiction in which the candidate ran for election. Provide the date of payment (YYYY/MM/DD).

N/A

If the amount in Box D is less than \$500 provide details of how it was disbursed.

DATE (YYYY/MM/DD)	DESCRIPTION	AMOUNT
2014 11,06	PAID CASH TO ANTHONY R. TRACE	\$ 75.95

SEE AMENDMENT

**4236 - PREVIOUS FINANCIAL AGENTS
LOCAL ELECTIONS CANDIDATE**



PLEASE PRINT IN BLOCK LETTERS

NAME OF CANDIDATE <i>TERRY H. TRACE</i>		
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) <i>N/A</i>		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS		PHONE NO.
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS		PHONE NO.
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS		PHONE NO.
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)		
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME
FINANCIAL AGENT MAILING ADDRESS		PHONE NO.
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)