

BOND

**CNA SURETY**

PO Box 5077 Sioux Falls SD 57117-5077

1-800-331-6053  
Fax 1-605-335-0357  
www.cnasurety.com

TO THE INSURED:

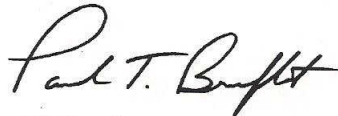
Enclosed is the JANITORIAL SERVICES BOND you requested. **To protect you and your employees against unjustified allegations of dishonesty, the employee must be convicted before coverage will apply.**

You have taken the first step toward protecting your subscribers from potential losses due to dishonest acts of your employees. To more completely protect your subscribers, you should make sure your business has the following controls over employees when working at a third-party's place of business or home.

1. Thorough BACKGROUND AND REFERENCE CHECKS before hiring.
2. On-site SUPERVISION of employees.
3. Adequate CONTROL OVER KEYS AND BUILDING ACCESS.
4. Unannounced INSPECTIONS of employees at work site.

With these controls and a bond, the likelihood of a loss to your subscribers is substantially reduced.

Sincerely,



Paul T. Bruflat  
Senior Vice President

Enclosure