An examination of corporate structure, financial resources, international coverage and collection expertise.



TOTAL CONCEPT COLLECTION 1980



Bruce B. Hopewell



Maurice V. Karmen



Michael P. Kellam



Bernard C. Klemann



George F. Kopp



Lawrence Marks



John H. Moynan



Bernard R. Noble



Mayer Ovadia



Carl Passen



Ian W. Sellors



Irving Shapiro



Gerald R. Stephens



Gordon C. Watt



Terence A. Wunsch



The Professional Approach

# FINANCIAL COLLECTION AGENCIES

# **Directors and Executives**



Guillaume Brossard



**Edward Craig** 



Edward A. Doyle



John A. Gordonsmith



A. Peter Hendricks



Martin J. Lubotta



Pierre P. Labelle



H. Lou Letourneau



Jack D. Lubotta





John Russell



Martin M. Scullion



Robert J. Prince



John Robertson



Howard A. Rooth

### Five Year Financial Review



Highlights	1979	1978	1977	1976	1975
Accounts Accepted for Collection	\$308,000	,000 267,000,000	251,000,000	246,000,000	241,000,000
Gross Revenue	\$ 23,657	,205 18,961,018	16,156,848	14,214,087	13,996,526
Earnings Before Depreciation and Taxes	\$ 4,356	<b>,087</b> 4,017,702	3,104,871	2,554,516	2,369,919
Provision for Income Taxes	\$ 1,841.	<b>,576</b> 1,777,288	1,310,762	1,204,410	1,076,115
Net Earnings	\$ 2,103.	,108 1,883,920	1,513,340	1,132,032	1,109,774
Net Earnings Per Share	S	<b>0.47</b> 0.44	0.35	0.26	0.26
Working Capital	\$ 4,788.	<b>,820</b> 5,185,723	4,071,794	3,239,284	2,722,269
Number of Shares Outstanding	4,522	,504 4,296,600	4,296,600	4,296,600	4,296,600
Dividends Paid to Shareholders	\$ 535.	<b>,923</b> 515,592	515,592	515,592	515,592
Annual Dividend Rate Per Share	\$	0.12	0.12	0.12	0.12
Special Tax-Free Dividend	\$ 1,085.	,401 —	_	_	_

#### **Board of Directors**

Edward A. Doyle
A. Peter Hendricks
Maurice V. Karmen
George F. Kopp
Jack D. Lubotta
Mark S. Lubotta
Martin J. Lubotta
Lawrence Marks
Bernard R. Noble
Irving Shapiro
Gerald R. Stephens
Gordon C. Watt

#### U.K. Directors

Edward A. Doyle Jack D. Lubotta Mark S. Lubotta Lawrence Marks G.R. Stephens

#### Vice-Presidents

John A. Gordonsmith Bruce B. Hopewell Michael P. Kellam Bernard C. Klemann H. Lou Letourneau John H. Moynan Robert J. Prince Howard A. Rooth Ian W. Sellors Terence A. Wunsch

#### U.K. Group

C. Davis - Birmingham Manager of Services

E. A. Doyle — Managing Director

D. Ghosh — Technical Accounts Services

D. Mullen - Marketing Director

D. Taylor — Executive Assistant

J. Tulliver — Accounting Services

#### Corporate Officers

Jack D. Lubotta, President
G.R. Stephens, Executive V.P. and Assistant Secretary
Mark S. Lubotta, Senior Vice-President and Treasurer
Maurice V. Karmen, Senior Vice-President
George F. Kopp, Senior Vice-President
A. Peter Hendricks, Senior Vice-President
Bernard R. Noble, Senior Vice-President
Edward A. Doyle, Vice-President
John A. Gordonsmith, Secretary

#### Corporate Services

Guillaume Brossard, Controller
John A. Gordonsmith, C.A., Vice-President — Finance
Pierre P. Labelle, Manager — Accounting Services
John H. Moynan, Director — Administrative Services
Mayer Ovadia, Assistant Controller
Carl Passen, Client Services
John Robertson, Manager — Computer Support Systems
Martin M. Scullion, Manager — Communications

#### Institutional Division

Robert J. Prince - Director

Hospital / Medical Division

Terrence A. Wunch - Director

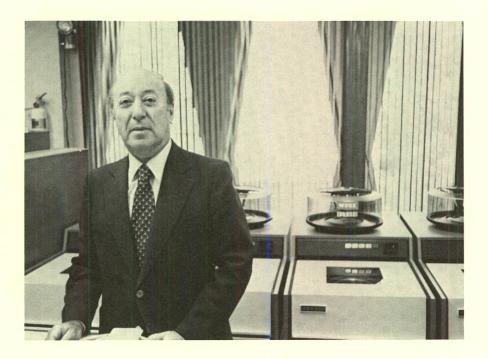
Director
HOWARD ROSS LIBRARY
OF MANAGEMENT
OF MANAGEMENT
MAR 17 1980

MAGILL UNIVERSITY

FINANCIAL COLLECTION AGENCIES



# Report from the President



The credit industry is constantly evolving and large Corporations, Institutions and Governments realize the use of professionals like ourselves to augment their own collection procedures, has become a highly accepted and a necessary business practice. FCA, with its substantial financial resources, experienced management and personnel, is meeting these new and changing requirements with great success. Being recognized as the leader in our field by the Credit Granting Community is an enormous motivating advantage and is a major factor in our continued growth and high recoveries, consistently performed in a dignified and businesslike manner.

I am pleased to report our Accounts Accepted for Collection rose to a new record of \$308,000,000 compared to \$267,000,000 last year, an increase of 15%. Our Gross Revenues also rose to record levels of \$23,657,205 versus \$18,961,018, an improvement of 25%; total Earnings Before Depreciation and Taxes to \$4,356,087 from \$4,017,702, while our Net Earnings showed an increase of 12%, growing to \$2,103,108 as compared to \$1,883,920 for the previous year. Expressed on an Earnings Per Share basis, these figures translate to 47 cents for the current year versus 44 cents last year. It should be noted these calculations are based on 4,522,504 shares in 1979 versus 4.296,600 in 1978. Had there been the same number of shares in 1978 as in 1979, the earnings per share for 1978 would have been adjusted downward to 42 cents per share. The additional shares released during the current year resulted from the acquisition of Collection Control, an organization with nine offices. Because of the increased number of shares, the regular Dividends paid amounted to \$535,923 versus \$515,592 for last year. The Company also issued a special Tax-Free Dividend to all shareholders in the amount of \$1.085.401 in December, 1978 out of its tax paid undistributed surplus on hand.

During the year, FCA was awarded a prestigious contract by the United States Govern-

ment through its Department of Health, Education and Welfare, Office of Education. This is an experimental contract of defaulted Federally Insured Student Loans. We were extremely pleased that, after careful consideration and study, the Government chose FCA as the successful recipient of this one year contract. While it is much too soon to judge the returns on this award, the fact FCA was selected over many other companies confirms our long history of success and that our strong financial position plus our fine reputation based on recovery performance, led to the awarding of this contract. The competition was keen and every major agency bid for the contract.

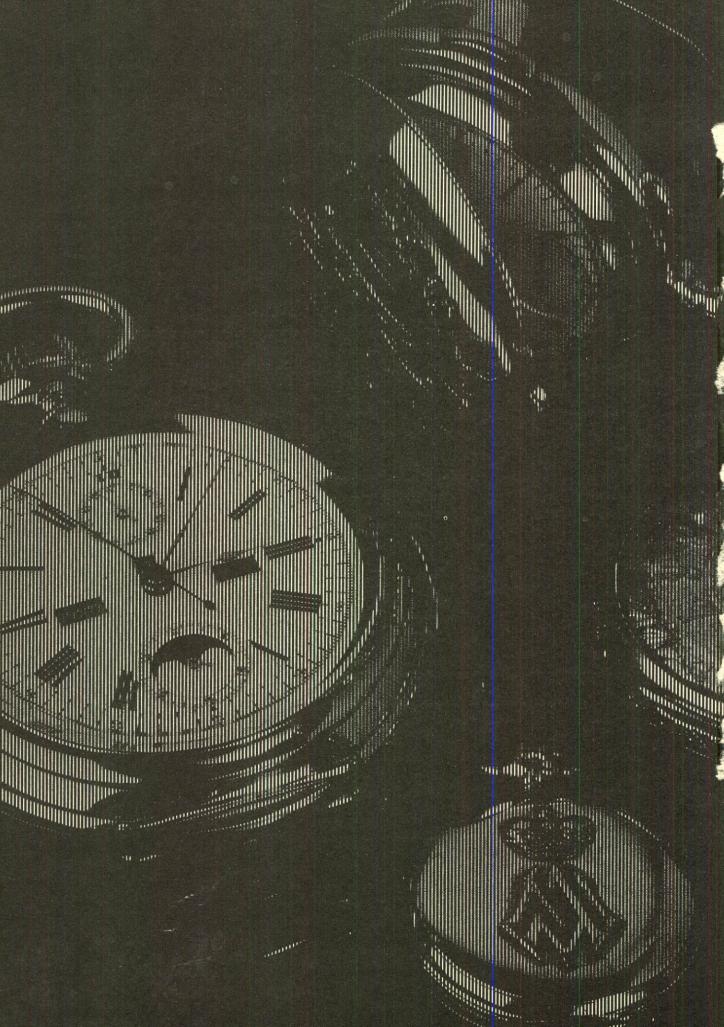
During the past year we successfully integrated the operations of Collection Control. This major acquisition, which took place in September of last year's fiscal period, is now contributing considerably to FCA's operation. A most important contribution of course is the top management team of Collection Control who are playing a vital role within the FCA organization. A few smaller regional FCA offices were closed this past year while one new office was opened in San Diego, California. Our coverage in the State of California is now expanded to three offices. One of our major philosophies is to concentrate more on the medium and large offices with a view to added growth in that direction. We are still studying various acquisition candidates and should we complete any transactions in that direction, we will report on them as they are completed.

FCA has embarked on an ambitious and progressive data communications program. We are in the process of installing an Advanced Data Network to be called ADNET, in each of our branch offices. Branches will now all be linked to our central computer through the use of sophisticated computer terminals. Installations have already commenced and these units will allow for immediate transfer of data from the FCA offices to our main central computer. Every office is scheduled for a model of the ADNET terminal. Larger FCA offices will be receiving more sophisticated hardware to handle larger volumes of transactions. All offices will be equipped with printers, CRT screens and from two to eight disc drives. By the end of the fiscal year, it is expected we will have 80% of our branches linked on the ADNET program. The system, unique to FCA and unique in our industry, will ensure our position as the most sophisticated supplier of computer data to our client base. Every phase of our client accounting system will be enhanced.

We have just completed a record year and with the momentum of growth in the early part of the year continuing, we are confident the coming year will continue to show excellent results.

4.5 Cubotto

J.D. Lubotta
President



# Advancements in the Collection Industry

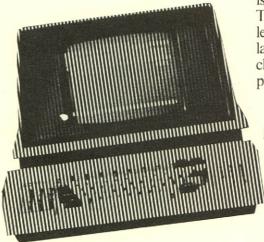


#### ADNET stands for "Advanced Data NETwork"

ADNET is a development which FCA is extremely proud of and is another forward step in FCA's goal of providing the finest collection service for the credit granting community. ADNET was developed by the Data Processing Division of FCA after hundreds of man hours of consultations with FCA executives and regional branch managers. Major FCA clientele and experts in the Data Communication field were also consulted. In early 1978, FCA made a major corporate decision; every FCA office must have computer access to FCA's massive in-house computer files prior to the end of 1981. In late 1979, the first test terminals were installed and by the early mid 1980s, it is expected that 80% of FCA's offices will be on the ADNET computer system.

An ADNET system is built around a specially developed terminal from Texas Instruments. Depending on size, volume and anticipated growth of a particular FCA office, it is assigned an ADNET configuration. At the very minimum, an ADNET system consists of a CRT screen, 24K to 128K of memory, a keyboard input device, two disc drives and one hispeed Matrix printer. In addition, each ADNET system comes with communications facilities which will be used to link ADNET with the FCA main computer. Upgrades were also made during the year to the main computer; the memory has been lifted to 512K, four new high density disc drives were purchased and we now have 968 megabytes of high speed on line storage. In addition, special communication facilities were set up to handle "linkage" with ADNET satellite terminals.

Version one of ADNET accomplishes five main tasks in each office. Later on, upgrading will take place to enable ADNET to handle other daily routine clerical tasks which occur in every FCA office.



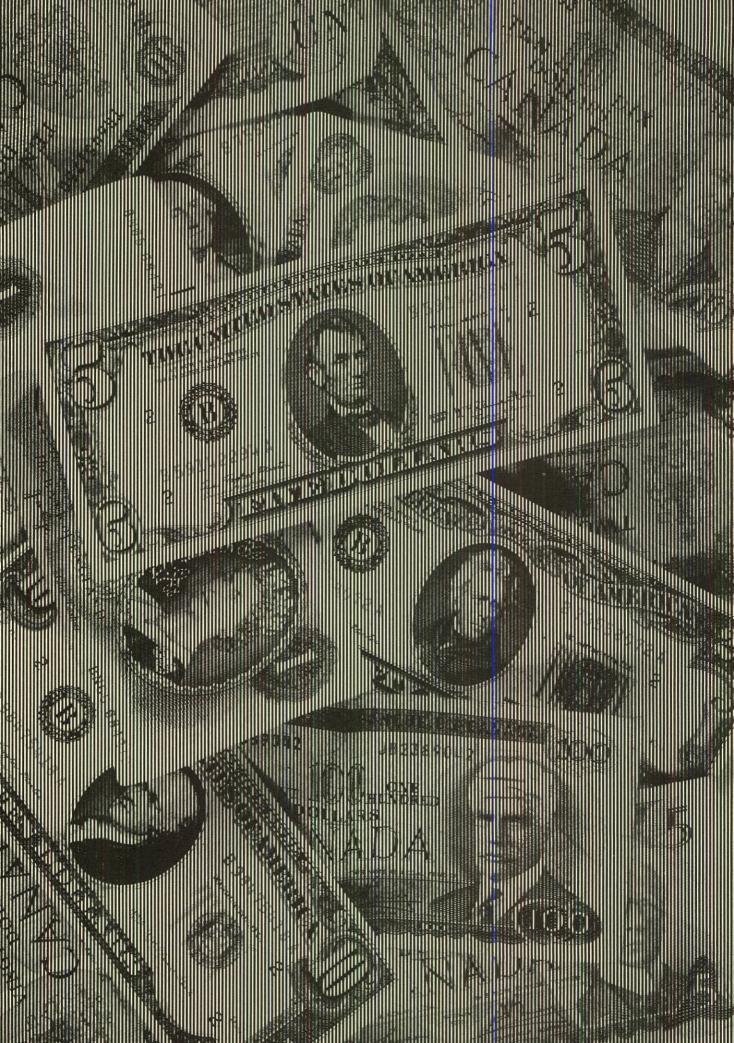
Effective immediately upon installation, daily information on all collection activity will be used as input to the ADNET system which will be transmitted to the main computer as well as providing each branch with detail and summary statistics on its operation. All new accounts assigned for collection will be processed through ADNET and thereby provide systematic updating of FCA's centralized computer files. Preparation of work documents to set up each collection file in the FCA office will be printed out on the ADNET printer. This will speed up the flow of accounts into the collection mode. Letters of acknow-

ledgment to the client, collection letters destined for the client's creditor and some client correspondence will also be processed on the terminal's printer. A special feature of the ADNET system was the development of a six part sealed mailer. When this form is processed through the printer, it comes off ready for mailing. The complete text of the message is created inside the mailer. A copy is generated for office file records and the packet is ready to have postage applied! There is no folding, inserting of letter or return envelope so delays cannot take place. Special client requirements will also be processed on ADNET.

FCA views ADNET as a progressive extension of the type of services FCA offers to its clientele. ADNET will ease operating burdens in many areas, which allows concentration of major efforts on collection and recovery programs. The accuracy of information received

by the main computer will be virtually error-free and processed on a timely daily basis. From this, new types of statistical analyses can be developed which will allow immediate management action to ensure continued high recoveries in all areas of the Company's operation. FCA's primary goal — improvement in recoveries!

Eventually, this communication system between branches, along with exchange of data to the clients, will probably be the most sophisticated advance within the collection industry from an EDP standpoint.



# **Retail Services Division**

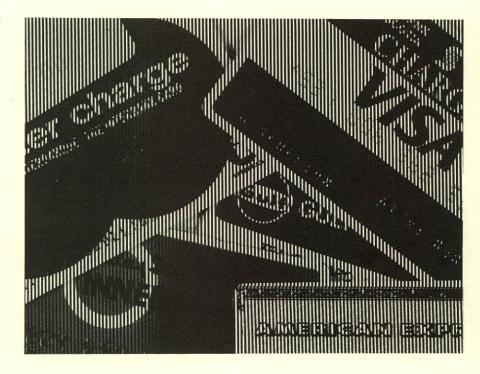


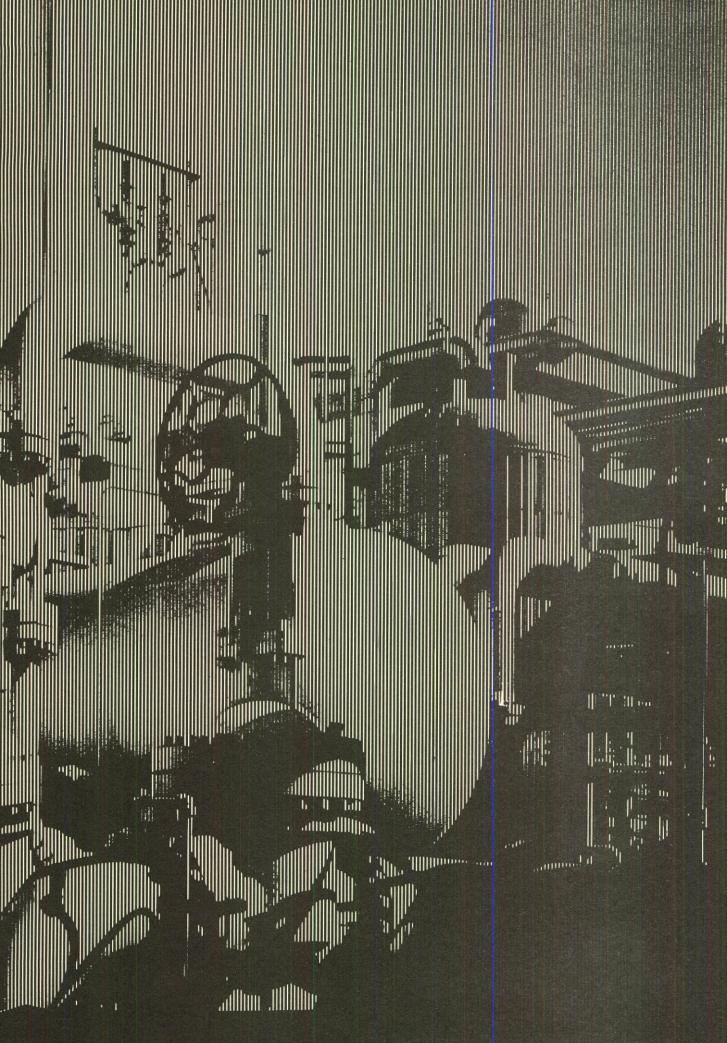
A retail claim arises from an obligation to pay for goods sold or leased, services rendered, or monies loaned for personal use.

The continued growth of consumer credit, the mobility of the population, and of course the increase in prime interest rates, has forced many businessmen to take a long hard look at their receivables. Accounts which were placed with outside agencies at 120 to 180 days are now being placed for collection much sooner, enhancing the possibility of collection. Today we often see placements in the 60 to 120 day period.

Our experience in retail collections, gained over half a century, has taught us there is no substitute for regional collection branches that can maintain lines of communication with the local populace, using the most effective and appropriate collection techniques. For this reason FCA maintains full-service collection centers in 64 demographic regions of the United States and Canada, as well as 5 in the United Kingdom and Ireland. Being close to the consumer makes for the clearest and best communication and good communication is what makes FCA successful.

Trying to collect an overdue bill from a consumer in Memphis from a collection office in Chicago, as some agencies attempt, is never a consistently effective collection approach. The name FCA has, over the years, become synonymous with "Debtor Proximity" collections, an acknowledgment of our proven expertise in the retail area of our operations.





# **Commercial Services Division**

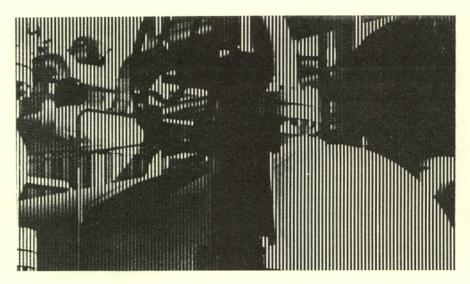


A Commercial claim arises from an obligation to pay for goods sold or leased, services rendered, or monies loaned for use in the conduct of a business and not for personal consumption.

Over the past 18 months FCA has carefully defined its role as commercial recovery specialists, and a number of positive marketing programs, streamlined collection systems and techniques were inaugurated.

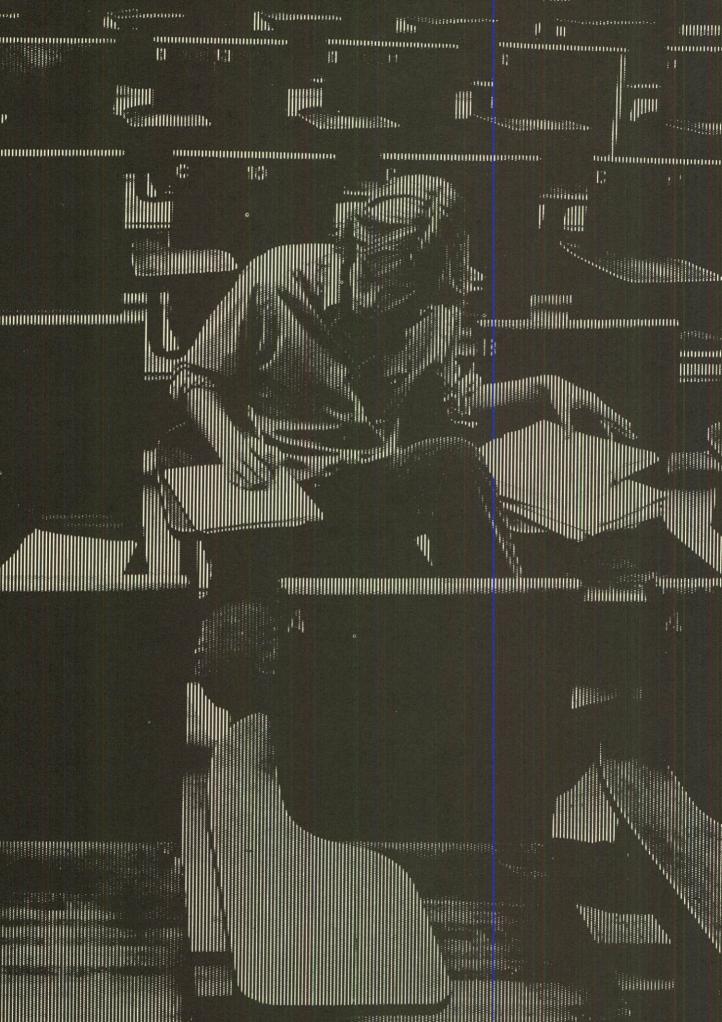
Special commercial adjuster teams are now assembled in key North American cities. These teams, consisting of trained marketing representatives and seasoned adjusters, work constantly on improving and upgrading systems and techniques within the Commerical Services Division.

Among the innovations developed by the Commercial Division include a re-designed multipart Account Placement Form, a unique new Free-Demand Service (probably the most effective in the industry), and an improved Account Reporting System controlled by our Central Data Processing Department. This ultra-modern Reporting System enables FCA to advise clients within a prespecified period of time, on the likelihood of effecting collection and current status of the account.



In the coming months, plans call for the expansion of the FCA Commercial Division to meet the growing demand of our mercantile clients.

Because of our experience in handling foreign collections, FCA's International Service operating out of our New York offices, will be strengthened to meet the anticipated demand for this specialized service. Teamed with our Overseas Division based in the United Kingdom, our coverage is greatly enhanced.





# Institutional Division

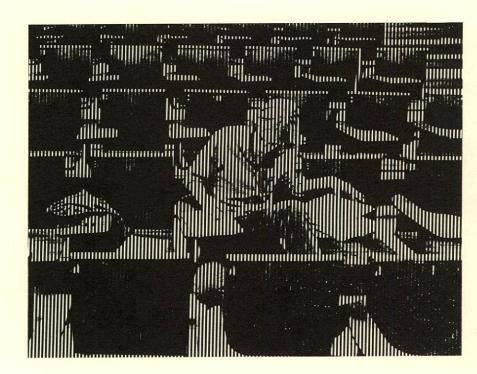
An Institutional Claim arises from an obligation to pay for services rendered, materials sold or leased, or monies loaned to an individual through or by an institution, whether it be private or public.

On April 23, 1979, FCA announced the creation of a separate corporate division dedicated to the administration and marketing of the company's involvement in the college student loan and receivable area. Known as the Institutional Division, it is based in Philadelphia where its Director, Robert J. Prince and staff deal with the day to day complexities of the campusbased, federal and state loan programs.

A prime responsibility of the Institutional Division is liaison with the Federal Government to ensure compliance with rules and regulations in the federally supported college loan programs as they pertain to the collection industry. Submission of Request for Proposals on the part of FCA and validation and execution of all contracts also is an important function of the division. Publications such as the department's Student Loan Bulletin, and its newsletter periodical "It's Academic", provide FCA personnel and institutional clients with up-to-date information on matters pertaining to student loan programs. FCA's commitment to its Institutional Division is total support of its purpose of providing the optimum in professional service to its academic

clientele.

This year the most significant achievement was the awarding of the United States Government Contract to FCA for Federally Insured Student Loans by the Department of Health, Education and Welfare. To date, FCA has provided the Government with significant recoveries and this pilot project seems to be the beginning of an excellent relationship with the United States Government. In Canada, FCA provides a similar recovery service to the Canadian Government under a similar Institutional Division program.





We have examined the consolidated balance sheet of FCA INTERNATIONAL LTD. as at June 30, 1979 and the consolidated statements of earnings, retained earnings and changes in financial position for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion these consolidated financial statements present fairly the financial position of the company as at June 30, 1979 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

COOPERS & LYBRAND Chartered Accountants



# FCA INTERNATIONAL LTD.



Consolidated B as at June 30, 1979	alalice Slieet	1979 \$	1978
Assets			
_	Current Assets		
	Cash and term deposits	3,505,299	4,295,09
	Accounts receivable — clients	2,102,291	1,591,38
	Sundry accounts receivable (note 3)	352,804	264,97
	Income taxes recoverable	392,152 593,297	73,42 554,75
		6,945,843	6,779,6
	Trust Funds	0,743,043	0,779,0.
	Cash	3,012,252	2,621,74
	Fixed Assets (note 4)	1,435,679	1,259,64
	Other Assets		
	Sundry accounts receivable (note 3)	136,041	153,00
	Organization expenses	35,706	24,4
	Goodwill (note 1)	3,595,122	2,317,0:
		3,766,869	2,494,58
		15,160,643	13,155,60
Liabilities	Current Liabilities  Accounts payable and accrued liabilities	1,133,088	812,43
	THEORIE LAXES	1,023,935	781,47
	Fund Held in Trust for Clients	2,157,023 3,012,252	1,593,90 2,621,74
		5,169,275	4,215,64
Shareholders' E	Equity		
	Capital Stock (note 2) Authorized — 6,000,000 common shares without nominal or par value Issued and fully paid — 4,522,504 shares (1978 — 4,296,600)	1,994,289	1,244,28
	Retained Earnings	7,997,079	7,695,66
		9,991,368	8,939,95

Signed on behalf of the Board J.D. Lubotta, Director

G.R. Stephens, Director

# FCA INTERNATIONAL LTD.



Lulisullatea Sta	atement of Earnings	1979	1978
for the year ended June 30, 1979		\$	\$
	Gross Revenue from Operations	23,657,205	18,961,018
	Expenses (Other Income)  Operating, selling and administration  Amortization of goodwill  Depreciation and amortization  Foreign exchange gains	20,291,614 85,703 325,700 (460,544)	15,647,086 60,336 296,164 (405,396
	Investment income	(529,952)	(298,38
		19,712,521	15,299,81
	Provision for Income Taxes	3,944,684 1,841,576	3,661,20 1,777,28
	Net Earnings for the Year	2,103,108	1,883,92
	Earnings per Share	0.47	0.4
Consolidated Sta	atement of Retained Earnings	1979	1978
or the year ended June 30, 1979	3	\$	\$
	Balance — beginning of year  Net earnings for the year	7,695,664 2,103,108	6,327,33 1,883,92
		9,798,772	8,211,25
	15% tax paid to create tax-paid undistributed surplus  Dividend paid out of tax-paid undistributed surplus	180,369 1,085,401	
	Dividends — regular	1,265,770 535,923	515,59
		1,801,693	515,59
	Balance — end of Year	7,997,079	7,695,66
Consolidated Sta	atement of Changes in Financial		1978
osition	Source of Working Capital	S 2514511	\$
Position or the year ended June 30, 1979	Provided from operations	2,514,511 750,000 12,632	\$ 2,240,4
	Provided from operations	2,514,511 750,000	2,240,4
	Provided from operations Issue of common shares. Decrease in other assets.  Use of Working Capital Tax paid to create tax-paid undistributed surplus. Dividends.	2,514,511 750,000 12,632 3,277,143 180,369 1,621,324	2,240,4
	Provided from operations Issue of common shares.  Decrease in other assets.  Use of Working Capital  Tax paid to create tax-paid undistributed surplus	2,514,511 750,000 12,632 3,277,143	2,240,4 2,240,4 515,5 456,3
	Provided from operations Issue of common shares. Decrease in other assets  Use of Working Capital  Tax paid to create tax-paid undistributed surplus Dividends. Additions to fixed assets Investment in subsidiary company, less working capital acquired.	2,514,511 750,000 12,632 3,277,143 180,369 1,621,324 469,069	2,240,4 2,240,4 515,5 456,3
	Provided from operations Issue of common shares. Decrease in other assets  Use of Working Capital  Tax paid to create tax-paid undistributed surplus Dividends. Additions to fixed assets Investment in subsidiary company, less working capital acquired.	2,514,511 750,000 12,632 3,277,143 180,369 1,621,324 469,069 1,403,284	020

#### FCA INTERNATIONAL LTD.



# Notes to Consolidated Financial Statements

for the year ended June 30, 1979

1. Significant Accounting Policies

Basis of Consolidation — These consolidated financial statements include the accounts of all domestic and foreign subsidiaries, all of which are wholly-owned.

Translation of Foreign Currencies — Current assets and liabilities are translated into Canadian dollars at the exchange rates prevailing at the balance sheet date; other assets and liabilities at the exchange rates prevailing at the date of the transaction. Income and expenses in foreign currencies are converted at the average annual rate of exchange; depreciation and amortization at the exchange rate ruling when the asset was acquired.

Goodwill — Goodwill represents the excess of the cost of investment in businesses purchased over net assets acquired and is being amortized over forty years.

Revenue — Revenue is recognized upon receipt of funds from collections. Funds held in trust for clients are remitted within one month from the month of collection.

Fixed Assets and Depreciation — Fixed assets are stated at cost less accumulated depreciation. Assets of Canadian companies are depreciated by the reducing balance method at rates varying between 20% and 30%. Assets of United States companies are depreciated by the straight-line method at rates varying between 5% and 33-1/3%.

#### 2. Investment in Subsidiaries

During the year the company acquired a group of companies in the collection business, which have been accounted for on the purchase method. Accordingly, the results of operations from September 1, 1978 have been included in these consolidated financial statements.

Details are as follows:	\$
Net assets acquired (including goodwill of \$306,060)	599,284
Excess of purchase price over net	
assets acquired	1,057,716
Consideration	1,657,000
Cash	657,000
Notes due in 1979 and 1980	250,000
225,904 common shares	750,000
	1,657,000

#### 3. Sundry Accounts Receivable

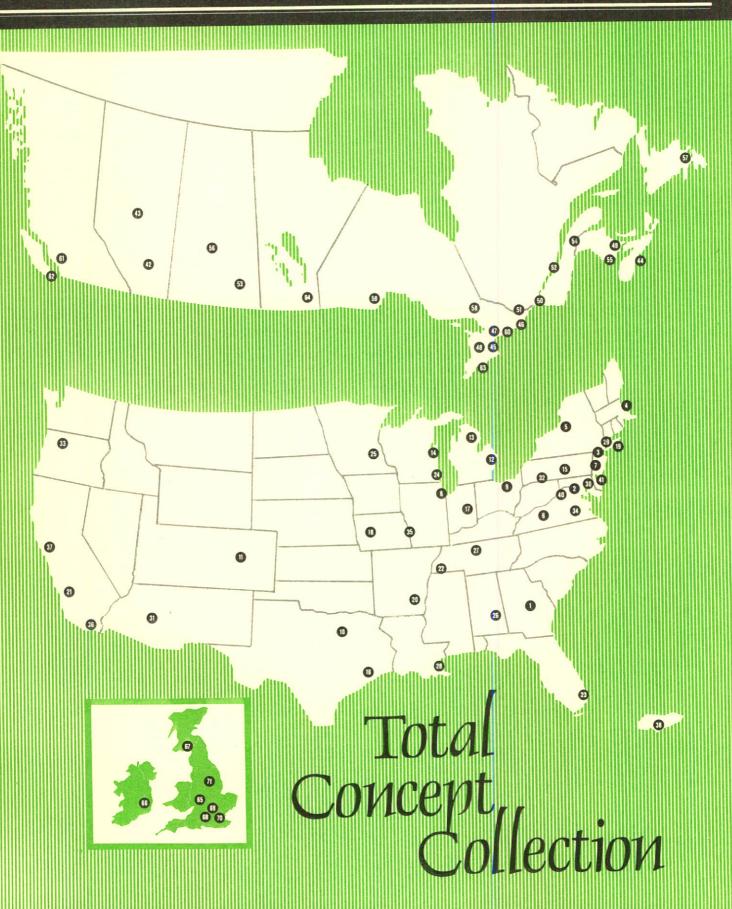
Included with sundry accounts receivable are loans aggregating \$112,824 (1978 — \$198,829) to employees to permit them to purchase shares of the company of which \$54,542 (1978 — \$99,773) is due by directors. As at June 30, 1979, the aggregate market value of shares pledged against these loans is \$200,632 (1978 — \$221,876).

4. Fixed Assets	1979 \$	1978
Real estate. Computer Computer Computer programs. Automobiles Furniture and fixtures Leasehold improvements Cost Accumulated depreciation	15,465 516,564 248,157 323,066 1,672,860 374,439 3,150,551 1,714,872 1,435,679	3,695 381,279 248,157 292,788 1,414,896 280,330 2,631,145 1,371,499 1,259,646
5. Directors' and Officers' Remuneration	1979 S	1978 \$
Remuneration paid to twelve (1978—twelve) directors as directors	10,296	6,130
By parent By subsidiaries	436,648	230,930 120,690
	436,648	351,620
	450,040	331,020

# FINANCIAL COLLECTION AGENCIES



International Directory of offices



# International Directory of Offices



111	iccinatio	mar Dire	ctory or Offices
		(10.1) 0 (1.20/2	S L S L S S S S S S S S S S S S S S S S
	Atlanta	(404) 261-3865	Suite 514, 3030 Peachtree Road, N.W., Atlanta, Georgia 30305
	Baltimore	(301) 837-7252	Suite 1207, 10 E. Baltimore, Baltimore, Maryland 21202
	Bloomfield Boston	(201) 777-3565 (617) 321-6100	2nd Floor, 925 Clifton Ave., Clifton, New Jersey 07013 Suite 7, 214 Commercial St., Malden Annex, Boston, Mass. 02148
	Buffalo	(716) 852-6481	Suite 324, 107 Delaware Ave., Buffalo, N.Y. 14202
	Charleston	(304) 343-8813	2nd Floor, 1206 Kanawha Boulevard, Charleston, West Virginia 25301
	Cherry Hill	(609) 234-9000	Suite H, 139 Gaither Drive, Mt. Laurel, New Jersey 08054
8.	Chicago	(312) 822-9720	Suite 2230, 500 N. Michigan Ave., Chicago, Illinois 60611
	Cleveland	(216) 842-6768	Suite 301, Lincoln Tower, 6902 Pearl Road, Middleburg Heights, Ohio 44130
	Dallas	(214) 748-9823	Suite 300, 2906 Maple Avenue, Dallas, Texas 75201
	Denver	(303) 759-8020	Suite 510, WC 111, 1780 So. Bellaire St., Denver, Colorado 80222
	Detroit Grand Rapids	(313) 557-1430 (616) 531-3222	Suite 336, 17117 W. Nine Mile Rd., Southfield, Mi. 48075 Suite 204, 2757 44th St. S.W., Wyoming, Michigan 49509
	Green Bay	(414) 437-0481	221 Cherry St., Green Bay, Wisconsin 54305
	Harrisburg	(717) 761-7373	Hemlock Building, 5000 Lenker St., Mechanicsburg, Penn. 17055
	Houston	(713) 789-7120	1 Westheimer Place, Suite 216, 2620 Fountain View, Houston, Texas 77057
	Indianapolis	(317) 788-9711	Suite 29, 537 Turtle Creek So. Dr., Indianapolis, Indiana 46227
	Kansas City	(913) 236-6200	Suite 122, 1900 W. 47th Place, Shawnee Mission, Kansas 66205
	Long Island	(516) 536-5760	Suite 320 West, 100 Merrick Road, Rockville Centre, Long Island, N.Y. 11570
	Little Rock	(501) 664-3992	Suite 212, 1501 N. University Ave., Little Rock, Arkansas 72207
21.	Los Angeles Memphis	(213) 285-1234 (901) 365-8100	125 South Pine St., San Gabriel, California 91776
23	Miami	(305) 652-9595	Building D, 2500 Mt. Moriah Road, Memphis, Tennessee 38118 Suite 601, 18350 North West, 2nd Ave., Miami, Florida 33169
	Milwaukee	(414) 463-6010	Suite 50, 9120 W. Hampton Ave., Milwaukee, Wisconsin 53225
	Minneapolis	(612) 222-1533	Suite 316, 419 Robert Street, Saint Paul, Minnesota 55101
26.	Montgomery	(205) 834-7421	Suite 401, 100 Commerce Street, Montgomery, Alabama 36104
27.	Nashville	(615) 327-2114	Suite 825, 1808 West End Ave., Nashville, Tenn. 37203
	New Orleans	(504) 246-3891	Suite 415, 10001 Lake Forest Blvd., New Orleans, Louisiana 70127
	New York	(212) 869-8250	Suite 450, 1515 Broadway, New York, N.Y. 10036
30.	Philadelphia	(215) 687-4601	Suite 100-114, 175 Strafford Avenue, Wayne, Penn. 19087
31.	Phoenix	(602) 264-2755	513 W. Thomas Road, Phoenix, Arizona 85013
32.	Pittsburgh Portland	(412) 922-8500 (503) 223-5171	Suite 655, Seven Parkway Centre, Pittsburgh, Pennsylvania 15220 Suite 610, 729 S.W. Alder, Portland, Oregon 97205
	Richmond	(804) 353-9525	Suite 201, 2120 Staples Mill Road, Richmond, Virginia 23230
35.		(314) 576-1400	Suite 112, 11933 Westline Industrial Drive, St. Louis, Mo. 63141
36.		(714) 232-6525	Suite 1410, 110 West C. Street, San Diego, California 92101
37.		(415) 348-3717	260-B Baldwin Avenue, San Mateo, California 94401
38.		(809) 723-9530	Suite 902, 1225 Ponce de Leon, San Juan, Puerto Rico 00908
39.	Toledo	(419) 865-8045	Suite 201, 5425 Southwick Boulevard, Toledo, Ohio 43614
40.	Washington	(202) 363-6792	Suite 608, 7101 Wisconsin Avenue, Bethesda, Md. 20014
41.	Wilmington	(302) 655-3317	Suite 703, 1800 Pennsylvania Ave., Wilmington, Delaware 19806
42.	Calgary	(403) 265-8180	Suite 245, 808 4th Avenue, S.W., Calgary, Alberta T2P 0K4
43.	Edmonton	(403) 482-5412	Suite 201, 12315 Stony Plain Road, Place 123, Edmonton, Alberta T5N 3N2
44.	Halifax	(902) 429-9160	Suite 701, 1888 Brunswick St., Halifax, Nova Scotia B3J 3J8
45.	Hamilton	(416) 526-1721	Suite 807, Union Gas Bldg., 20 Hughson St. S., Hamilton, Ont. L8N 2A1
46.	Kingston	(613) 549-6774	847 Princess Street, Suite 209, Westgate Square, Kingston, Ontario K7L 1G9
47.	Kitchener	(519) 576-3530	Suite 307, 7 Duke St. W., Kitchener, Ontario N2H 6N7
	London	(519) 673-0280	Suite 406, Royal Bank Bldg., 383 Richmond Street, London, Ontario N6A 3C4
49. 50.	Moncton Montreal	(506) 855-2977 (514) 931-6411	Suite 301, 814 Main St., Moncton, New Brunswick E1C 1E6 4150 Sherbrooke Street West, Montreal, Quebec H3Z 1C3
51.	Ottawa	(613) 235-1831	Suite 201, 170 Metcalfe St., Ottawa, Ontario K2P 1P3
52.	Quebec	(418) 529-9481	Suite 408, 500 Grande Allée E., Quebec, Quebec G1R 2J8
53.	Regina	(306) 522-6624	Suite 6, 1846 Scarth St., Regina, Saskatchewan S4P 2G3
54.	Rimouski	(418) 723-9274	Suite 128, 116 St. Germain W., Rimouski, Quebec G5L 4B5
55.	Saint John	(506) 657-3434	Suite 380, 110 Crown St., Saint John, N.B. E2L 3V1
56.	Saskatoon	(306) 652-7712	Suite 800, 606 Spadina Cr. E., Saskatoon, Sask. S7K 3H1
57. 58.	St. John's	(709) 753-7390	Suite 203, 432 Water Street, St. John's Newfoundland AIC 1E2 7th Floor, 111 Larch St., Sudbury, Ont. P3E 4N3
59.	Sudbury Thunder Bay	(705) 673-8462 (807) 623-6623	Suite 205, IBM Building, 200 South Syndicate Ave., Thunder Bay, Ont. P7E 1C8
60.	Toronto	(416) 364-4151	9th Floor, 415 Yonge Street, Toronto, Ontario M5B 2E7
61.	Vancouver	(604) 689-3111	549 Howe Street, 8th floor, Vancouver, B.C. V6C 2L6
62.	Victoria	(604) 388-4494	Suite 270, 777 Broughton St., Victoria, British Columbia V8W 1E3
63.	Windsor	(519) 258-1856	Suite 509, 251 Goyeau Street, Windsor, Ontario N9A 6V2
64.	Winnipeg	(204) 942-7544	Suite 501, 294 Portage Ave., Winnipeg, Manitoba R3C 0B9
45	Dirmingham	(021) 226 5127	61 Cornwall Street Dirmingham Great Pritain
65. 66.	Birmingham Dublin	(021) 236-5127 782666/782754	61 Cornwall Street, Birmingham, Great Britain 2 Church Lane, College Green, Dublin 2, Ireland
67.	Glasgow	(041) 221-5947	72 Waterloo St., Glasgow G27 DS, Scotland
68.	London	(01) 855-2267	107-113 Powis St., Woolwich, London SE18, Great Britain
69.	London	(01) 852-8546	4th Floor, Leegate House, Lee Green, London SE12, Great Britain
70.	London	(01) 446-2397	Northway House, 1220 High Street, Whetstone, London N20, Great Britain
71.		(061) 236-8922	Austin House, 14/16 Charlotte St., Manchester, Great Britain
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