



### Program Installation - Version 9.05

Please Note: If you are updating from Version 9.04 or earlier, or installing for the first time, make a system backup using the Microsoft Windows Backup Program. It is located in the Start, Programs, Accessories, System Tools Menu. Follow the instructions in the Backup Wizard or use Microsoft Help.

Close all open programs and return to the Desktop and place the PaintEx CD in the appropriate drive, it will load automatically.

If you get an error while loading indicating: **Abort, Cancel, or Ignore**, simply choose "**Ignore**" to continue loading.

### First Time Startup and Operation

Please Note: The Escape Key is always used to return to the previous page.

Start up (for the 1<sup>st</sup> time)

1. Click on Start, Programs and go to PaintEx REV. 9.xx
2. To create a Desktop Icon/Shortcut. Go to Start, Programs, Paintex. Right Click on PaintEx 9.xx then R click on "send to" then L click on desktop to create short cut.) (ICON is now on desktop.)
3. Go to desktop, then double L click on PaintEx 9.xx ICON.
4. First Window: You can use the program FREE for a two week trial period without the code, or a full payment of the program will give you the code entry for a full year.
5. We are now at main menu. Click on **Company Unique Information**. Insert your shop's information, including your primary paint manufacturer. Notice the tabs above your Company Name field.
6. Important: the company information area is the only entry point to add or change your shop's body supplies, paint materials, and shop information. Enter at least one item in each tab category so you can observe those items when you do your first invoice.
7. Your entries will reside with the 3-M list included with the main program. This screen includes sales tax rate and profit margin. If your sales tax rate is 8.5%, enter .085, 7.75%, enter .0775.

While we are still in the company unique information screen, click on " materials default quantity, then click to add or modify quantities. You will be looking at a new chart. Simulate a 10 hour paint job as an example under the heading "10". Ten is for ten hours. Assuming you have added your own new materials to mix with the standard 3m lists, you can now go ahead and set default quantities according to the materials you would normally use on a 10-hour job. In the 10 hr. Column put in the following: i.e. Adhesive primer change the 0 to a 3, go to buckets, and put in 1, put 1 small car cover or a large car cover and so on. Everything is defaulted to 0 when you first start. Then make your changes under all the other columns and it now becomes your total default list from 5 to 40 hrs. Simply increase the amount of materials used to that appropriate hour. Those same numbers will come up every time you click on the red default icon in the additional materials tab when you are doing an individual invoice. Don't worry if you make a mistake, you can change this any time. You will always be modifying these numbers and adding new products.

## APPLICATION (CREATING A NEW INVOICE)

When you are calculating a new invoice, and you come to the "Materials Section", CLICK the RED ICON, IT WILL AUTOMATAICALLY FIGURE THE DEFAULT MATERIALS TO MATCH YOUR HOURS in the Paint Hrs. section. If you put in 10 paint hours in the auto details tab, it will automatically figure 10 hours in the RED ICON additional default materials section. If you put 13.9 hours in, it will automatically calculate 15 hours off the RED ICON. **Watch this one. If you put in 15.5 hrs in the auto details tab area, the RED ICON will go to the next number, which is 20 hours. You then can modify those numbers once you have clicked the RED ICON. It is entirely your call. Remember: You will constantly be changing these numbers as you become more familiar and detailed with what you're your techs are using in the shop.**

### 7. LET'S DO YOUR FIRST INVOICE.

From the Main Menu Select: Enter/ Review Shop Order/ Invoice Information. GO TO NEW CUSTOMER

### 8. Click on Create New Customer and type in **First and last Name only.**

You can fill in the rest of the form if you wish, but not necessary.

### 9. Click on the tab "**AUTO DETAILS TAB**". (Above the customer's name)

Enter shop R.O. number & Year of Car & enter **Paint Hrs.**

(License and model are optional)

Paint System and Paint Mfg. is permanent, since you entered that at the start up .It was in the (Company Unique Information Section) if not... go ahead and type the paint mfg. in again.

Click in PAINT TYPE: enamel or urethane.

Click in AUTO MFG. Select color **from your color code.**

You can pick a color but it is recommended that you **use the color codes.**

***It will ask you if you want a second color and sometimes a clear coat. If you say yes and select that color, it will then give you a pop up screen that asks for the percentage of the main color. Click down arrow and select. You can change that if you make an error. The clear coat is automatic. Ninety nine percent of the colors are clear coat and it is calculated automatically. Once in a while it will find a color without a clear coat, and it will ask if you want it clear coated. Simply click yes. Most paint mfgs warrant their paint only if it is clear coated.***

**Click the Misc. Materials. Tab (This is the Big One, the new feature, the one that will save you a tremendous lot of time, but you have to put the effort in when you do the install.)**

You can begin selecting each item individually that has been used on that job, this takes a fair amount of time and is obviously detailed but in order to save time go to the new index in the Default start up page.

**RED DEFAULT ICON** to speed the process. It is up to you. For the default settings, click on the **red icon.** "Click here to select default quantity." This is the big time saver.

THIS IS THE AREA THAT YOU HAVE TOTAL CONTROL OVER. YOU CAN CHANGE THESE ITEMS ANYTIME YOU DESIRE.

### 10.YOUR PERSONAL LISTED ITEMS WILL BE MERGED WITH THE 3M LISTS.

**They will remain alphabetical. Again, everything is shown at this point AT YOUR COST. It will automatically figure your profit that you set up in the front of the program.**

### 11. Now finally click on the "**PREVIEW INVOICE** " and then on "**PRINT INVOICE** ". Then click the magnifying glass on your screen and line up the invoice so you can see all the numbers together. This form has your Profit Margin in it AND WILL BE PRINTED.

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12. Now you can print it in Hours or Units for your internal use but keep in mind; you have just established the amount of materials used on the repair of that car. THE TAB **WITHOUT** HRS.OR UNITS IS TO THE BOTTOM LEFT OF THE SCREEN AND IS HIGHLIGHTED IN BLUE GREEN, "PRINT INVOICE".

### **TO REVIEW OR CHANGE AN EXISTING CUSTOMER**

13. GO TO OPENING SCREEN FOR NEW CUSTOMER AND YOU WILL ALSO SEE "EXISTING CUSTOMER", (light blue copy) CLICK ON THE DOWN ARROW IN THE EXISTING CUSTOMER TAB.

**All customer names will appear** alphabetically and you select the one you want. A drop down screen will appear and you click the OK tab. Click on "REVIEW PREVIOUS SHOP ORDER (IN LOWER LEFT HAND CORNER OF SCREEN). It will go to the final invoice of that customer, simply click the lower X in the upper right hand corner or hit the ESC. Key on your keyboard and it will take you back to the first set of tabs. Notice all the TABS RE APPEARS ON THE TOP OF SCREEN. Proceed with any changes. From here, IT WORKS THE SAME AS IT DID ENTERING A NEW INVOICE.

14.FROM THE MAIN MENU/ Click on "Preview Reports". Preview the Customer List Report, Shop Order List Report, Miscellaneous Materials or Unique Materials. To print any of these reports, click on the "printer" icon in the upper left hand corner of the tool bar.

#### 15. **Insurance Statistics:**

In the tabs, you will notice an Insurance tab. Click on tab. Fill in the following data. Hit the down arrows and pick out your insurance carrier, type in the name of the adjuster, (double click for the date,) and the amount of their first estimate. Then close that screen. When you are in the MAIN MENU, you will notice a "Preview Reports" selection button. Click on that and to the right of those listed reports, you will see another icon that says "e-mail information to PaintEx and a second one that reads export information to excel. One click on that icon will export all your information over to excel (if you don't have excel, it will not work. This information will be invaluable to you later on for all kinds of reports. More on this later as it is being developed.

16. To back up your data to a floppy disk click on "**Back up or Restore Company Data**". Insert a formatted floppy disk into the A drive. Click on the id of the disk drive. Click on "Back up File" to backup the existing data. The back up will proceed and confirmation will occur. Click on "Main Menu".

To restore your data saved on the floppy disk, Click on "Back up or Restore Company Data". Insert the floppy disk. Click on the disk drive.

Click on "Restore" to copy "saved data" to hard disk. This will replace the existing hard disk data. The restore will proceed and confirmation will occur. Click on "Main Menu" to close the PaintEx program, click on "Exit" This completes the Instructions for "PaintEx 9.05 operation.

In 2002 we added a sub section pertaining to "**Material Kits**". It is extremely useful because all the small items involved in the area of door skins, core supports, rear body panels etc. are in this section.

We have included 85-95% of what is needed in these "Material Kits". Always remember that you can add or change your own materials at any time. You should be encouraged to constantly be changing these prices. (See item # 5)

The **Material Kits'** pertain to **Door Skins, ¼ panels, rear body panels, core supports, side rails, aprons, and pillars**. These materials are found at the trailing end of the Misc. Materials List.

They are treated the same as the other misc. materials. Because of shelf life, hardeners, and other variables we have taken certain liberties to group minimum quantities into what we consider necessary.

As always you can override these minimum quantities.

Example: When you are using portions of materials, ask yourself, will I just use ½ a tube, ¼ of a pint, or a little bite of this or that? What is the shelf life? Will it last 6 hours or 6 months on the shelf? Will it be used every hour or every day? THESE KINDS OF QUESTIONS ARE VERY IMPORTANT IN RUNNING YOUR BUSINESS. If I am going to use a ½ a tube of sealer, and it may be used again in 6 months or 3 months or whatever, the time is too long to consider a second usage. Then good business sense suggests that you **charge for the whole tube not just ½ a tube**. This is ultimately your call.

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BUILD YOUR OWN LIST OF MATERIALS, the same as last year.

This is done in the **setup area of Company Unique Information**. When you install an updated program, it will do that automatically.

Under the tabs of **Body, Prep, Paint, and Detail** you enter in the items you want listed. This is **the only area you have control over and you can change anything at anytime you wish.**

MAKE SURE YOU PRINT OUT A BLANK SHOP ORDER WORK SHEET for each car. PLACE IT ON THE WINDSHIELD.

**FOR BEST RESULTS USING PAINTEX, USE THE “SHOP ORDER WORK SHEETS” LISTED UNDER “PREVIEW REPORTS IN THE INDEX.**

**PLACE THESE WORK SHEETS ON THE WINDSHIELD OF EVERY CAR IN THE SHOP. EACH TECH MARKS DOWN WHAT HE USES. IF ITS NOT ON THE LIST, HAVE HIM HAND WRITE IT IN AND THEN YOU CAN TYPE IT IN YOUR PERSONAL LIST LATER. YOU DO THAT ONE TIME ONLY AND IT BECOMES PERMANENT RECORD ON YOUR NEXT REPORTS.**

### EXTREMELY IMPORTANT:

**PROFIT MARGIN** means exactly what it says; **it does not mean MARK UP**. Mark up is only a function of arriving at a profit margin. This is important to remember. You don't operate a company with mark ups; **you operate a company with profit margins.** All materials entered should be at your cost. The profit margin is then automatically calculated at the profit margin you put in. IE. A 35% PROFIT MARGIN REQUIRES A 54% MARK UP. IF YOU BEGIN WITH A 25% MARK UP THAT EQUATES TO A 20% PROFIT. ACCORDING TO MAJOR ACCOUNTING COMPANIES, YOU REQUIRE A MINIMUM PROFIT MARGIN OF 35 TO 45 PER CENT THAT RELATES TO THE INDUSTRY YOU ARE IN (MANUFACTURING). IT IS YOUR CALL.

## MATERIAL KITS

### SETTING UP THE MATERIAL KIT CHART

**The following is a static chart.** It is for reference only and is not tied into the computer program. **It should be printed and posted near your computer** so you can refer to the details. Here is how it works.

Example: Keep in mind now, you have the printed Misc.Material sheets on the windshield of the cars in the shop and let's say you did a pillar replacement. It is referred to in the chart as item **#4** on your static sheet form. If you follow down the column, there should be 8 items listed as **#4**. Those are most of the items you used in that operation. If you used Rust Fighter Cavity Wax.... you will note, that a minimum of (min) 16 oz. should be posted. Again, these are suggestions and of course can be over ridden. A door skin is **#1** and so on.

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Material Kits by Number										Units	Cost	Per or min.	Cost
	Door skin material kit	#1											
	Quarter panel replacement kit	#2											
	Apron replacement material kit	#3											
	Pillar replacement material kit	#4											
	unibody rail/side member material kit	#5								(prices Listed	Here are sample prices	Only)	
	radiator support material kit	#6											
	contour repair material list	#7											
1408	Gr 50 Roloc Disc			3	4	5	6			25/box	35.46	ea	1.45
1435	Gr P320 6" Stikit Gold							7		Roll	83.61	4 Discs	1.92
1437	Gr P240 6" Stikit Gold Disc							7		Roll	83.61	4 Discs	1.92
1440	Gr P150 6" Stikit Gold Disc							7		Roll	83.61	2 Discs	0.96
1914	Gr 36 5x7/8 Green Corp Fiber Disc	1	2			5	6			20/Box	57.02	ea	2.85
1989	Cut Off Wheel (3x1/32)		2	3	4	5	6			5/pack	22.43	ea	4.49
1991	Green Corp Grinding Wheel (3x3/8)							7		5/pack	26.28	1 Whl	5.26
2022	P600 Wet or Dry							7		Sleeve	25.78	1 Sht	0.52
2230	Gr 80D Stikit Green File Sheet							7		Box	63.71	1 Sht	0.64
2231	Gr 40E Stikit Green File Sheet							7		Box	85.78	1 Sht	0.86
2596	Gr P150 Stikit Gold File Sheet							7		Box	40.63	2 sheet	0.23
5913	Weld-Thru Coating aerosol	1	2	3	4	5	6			13 oz	19.92	4 oz	6.15
7466	Roloc Clean N Strip Disc	1	2	3	4		6			10/Box	84.30	ea	8.43
8115	Panel Bonding Adhesive	1								200 ml	35.10	Ctge (min)	35.10
8370	Ultrapro Seam Sealer (gray)		2	3			6			310 ml	16.72	310 ml (min)	16.72
8458	Automix Pillar Foam				4					200 ml	33.75	200 ml(min)	33.75
8475	3/8" Seam Sealer Tape	1								30 yds	8.18	1/2 roll(min)	4.09
8477	Sound Deadener Pad	1								ea	2.98	ea	2.98
8656	Brushable Seam Sealer, Gray					5				Quart	24.23	8 oz(min)	6.06
8883	Rubberized Undercoating aerosol	1	2		4	5	6			19.8oz	9.64	12 oz(min)	5.84
8891	Rust-Fighter Cavity Wax	1	2	3	4	5	6			Quart	20.55	16oz(min)	10.28
8987	Gen. Purpose Adhesive Cleaner	1	2	3	4	5	6			15 fl oz	7.13	8 oz(min)	3.80
	Filler									Gal	20.32	8 oz.(min)	2.55
	Glazing Putty									24 fl oz	20.19	4 oz(min)	3.37

**SETTING UP THE DEFAULT CHART.** This is a data chart and you have to use a combination of the mouse, enter button and the down or across arrows.

### SPEED REFERANCE AND DEFAULT SETTINGS:

The following charts are found in the set up section of the program, "Company Unique Information".... then go to default tab. In past years, we recommended for the sack of time that you set up this single sheet of default information for a simple 10-hour job. Most of you did this, so when you had a 10-hour job You would simply hit the **RED ICON** default key and it was done.

***Now at your request, you asked for a 5,10, 15, 20,25,30,35,and 40 hour default quick chart.***

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The result is the same, when you put in as an example a 19-hour paint job, it will automatically calculate the additional materials to the nearest 5-hour increment, in this case it would be 20 hours. Remember; even then on the final entry you can fine tune the details. (See setting up the chart immediately below).

***The next time you have a 25-hour job, one click on the **RED ICON** your done.***

***You will always be fine-tuning the chart, including adding new products.***

This is how to set up the Chart. Simply go down the list with your foreman and determine what items you would use for a ten-hour job. Remember, you are now in the Company Unique Information section under the Default Quantity Heading. You will always be adjusting these numbers as you become keenly aware of those material quantities used by the techs.

Once you have the 10 hour job figured, advance and fill in the increasing numbers as the hours increase, 5, 10,15 etc. Now notice: some will change as the time goes up and others will not. Let me give you an example. A polishing pad should be the same for 5 hours as it is for 40 hours in all probability. On the other hand, liquids of any kind will increase with the hours.

***So take your time and build that chart in detail. Don't try and do it all at once, although you can. Keep readjusting until your comfortable with the numbers***

Ref	MATERIAL	Units	COST per Unit	Default Qty of Units for Number of Hours									
				5 hr	10	15	20	25	30	35	40 hr		
	Basemaker (primer)	Oz	\$0.40										
	Bleeder Seal, Acrylic	Oz	\$1.16										
	Blending Agent	Oz	\$0.27										
	Bucket (5 qt. )	ea	\$0.96										
	Car Cover, Plastic Large Car	ea	\$6.35										
	Car Cover, Plastic Small Car	ea	\$5.20										
	Catalyst, Urethane Primer	Oz	\$3.12										
	Coating Flex Agents Aerosol	oz	\$4.62										
	Compound Liquid	Oz	\$0.35										
	Compound Pad 9"	ea	\$15.24										
	Compound Rubbing (oil base)	Oz	\$0.55										
	Conversion Coating	Oz	\$1.25										
@	Detergent	Oz	\$0.07										
	Fish eye Eliminator	Oz	\$1.09										
	Flex Additive, Elastomeric	Oz	\$1.83										
	Flex Additive, Acrylic	Oz	\$1.97										
	Flex Clear	Oz	\$2.04										
	Foam Polishing Pad	ea	\$17.78										
	Glass Cleaner Aerosol	19oz	\$3.11										
	Glazing Putty	Oz	\$1.92										
	Gravel Guard, Paintable	18oz	\$21.17										
	Hand Glaze	Oz	\$0.64										
	Liquid Mask	Oz	\$0.28										
	Machine Glaze	Oz	\$0.83										

**TRANSFERRING YOUR OLD DATA TO A NEW UPDATE:**

**YOU CAN NOW DO THIS WHEN YOU INSTALL A NEW PROGRAM. IT WILL MOVE OVER ALL YOUR HEADER INFORMATION, ACCOUNT HISTORIES, AND YOUR DETAILED CUSTOMER MATERIALS INFORMATION.**

**PREP MATERIALS:**

In this version: 9.05 we have pulled the prep. Materials in the liquids section. It is replaced with your stated amounts in the cart provided under the Default Quantity. Therefore, you will have to state the quantity of those items listed below in the 5-hour column. We will help you with this by stating these existing and stated items as what they should be in a 5-hour scenario. As always, you can make any adjustment to these items and quantities as you see necessary. We have left the @ signs in to help you identify those items that USED TO BE CALCULATED FOR YOU. NOW YOU HAVE TO PUT THE NUMBERS IN YOURSELF. YOU DO THIS ONE TIME ONLY.

EXAMPLE: WAX AND GREASE REMOVER 5 HOURS WOULD BE IN THIS CASE 5 OZ. THEN IN THE EXTENDED CHART, YOU WOULD FIGURE WHAT AMOUNT YOU WOULD WANT IN THE 10, 15 20, HOURS AND SO ON UP TO THE 40 HRS.

IE. CATALYST/PRIMER (EPOXY) 5 HRS EQUALS 10 OZ. OR WHAT EVER YOU FINE TUNE THIS NUMBER TO. AGAIN, SIMPLY RUN THE EXTENDED NUMBERS IN THE CHART UP TO 40 HRS.

TACK RAG 5 HRS=1 (REMEMBER, THERE WILL BE A LOT OF MINIMUM USAGE IN THE FIRST 5 HRS.)

*These are average quantities required per panel paint unit/hour.*

**MATERIALS Quantity SUGGESTED FOR 5 HOURS. Use of these numbers are for your suggested starting point, plus all the other materials that you use on a regular basis. Your start up list will probably be 20 to 30 items. The list below is only 13 items. You will constantly be adding and revising these numbers. Again, in every case, you have the final say.**

@ Wax & grease remover	5 ounce
@ Detergent	5 ounce
@ Cleaning Rags,	4 Towels
@ 220 or 180DAPaper	5 units
@ 320 /400 n 600 Wet-Dry	5 units
@ 3/4" Tape 25	125 feet
@ 2" Tape 25	125 feet
@ Masking Paper 18"	125 feet
@ Primer/Epoxy	5 oz
@ Catalyst/Primer (epoxy)	10 ounces
@ Thinner/Reducer	10 ounces
@ Tack Rag	1
@ Solvent/Thinner, Clean up	35 ounces

FINALLY: YOU CANNOT CHANGE THE PROFIT MARGIN OR SALES TAX **AFTER AN INVOICE HAS BEEN COMPLETED.** YOU WOULD HAVE TO DO THE INVOICE OVER AGAIN FROM THE START if you want to make those kinds of changes since it is imbedded into the program.

*Insurance information for participating shops only.*

*All data confidential*

You will notice 2 Icons on the Main Menu screen when you click on PREVIEW REPORTS: 1<sup>ST</sup>.Icon will say: Export information to Excel file and the 2<sup>nd</sup> Icon will read: For participating shops only. These functions are the request of body shops around the country that want their data consolidated. The reason is so that we can use this information for our own industry to; among other things, do our own analysis. It is designed to give our industry and our industry only, our own controlled personal data on just what is going on in our industry. Most of the information that is in the start up screen form is based on the body and paint materials. It is designed so we can evaluate our own information. Unlike other information providers, this information is used only for the benefit of the auto body repair shops under the guidance of PaintEx. If you want to participate, all you have to do is send in your information to [Paintex@paintex.com](mailto:Paintex@paintex.com). We will contact you and give you further required information. If you do not want to participate, simply do not submit.

### ***How To:***

Enter the information. It starts by entering basic information into the insurance header tab beside the Misc Materials tab. Note; when you hit the "View Invoice Icon" it will move the basic information into the Insurance Tab. You then have to go to that Ins. Tab and finish the input. Example: It calls for the name of the Ins. Co. and the Adjuster. Put in a date, (double click) and their amount offered and your required billing amount. In order to complete this right through to Paintex, you will need the EXCEL program. It can be found under "office 2000" at your local computer store. That's the program that contains, word, power point and excel.

Under the Main Menu/ Preview Reports/: you click the icon "Export to Excel", this will transfer the information to an excel file. To open Excel, you have to go to your "C" prompt: found in My Computer, or windows explorer or Server. Then double click on the file, which reads "PaintexVersion 9.05 Customer Information Bob's Auto Body." (Or the name of your shop). I would make an Icon of this file and rename it as "Ins. Stats" for insurance statistics for quick reference on your desktop. We will be continually working on upgrading this type of information.

19. LIMITATION OF LIABILITY. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAWS, UNDER NO CIRCUMSTANCES, INCLUDING NEGLIGENCE, SHALL PAINTEX, ITS AFFILIATES OR THEIR DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE, EVEN IF PAINTEX OR IT'S AUTHORIZED REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY. IN NO EVENT SHALL PAINTEX'S TOTAL LIABILITY TO YOU FOR ANY AND ALL DAMAGES, LOSSES, CLAIMS AND CAUSES OF ACTIONS (WHETHER IN CONTRACT, TORT, INCLUDING NEGLIGENCE, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT PAID BY YOU FOR THE SOFTWARE.

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