# Books & Beyond

# What is Books & Beyond?

Some people say it is a bookstore. Some call it a music shop, while others think of it as a great place to meet and have refreshments. Books & Beyond has become a unique phenomenon that not only offers this area’s largest selection of sale books, but has also branched into the world of music, with an inventory of CDs and tapes ranging from New Age to Alternative Rock and everything in between. What makes us different is our atmosphere. We encourage our visitors to relax with a book in one of our quiet rooms, or take some reading material into our Coffee and Juice Bar to read while snacking.

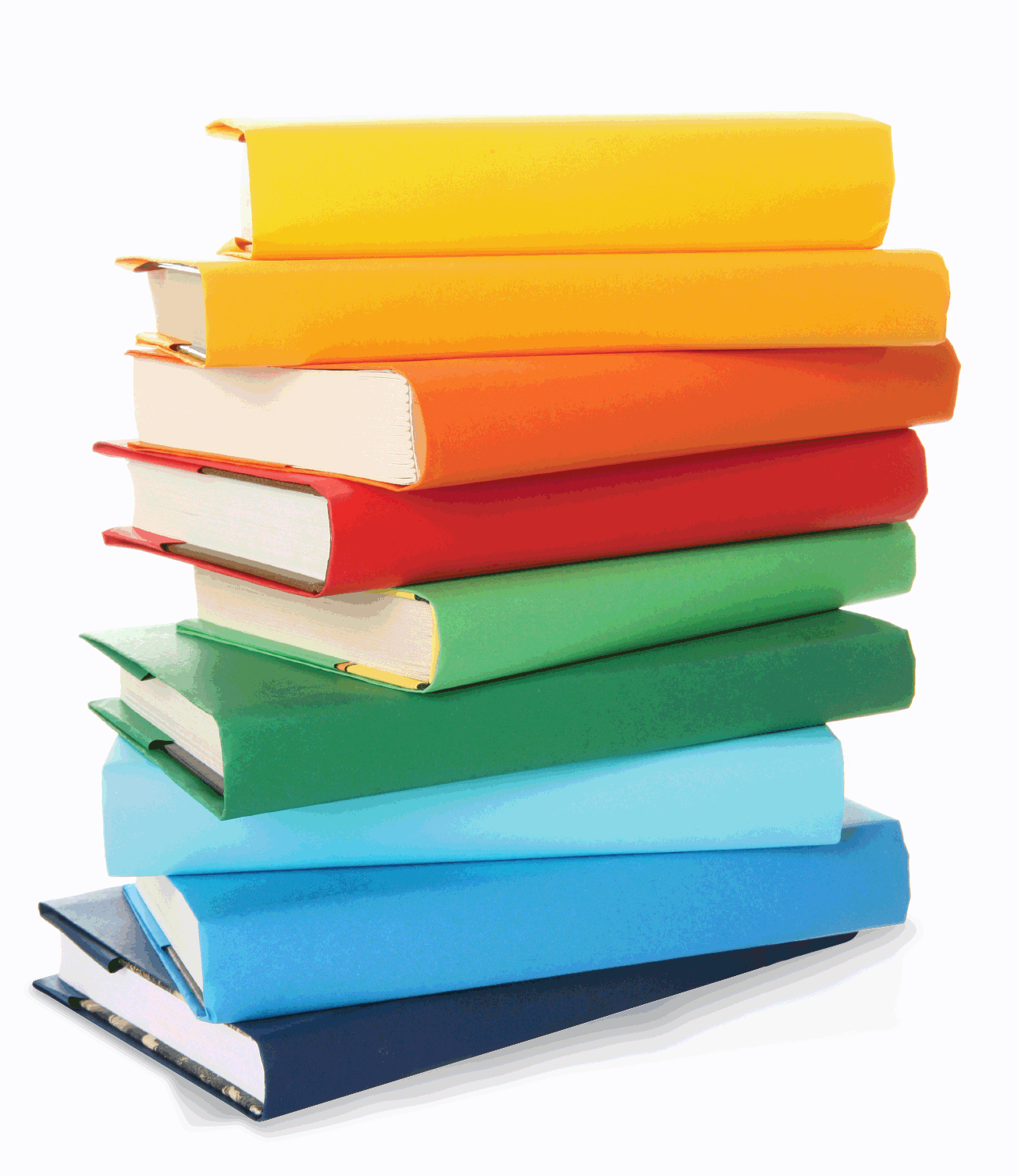
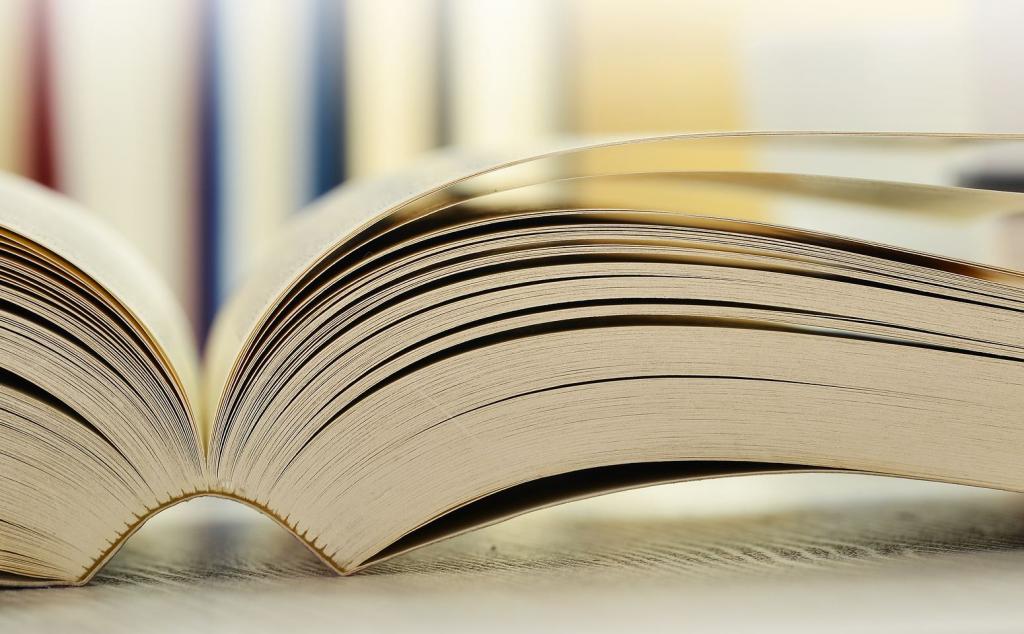
# Classics

At Books & Beyond, we have an extensive selection of books to choose from. You will always find a special display of the current New York Times Nonfiction best sellers, as well as a collection of the Classics, both in hard cover and paperback. Each book category is found in its own section complete with easy chairs and benches, so you can browse through your selections in comfort and quiet.

# Hear Before You Leap

Books & Beyond has always been the place to go for your reading pleasure. In recent years, we have expanded our horizons to include a music division. You can listen to your favorite tapes and CDs before buying. A Sound Lounge, located in the middle of our music library, is furnished with easy chairs where you can relax and listen to music with one of our headsets. This way, you can sample before you buy.

Pictures to use for the presentation:



If you have any questions, please feel free to give me a call. I would love to hear from you. I can be reached at (219) 926-5740. I look forward to hearing from you

Vision Office Products

Employee Benefits and Services

Vision Office Products offers a comprehensive package of employee benefit programs. Below is a summary of those programs.

**Health Insurance**

Health care expense protection for you and your family.

The Medical Plan is designed to provide valuable protection for you and your insured family members against the rising costs of health care. It pays the major share of hospital, surgical, and medical expenses whenever treatment is needed for illness, injury, pregnancy, or childbirth.

**The Medical Plan** is made up of two types of coverage:

Basic coverage pays the full cost of covered expenses for in-hospital care certified as necessary by the Patient Advocate Program (as described in the following pages), as well as certain outpatient services related to hospitalization, surgery, or emergency care.

Major Medical coverage pays benefits toward a broad range of medical services and supplies, including surgery, anesthesia, doctor’s visits, diagnostic services, emergency care, and other specified expenses.

**Plan costs**

The Company pays the full cost of your coverage under the Medical Plan. The Company also pays the major share of the cost of Medical Plan coverage for any eligible members of your family (that is, your spouse and unmarried dependent children to age 19 or to age 25 if a full-time student) whom you elect to enroll in the Plan. Your monthly contributions for family coverage are listed on a separate sheet in the pocket of this handbook.

**The Patient Advocate Program**

The Patient Advocate Program is managed by a team of health care professionals who will provide you with information about the alternatives available to you before you receive hospital or surgical treatment. In addition to helping you determine if hospitalization is necessary and appropriate, your Patient Advocate representative (a specially trained registered nurse) can assist you in obtaining second surgical opinions when needed (as described later in this handbook), and answer questions about other health-related matters.

The Patient Advocate Program works in conjunction with your hospital coverage to help ensure that you receive the highest quality of health care available, while helping you avoid unnecessary or prolonged hospital stays.

All full-time employees are eligible for coverage under these plans. If you enroll, coverage will commence on the first day of the month after the month in which you begin work.

**Dental Insurance**

The Dental Plan pays benefits toward a wide range of dental services and supplies, including preventive care, restorative services, and orthodontic treatment for you and your insured family members.

**Plan costs**

The Company pays the full cost of your coverage under the Dental Plan.

If you elect Dental Plan coverage for any of your eligible family members, the Company also pays the major share of the cost of their coverage. Your monthly contributions for family coverage are listed on a separate sheet with this handbook.

**Disability Plans**

Your disability benefits are designed to continue all or part of your pay if you are unable to work due to illness, injury, pregnancy, or childbirth. Protection is provided for temporary disabilities lasting up to 26 weeks or for more serious disabilities lasting longer than 26 weeks.

Your disability benefits are made up of two types of coverage:

Short Term Disability Plan coverage continues 50% or all of your pay for up to 26 weeks, based on your length of service.

Long Term Disability Plan coverage continues 60% of your pay after you have been disabled for 26 weeks and throughout your disability ⎯ generally up to age 65.

**Profit Sharing and Retirement**

The Company Profit Sharing Retirement Plan lets you share directly in the Company’s growth and success, contributing to your financial security for the future. You become a Plan participant after you have completed one year of service (minimum 1000 hours) with the Company.

Company contributions

Once you become a Plan participant, the Company automatically begins making annual basic contributions to the Plan on your behalf equal to 6% of your annual pay, up to $15,000 each.