



**February 2008**

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### **Furnish Form W-3 to Social Security Administration by Feb 29 and Form 1096 to IRS by Feb 28**



- File Copy A of Form W-2 with the entire page of Form W-3 to the Social Security Administration by February 29, 2008. However, if you file electronically, the due date is March 31, 2008
- File Forms 1098, 1099, or W-2G on paper or magnetic media to the Internal Revenue Service by February 28, 2008 (March 31, 2008, if filing electronically). Also file Form 1096 with paper forms.
- For more information, consult the [Employer's Tax Calendar](#) and the [Tax Calendars for 2008](#)

## Advertise without paying for postage

Hang printable door hangers to:

- Advertise to residences without knocking or pressure
- Communicate with hotel guests unobtrusively
- Convey time-sensitive information quickly
- Announce important pending events (cutoffs, etc.)
- Publicize open houses

Create-N-Hang  
Door Hangers™



## Reduce shipping costs amid carrier rate increases

In general, shippers can minimize shipping costs by asking for a volume discount from their carrier, verifying the shipping address with the carrier before sending the package, and by selecting the least expensive service for the time constraints of the shipment. Investigate a few possibilities with these popular delivery services\*:

### [United States Postal Service \(USPS\)](#)

- utilize [Priority Mail Flat Rate](#) boxes to control cost and minimize transit time
- consider [Global Express](#) for cost-effective package shipping to international customers
- receive up to a [10% discount](#) when paying for international shipments online

### [Federal Express \(FedEx\)](#)

- ask for a discount based on your memberships (i.e. [USAA](#) and [Google Sellers](#)) and/or [American Express](#) credit card usage
- consider Ground for reliable, lower-cost shipping (see [service map](#))
- use the correct service ([Ground](#) vs. [Home Delivery](#)) to avoid residential surcharges
- save 15% when printing [Express labels online](#)
- receive a [15% discount](#) when you open a new FedEx account

### [United Parcel Service \(UPS\)](#)

- ask for a discount based on your memberships (i.e. [Ebay](#))
- use the correct service ([Commercial](#) vs. [Residential](#)) to avoid residential surcharges
- consider using [UPS Mail Innovations](#) to improve cost and transit time for high volume shipping

### [Dalsey, Hillblom and Lynn \(DHL\)](#)

- ask for a discount based on your memberships (i.e. [US Airways](#) and [NADA](#))
- consider using a reseller such as [The Service Source](#)
- receive a [10% discount](#) when you open an account online

**\*The information listed in this section is for information purposes only and should be independently verified with each source.**

## New Online Tools from Burriss Computer Forms

[What papers can my printer handle?](#)

[Paper Weight Comparison Chart](#)

## Check Out These Websites...

(In each issue, we'll point you to some websites we think might be of use.)

Everyday News and Information:

[411US.info](#)

Business:

[Red Roller](#)

Lifestyle, Entertainment, and Fun:

[Cool Site of the Day](#)



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