

Master of Fine Arts, Advertising Midpoint Review Handbook

This handbook contains the Advertising Midpoint Review requirements, planning guides, and resources. Please read through all of this information carefully before preparing your materials for Midpoint Review. If you have any questions or need clarification on any aspect of your upcoming Midpoint Review, you will find information about who to contact on page 21 of this handbook.

It is your responsibility to use the latest version of the Midpoint Review Handbook. If you are uncertain if this is the latest version, please refer to the Advertising page on the Graduate

Showcase: <http://gradshowcase.academyart.edu/>

Table of Contents

1. [Eligibility for Midpoint Review](#)
2. [Scheduling Your Midpoint Review](#)
3. [Deliverable Details and Due Dates](#)
4. [Working with a Proofreader](#)
5. [Midpoint Review Process](#)
6. [Checklists](#)
7. [Preparation Timeline](#)
8. [Frequently Asked Questions](#)
9. [Important Links](#)
10. [Online Presentation Details](#)
11. [Contact Information](#)

 **ONLINE ICON:** The online icon will mark items that are specific to online students only.

On campus students can skip these items.

1. ELIGIBILITY FOR MIDPOINT REVIEW

A. Eligibility

Prior to scheduling your Midpoint Review, you must have done the following:

- Completed all core requirements (listed below)
- Enroll into ADV 616: Advertising Concept Development or ADV 699: Visual Storytelling (depending on your focus)
- Completed 6 units of Liberal Arts

These core courses must be taken by all Advertising students *

- ADV 622: Perspectives in Advertising
- ADV 630: Motion Graphics -OR-
 - COM 602: Editing Essentials for Multimedia
- ADV 602: Art Direction
- ADV 604: Copywriting Techniques
- ADV 623: Brand Strategy
- ADV 620: Advanced Art Direction -OR-
 - ADV 621: Advanced Copywriting Techniques -OR-
 - ADV 624: Creative Thinking
- ADV 606: Campaign 1
 - ADV 605 Digital Graphics

* Core courses may be waived with academic director approval only

Note: International students who are tested into or choose to take EAP 605S or 605W: English for Art Purposes should do so immediately after taking EAP 604: MS: English for Art Purposes and before they plan to do their Midpoint Review.

Plan ahead and be prepared to present your proposal by the beginning of the semester.

2. SCHEDULING YOUR MIDPOINT REVIEW

A. Review Date

Midpoint Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the third or fourth week of the fall or spring Semester and in the second week of the summer semester. You can find the signup dates in the Graduate School Calendar:

<http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>

NOTE: Please communicate with your Graduate Advisor about when would be the most appropriate time to schedule your Midpoint Review. It is important to know the final cut-off date for scheduling your review.

You should receive an email from the Midpoint Review Coordinator approximately one week prior to the start of the semester you will be presenting your Midpoint with details on how to sign-up. The email will direct you to the Graduate Midpoint and Final Review Showcase <http://gradshowcase.academyart.edu/>.

B. Review Orientation

You are required to watch the online Midpoint Review Orientation prior to completing the Midpoint Review sign-up form online. You have the option of presenting your Midpoint or Final Review online or on campus. If you will be doing your Midpoint Review online please review the [online presentation specifications](#).

Please [contact](#) the Midpoint Review Coordinator if you have any questions.

C. Attendance & Cancellations

Midpoint Review is a required component of your Master's level program and must be completed before commencing the directed study or final portfolio portion of your program. Cancellations or postponements must be organized through the Midpoint Review Coordinator at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered "No Show" and fail the Midpoint Review.

3. DELIVERABLE DETAILS & DUE DATES

Your Midpoint Review will consist of the following three components: portfolio, thesis book, and oral presentation. [Link to tutorial on uploading work to LMS](#)

IMPORTANT: If your Thesis Book and Portfolio are not received in time, your Midpoint Review will be cancelled and you will need to present the following semester.

Portfolio: The review committee expects a diverse media mix—a good guideline is to limit traditional print and outdoor to 50 percent of the work presented. Work must demonstrate mastery and include samples of the best projects from your studio classes.

[Link to more detailed portfolio checklist](#)

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	One (1) week prior to review date
Format:	PDF

Thesis Book: As an Advertising student, you are required to present a body of your best conceptual work, the strategic thinking that it is based upon, and a written plan of how you will allocate Directed Study units each semester until you have completed your Final Thesis Project. This portion should discuss what you envision your final portfolio will be upon leaving the University.

Professional Editing: The proposal must be professionally executed, grammatically correct and free of spelling errors and typos.

[Link to more detailed thesis book checklist](#)

Upload/Deliver To:	Upload to the Thesis Proposal Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	Uploaded PDF, two (2) professionally bound hard copies - no CD required

Oral Presentation: Recap your written document as your presentation.

[Link to more detailed oral presentation checklist](#)

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review
Format:	Online students: PowerPoint or PDF
Practice and Prepare:	Practice your oral presentation in advance of your review to ensure your comfort level during the presentation. Be prepared to answer questions when you are finished.
Notes:	You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not read your entire presentation.

[Link to online presentation details for online students](#)

[Link to tutorial on uploading work to LMS](#)

4. WORKING WITH A PROOFREADER

Flawless grammar and spelling are required throughout (including punctuation and capitalization). For this reason you are **REQUIRED** to seek the assistance of a Proofreader. Proofreaders are very busy, please make arrangements early. You can find information on Proofreaders on the Contact Information Page.

- Proofreaders check for typos, misspellings, punctuation errors and simple grammar problems. They do not edit or re-write.
- Agree in advance how you will provide the work—hard copy or PDF—and the turnaround time you need.
- If you send electronic files, never expect a proofreader to work with editable documents such as .PSD or .AI files.
- Learn the standard proofreading marks. See attached.
- Be clear what you want proofed. Maybe you want everything checked. Maybe you only need the creative briefs and descriptions checked.
- If you have your work checked a second time, be sure to include the original material with the proofreader’s marks so he/she can reference it.

Use spell check before you print or make PDFs. It will catch many simple errors, saving you time and money.

5. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are one hour in duration. Your presentation should be 20 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
Midpoint Review Presentation	15 minutes
Committee Question & Answer Session	15 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	10 minutes

Review Committee: The Midpoint Review Committee is comprised of faculty and/or industry professionals approved by the Graduate School and the Department Directors.

Committee Question & Answer Session: After your presentation, questions will be asked by the Committee for clarification on your project.

Committee Discussion, Decision, & Feedback: After the question and answer session, the committee will recess in private to discuss the merits of your proposal.

B. Results

Upon reconvening, the committee will present you with one of the following outcomes:

Approved: You have passed, and can now proceed with Directed Study for the following semester.

Not Approved: You have NOT passed, and are NOT allowed to proceed with Directed Study until one of the following has been completed and the Midpoint Proposal is approved by the Midpoint Review Committee:

Resubmit: Following specific Midpoint Review Committee requirements, your project requires small changes that must be corrected and re-submitted within 3 weeks. If the re-submission meets the requirements, then the Midpoint Proposal is approved and you can proceed with Directed Study the following semester.

OR

Represent: Following specific Midpoint Review Committee requirements, you must complete additional studio work, rethink Final Project, and/or sign up for a new Midpoint Review next semester.



Please follow directions outlined in the link below to view your results and written feedback after your Midpoint Review.

http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf

C. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of Advertising program learning outcomes. At the Midpoint Review the review committee is looking at your progress towards achieving the stated outcomes.

<http://www.academyart.edu/academics/advertising/graduate-degrees>

6. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents (Art Directors): **Art Directors** must present four (4) campaigns plus single ads to reach a total of 18-20 pieces. These must include:

- Integrated campaigns:** Two (2) integrated campaigns. Integrated campaigns must have a minimum of three (3) different media types.
- Interactive campaigns:** One (1) interactive campaign submitted as a flash movie or other playable demo.

IMPORTANT: NO STORYBOARDS will be accepted.

Portfolio Contents (Copywriters): **Copywriters** must present four (4) campaigns plus single ads to reach a total of 18-20 pieces. These must include:

- Integrated campaigns:** Two (2) integrated campaigns. Integrated campaigns must have a minimum of three (3) different media types.
- COM 602:** One (1) project that was completed in MPT 625: Editing Concepts Class OR one (1) interactive campaign submitted as a flash movie or other playable demo.

IMPORTANT: NO STORYBOARDS will be accepted.

Portfolio Contents (Creative Strategists): **Account Planners** must present a minimum of 3-4 Planning Projects. These must include:

- Brand Analysis
- Brand Book
- Consumer segment report
- Any other applicable projects you would like to include

Portfolio Guidelines

- EXPECTATIONS:** The review committee expects a diverse media mix. Work must demonstrate a mastery of creative strategy and include samples of the best projects from your studio classes.
- TIMEFRAME:** The campaigns shown needs to be from your time as a student at Academy of Art University.
- ARTISTIC:** All campaigns must exhibit a diverse media mix and substantial artistic explorations that involve a high level of critical thinking and problem solving, showing preparedness to begin proposed final project.
- PROFESSIONAL:** The campaigns must be professionally presented in a manner that is appropriate for the work.
- CAMPAIGN COVER PAGES:** Each campaign or single-shot must have a cover page that will include:
 - Client and/or product name
 - Instructor's name (spelled correctly)
 - Semester the campaign was created
 - Credit for student Art Director/Copywriter/Account Planner (your name and/or partner; if you worked alone just credit yourself for all three)
 - Creative briefs for all of the work



**Creative Briefs
Questions**

- Why does our client need to advertise?
- What is the advertising going to accomplish?
- Who are we going to connect with?
- What are the most insightful things we know about them?
- What is the single most effective message we can tell them?
- What else is there to know that supports this message?

- Online students: Flash movie/demo will need to be separate from your PowerPoint presentation. Do not embed in the PowerPoint file.

THESIS BOOK CHECKLIST

Thesis Book Contents: In your thesis book, you must include the following sections, in this order and with a separate heading for each:

- | | |
|--|---|
| <input type="checkbox"/> Cover Page
<input type="checkbox"/> Table of Contents
<input type="checkbox"/> Autobiography
<input type="checkbox"/> Resume | <input type="checkbox"/> Portfolio
<input type="checkbox"/> Timeline |
|--|---|

Cover Page: The cover page must include the following:

<input type="checkbox"/> Project title <input type="checkbox"/> Your Name <input type="checkbox"/> Student ID Number <input type="checkbox"/> Academy of Art University, Graduate School of Advertising	<input type="checkbox"/> Identify this is your “Midpoint Proposal” <input type="checkbox"/> Date of Presentation
---	---

Table of Contents: All Midpoint proposals must have a table of contents (TOC)

- Number each page of the proposal
- List each topic section and its corresponding page number in the TOC

Autobiography : For your autobiography, you will briefly address the following in no more than one page in length in a concise and engaging manner:

- Introduce yourself
- Explain how you became interested in Advertising
- Discuss what led you to enroll at the Academy of Art University

You may also include other information that seems appropriate or relevant to your work as an artist.

Resume: You will need to include a formal resume in your proposal. This is a single-page professional document that lists your work experiences, skills and education. It should include your associated activities such as professional memberships, exhibited work, published work, competitions entered, scholarships, etc. This is not the same as an autobiography. You do not need to include everything you’ve ever done, just what is relevant to your career in advertising.

<input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> E-mail and website <input type="checkbox"/> Additional contact information <input type="checkbox"/> Recent projects	<input type="checkbox"/> Recent or pertinent employment history <input type="checkbox"/> Other recent information relevant to your career as an artist including teaching experience, professional memberships, volunteer experiences, relevant skills, etc. <input type="checkbox"/> Dates should be listed chronologically, most recent at the top of the list
--	--

Portfolio: See Portfolio Checklist ([Link to portfolio checklist](#))

Timeline: The timeline must layout specific classes. This can be adjusted after your first Directed Study course. The timeline must include the following:

- List by semester the courses that you have taken to date, including the course number,



title, and instructor.

- List courses that you are considering by semester, including course title.
- Identify your anticipated graduation date (semester/year)

Be sure your total units add up to 63.



ORAL PRESENTATION CHECKLIST

Oral Presentation Guidelines:	<input type="checkbox"/>	Introduction/Autobiography	approx. 1-2 minutes
	<input type="checkbox"/>	Campaign Review	approx. 4-5 minutes
	<input type="checkbox"/>	Campaign Details	approx. 6 minutes
	<input type="checkbox"/>	Conclusion	Less than 1 minute
Students are STRONGLY encouraged to rehearse multiple times until you present at a professional level in the Midpoint Review Lab at ARC. See the Important Links for contact information.			
 Online students: A PowerPoint presentation is required, see below for details.			

MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

**PowerPoint
Development
Guidelines:**

Academy of Art University has prepared a tutorial and template for use in developing your PowerPoint presentation for your Midpoint Review. You may use this template to build your presentation, or you may create your own presentation by using the template as a starting point for ideas.

http://gradstudents.academyart.edu/assets/PowerPoint_Template.ppt

Whether you decide to follow the provided PowerPoint template or create your own presentation, you will need to start with an introduction/title slide and end with a final slide, which indicates the end of the presentation to the panel. What you include in the presentation is primarily up to you; however, you will want to be sure to include some of your own images as well as some images from your list of artistic influences.

It is best to keep your written text in bullet-point format or very short sentences in the PowerPoint presentation. You don't want the Review Panel to have to read a lot of written information and listen to your oral presentation simultaneously.

Though there is a degree of freedom in how you develop your PowerPoint presentation, there are some important PowerPoint development guidelines that you must follow for the online Web Conference:

- Use the Arial font (some fonts will not load correctly in the web conferencing format).
- Use a font size that is large enough to read (recommended sizes are 18 pt. for text, and 24 pt. or larger for titles).
- Use a font color that is easy to read.
- Make sure your images are large enough to be easily and clearly seen.
- Use bullet points instead of written paragraphs to relay text-based information
- References, copyright information, and technical notes may be included at the end
- DO NOT include any of the following directly embedded in your PowerPoint presentation: Audio, Video, or Flash Content (transitions, etc.). If you want to present this type of material to the Midpoint Panel, you must submit these materials separately to the Online Graduate Department in advance of your Review.

**Maximum File
Size:**

50 MB. Files greater than 50 MB will not be accepted.



MIDPOINT REVIEW PDF CHECKLIST

**PowerPoint/
PDF Checklist:** Your PowerPoint/PDF should include the following slides:

- Introduction Slide
- Background Slide
- Campaign Review Slides
- Campaign Detail Slides
- Conclusion Slide

**Introduction
Slide:** The **Introduction**/title slide must include the following items:

- Your name
- Your student ID
- Department Name
- Project title
- Date of the presentation
- Area of emphasis: Account Planning, Art Direction or Copywriting

**Background
Slide:** The **Background** slide must include the following items:

- Give some background on yourself
- Explain why you selected Creative Strategy, Art Direction or Copywriting
- Go over what you want to achieve in the remaining semesters
- Tell how you feel you have grown and prepared yourself for Directed Study

**Campaign
Review Slides** The **Campaign Review** slides must include the following items:

- Artwork in .JPG format
- Your client and/or product
- Who your target is
- What your strategy is

**Campaign Detail
Slides:** Each of the **Campaign Detail** slides must include:

- Show visual artwork in .JPG format
- Briefly describe the visual
- Describe why you chose the visual, layout treatment, etc.
- Read the headline, body copy and tagline
- Summarize why you did the ads the way you did
- Explain why you choose the tone and manner for the campaign

Conclusion Slide: This slide should clearly indicate that you are finished with your presentation. You may choose to include the following:

- Your Name
- Thank you

7. PREPARATION TIMELINE

3 to 4 months before your review	Read Advertising specific Midpoint Review Handbook Watch the Midpoint Review Orientation
2 to 3 months before your review	Check graduate website for Midpoint Review sign-up schedule Start collecting your best campaign samples
6 weeks before your review	Prepare your thesis book Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	Print your thesis book and have it professionally bound Prepare your Portfolio Send digital copy of your Portfolio to proofreader ● Create your PowerPoint/PDF slide show Organize and create notes for your oral presentation Work with ARC on your oral presentation
3 weeks before your review	Send to your department two (2) identical bound copies of your Midpoint Proposal Practice your oral presentation out loud and with a timer ● Review the online-specific requirements and test all of your equipment ● Email your PowerPoint or PDF presentation to Online Graduate School
2 weeks before your review	On-campus students verify your equipment works prior to your actual presentation date Upload your PDF of your portfolio and thesis book to your home page (Instructions to Upload Work to LMS) ● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	● Send your PowerPoint presentation to Online Graduate School via email
	Meet online with your Online Coordinator to review your presentation room setup and use Plan your attire, dress professionally Practice your presentation in front of a live audience



<p>Tips for the day of your review</p>	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> ● If you will be using a cellphone, make sure the battery is charged <p>Have a glass of water available during your presentation</p> <p>Arrive at your Midpoint Review on time and ready to go</p> <p>Greet your committee members prior to beginning your presentation</p> <p>Listen to the committee’s advice and take notes</p> <p>Maintain professionalism during the entire review</p>
<p>Following your review</p>	<p>View your Midpoint Review results here</p>
<p>Directed Study</p>	<p>Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</p>
<p>Directed Study Documentation</p>	<p>Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here: http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf</p>



8. FREQUENTLY ASKED QUESTIONS

When can I schedule my Midpoint Review?	Once you have completed your eligibility requirements, you can sign up online when the sign up is available. Check the Graduate School calendar for dates and the Graduate School's Midpoint Review Page for the sign up link.
How many pages should the thesis book be?	There is no specified length for the completed written proposal. There are some sections that have limitation of length, but the main part of your proposal does not have a limit. The written proposal should be thorough in describing all aspects of your project, but you also want to think about how you can be concise and avoid redundancy of information in the content.
If I'm an online student, do I need to send in physical samples of my class work?	No.
Can we include work we've done outside of the Academy?	Work not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.
Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?	No. That will be developed through your group directed studies after you pass your Midpoint Review.
Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?	We would recommend against it. Simple, easy to read and easy to see content is best.
Does my portfolio book have to be 8 ½" x 11" and spiral bound?	Your proposal book must be no larger than 8 ½" x 11", and though it must be professionally bound, there is room for creative freedom for how the books are presented. We have had many students who have presented alternative presentations to a spiral bound book such as handmade books, or self-published books (example: http://www.blurb.com).

9. IMPORTANT LINKS

Graduate Student Homepage	http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Academy Resource Center (ARC)	http://www.academyart.edu/students/my-academy/academy-resource-center Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf
Online Chat Schedules & Recordings	Chat Schedule: http://online.academyart.edu/innovative-learning/chats.html Graduate Chats: http://gradshowcase.academyart.edu/graduate-chats.html Twitter: @aauchats
Department Specific Websites	http://www.academyart.edu/academics/advertising/graduate-degrees http://online.academyart.edu/schools/advertising
Graduate School Calendar	http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Graduate Review Showcase	http://gradshowcase.academyart.edu/ Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
Advertising Review Showcase Page	http://gradshowcase.academyart.edu/schools/advertising.html
Online Connection Through Mobile Devices	http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html  Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	http://gradshowcase.academyart.edu/  Look under Additional Presentation Tools
Online Technical Requirements	 http://gradshowcase.academyart.edu/ Look under Resources → Technical Resources → Online technical requirements
Technology Trouble Shooting	 To participate in the web conference, you need to make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software. To check this, please click on this link: http://arcps.adobeconnect.com/common/help/en/support/meeting_test.ht



	m
Uploading Review Content	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf
Photographing & Submitting Artwork	http://media.academyart.edu/howto/index.html http://howto.academyart.edu/submitting-artwork

10. ONLINE PRESENTATION DETAILS

A. Scheduling a Meeting with an Online Graduate Review Coordinator

Academy of Art University's Online Graduate Review process provides a means for Academy students to present their project proposals via the Academy's online meeting environment. An Online Graduate Review Coordinator will contact you after your review has been scheduled to test your computer, internet connection, web-camera, and telephone. The Online Graduate Review Coordinator will also show you how the online review process works and how to upload and use your slideshow during your oral presentation. Students presenting online are required to have their equipment and any required presentation materials ready to upload and test at least two weeks prior to the presentation date (1 week for the Summer Semester).

B. Online Presentation Guidelines

You are required to provide a PowerPoint or PDF presentation with visual and written information that will go along with your oral presentation. Be sure to follow your department guidelines, as some departments have different requirements. You can also find a checklist below with details on what to include in your presentation.

- Font:** Use an easily readable font (some fonts do not load correctly in Adobe Connect for PPT files). Use a font size and color that is clear to read.
- Images:** Images need to be in JPEG format and optimized for web viewing. Review your department requirements for labeling and titling your images.
- Credit:** When including art made by other artists, credit the artist
- Content:** It is best to keep the text in bullet point format or very short clear sentences instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

Please refer to the links below for technical requirements:

[Online Technical Requirements](#)
[Adobe Connect Diagnostic Test](#)

Online Graduate Review Contact Information

Email: onlinegradreview@academyart.edu

Phone: (415) 618-3614



11. CONTACT INFORMATION

Midpoint Review Coordinator: midpointreview@academyart.edu
(415) 618-6390

Contact for Online Students: onlinegradreview@academyart.edu
(415) 618-3614

Department Contact(s):

Mark Edwards
Associate Director of Advertising
Tel: (415) 618-6120
Email: MEdwards@academyart.edu

Ellen Shakespeare
Co-Director of Advertising
Tel: (415)618-8235
Email: EShakespeare@academyart.edu

Send Materials To: Academy of Art University

School of Advertising
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

NOTE: Please obtain a tracking number or return receipt of delivery for your shipments.