

Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

OMB No. 1545-0056
 Note: If exempt status is approved, this application will be open for public inspection.

Read the instructions for each Part carefully.
A User Fee must be attached to this application.
 If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to you.
Complete the Procedural Checklist on page 8 of the instructions.

Part I Identification of Applicant

1a Full name of organization (as shown in organizing document) Global Literacy Project, Inc.		2 Employer identification number (EIN) (If none, see page 3 of the Specific Instructions .) 35-2158872
1b c/o Name (if applicable) 80-B Phelps Avenue		3 Name and telephone number of person to be contacted if additional information is needed Olubayi Olubayi 732-896-7223
1c Address (number and street) New Brunswick, NJ 08901-3706	Room/Suite	
1d City, town, or post office, state, and ZIP + 4. If you have a foreign address, see Specific Instructions for Part I, page 3.		4 Month the annual accounting period ends December
1e Web site address http://www.glpinc.org		5 Date incorporated or formed February 1, 2002
6 Check here if applying under section: a <input type="checkbox"/> 501(e) b <input type="checkbox"/> 501(f) c <input type="checkbox"/> (501(k)) d <input type="checkbox"/> 501(n)		

- 7** Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? Yes No
 If "Yes," attach an explanation.
- 8** Is the organization required to file Form 990 (or Form 990-EZ)? N/A Yes No
 If "No," attach an explanation (see page 3 of the **Specific Instructions**).
- 9** Has the organization filed Federal income tax returns or exempt organization information returns? Yes No
 If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.

10 Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING. (See **Specific Instructions** for Part I, Line 10, on page 3.) See also Pub. 557 for examples of organizational documents.)

- a Corporation — Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also include a copy of the bylaws.
- b Trust — Attach a copy of the Trust indenture or Agreement, including all appropriate signatures and dates.
- c Association — Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence the organization was formed by adoption of the document by more than one person; also include a copy of the bylaws.

If the organization is a corporation or an unincorporated association that has not yet adopted bylaws, check here

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please Sign Here OLUBAYI OLUBAYI
 (Signature) (Type or print name and title or authority of signer) (Date) Sep 13/2002

Part II Activities and Operational Information

- 1 Provide a detailed narrative description of all the activities of the organization — past, present, and planned. **Do not merely refer to or repeat the language in the organizational document.** List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: (a) a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; (b) when the activity was or will be initiated; and (c) where and by whom the activity will be conducted.

SEE ATTACHED SCHEDULE

2 What are or will be the organization's sources of financial support? List in order of size.
Grants from foundations and other charitable trusts; Grants from corporate sponsors; donations from the public (individuals);
Other fund raising activities

-
- 3 Describe the organization's fundraising program, both actual and planned, and explain to what extent it has been put into effect. Include details of fundraising activities such as selective mailings, formation of fundraising committees, use of volunteers or professional fundraisers, etc. Attach representative copies of solicitations for financial support.

SEE ATTACHED SCHEDULE

Part II Activities and Operational Information (Continued)

4 Give the following information about the organization's governing body:

a Names, addresses, and titles of officers, directors, trustees, etc.	b Annual compensation
Olubayi Olubayi - President	0
Denniston Bonadie - VP Program Development/Treasurer	0
Thelma Tate - VP- Outreach	0
Edward Ramsamy - Secretary	0
	0

c Do any of the above persons serve as members of the governing body by reason of being public officials or being appointed by public officials? Yes No
 If "Yes," name those persons and explain the basis of their selection or appointment.

d Are any members of the organization's governing body "disqualified persons" with respect to the organization (other than by reason of being a member of the governing body) or do any of the members have either a business or family relationship with "disqualified persons"? (See **Specific Instructions** for Part II, Line 4d, on page 3.) Yes No
 If "Yes," explain.

5 Does the organization control or is it controlled by any other organization? Yes No
 Is the organization the outgrowth of (or successor to) another organization, or does it have a special relationship with another organization by reason of interlocking directorates or other factors? Yes No
 If either of these questions is answered "Yes," explain.

6 Does or will the organization directly or indirectly engage in any of the following transactions with any political organization or other exempt organization (other than a 501(c)(3) organization): (a) grants; (b) purchases or sales of assets; (c) rental of facilities or equipment; (d) loans or loan guarantees; (e) reimbursement arrangements; (f) performance of services, membership, or fundraising solicitations; or (g) sharing of facilities, equipment, mailing lists or other assets, or paid employees? Yes No
 If "Yes," explain fully and identify the other organizations involved.

7 Is the organization financially accountable to any other organization? Yes No
 If "Yes," explain and identify the other organization. Include details concerning accountability or attach copies of reports if any have been submitted.

Part II Activities and Operational Information (Continued)

8 What assets does the organization have that are used in the performance of its exempt function? (Do not include property producing investment income.) If any assets are not fully operational, explain their status, what additional steps remain to be completed, and when such final steps will be taken. If none, indicate "N/A."

None currently

9 Will the organization be the beneficiary of tax-exempt bond financing within the next 2 years? Yes No

10a Will any of the organization's facilities or operations be managed by another organization or individual under a contractual agreement? Yes No

b Is the organization a party to any leases? Yes No

If either of these questions is answered "Yes," attach a copy of the contracts and explain the relationship between the applicant and the other parties.

11 Is the organization a membership organization? Yes No
If "Yes," complete the following:

a Describe the organization's membership requirements and attach a schedule of membership fees and dues.

b Describe the organization's present and proposed efforts to attract members and attach a copy of any descriptive literature or promotional material used for this purpose.

c What benefits do (or will) the members receive in exchange for their payment of dues?

12a If the organization provides benefits, services, or products, are the recipients required, or will they be required, to pay for them? N/A Yes No
If "Yes," explain how the charges are determined and attach a copy of the current fee schedule.

b Does or will the organization limit its benefits, services, or products to specific individuals or classes of individuals? N/A Yes No
If "Yes," explain how the recipients or beneficiaries are or will be selected.

13 Does or will the organization attempt to influence legislation? Yes No
If "Yes," explain. Also, give an estimate of the percentage of the organization's time and funds that it devotes or plans to devote to this activity.

14 Does or will the organization intervene in any way in political campaigns, including the publication or distribution of statements? Yes No
If "Yes," explain fully.

Part III Technical Requirements

1 Are you filing Form 1023 within 15 months from the end of the month in which your organization was created or formed? Yes No

If you answer "Yes," do not answer questions on lines 2 through 6 below.

2 If one of the exceptions to the 15-month filing requirement shown below applies, check the appropriate box and proceed to question 7.

Exceptions — You are not required to file an exemption application within 15 months if the organization:

- a Is a church, interchurch organization of local units of a church, a convention or association of churches, or an integrated auxiliary of a church. See **Specific Instructions**, Line 2a, on page 4;
- b Is not a private foundation and normally has gross receipts of not more than \$5,000 in each tax year; or
- c Is a subordinate organization covered by a group exemption letter, but only if the parent or supervisory organization timely submitted a notice covering the subordinate.

3 If the organization does not meet any of the exceptions on line 2 above, are you filing Form 1023 within 27 months from the end of the month in which the organization was created or formed? Yes No

If "Yes," your organization qualifies under Regulation section 301.9100-2, for an automatic 12-month extension of the 15-month filing requirement. Do not answer questions 4 through 6.

If "No," answer question 4.

4 If you answer "No" to question 3, does the organization wish to request an extension of time to apply under the "reasonable action and good faith" and the "no prejudice to the interest of the government" requirements of Regulations section 301.9100-3? Yes No

If "Yes," give the reasons for not filing this application within the 27-month period described in question 3. See **Specific Instructions**, Part III, Line 4, before completing this item. Do not answer questions 5 and 6.

If "No," answer questions 5 and 6.

5 If you answer "No" to question 4, your organization's qualification as a section 501(c)(3) organization can be recognized only from the date this application is filed. Therefore, do you want us to consider the application as a request for recognition of exemption as a section 501(c)(3) organization from the date the application is received and not retroactively to the date the organization was created or formed? Yes No

6 If you answer "Yes" to question 5 above and wish to request recognition of section 501(c)(4) status for the period beginning with the date the organization was formed and ending with the date the Form 1023 application was received (the effective date of the organization's section 501(c)(3) status), check here and attach a completed page 1 of Form 1024 to this application.

Part III Technical Requirements (Continued)

7 Is the organization a private foundation?

- Yes (Answer question 8.)
- No (Answer question 9 and proceed as instructed.)

8 If you answer "Yes" to question 7, does the organization claim to be a private operating foundation?

- Yes (Complete Schedule E.)
- No

After answering question 8 on this line, go to line 14 on page 7.

9 If you answer "No" to question 7, indicate the public charity classification the organization is requesting by checking the box below that most appropriately applies:

THE ORGANIZATION IS NOT A PRIVATE FOUNDATION BECAUSE IT QUALIFIES:

- | | | |
|---|--|--|
| a | <input type="checkbox"/> As a church or a convention or association of churches (CHURCHES MUST COMPLETE SCHEDULE A.) | Sections 509(a)(1) and 170(b)(1)(A)(i) |
| b | <input type="checkbox"/> As a school (MUST COMPLETE SCHEDULE B.) | Sections 509(a)(1) and 170(b)(1)(A)(ii) |
| c | <input type="checkbox"/> As a hospital or cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital (These organizations, except for hospital service organizations, MUST COMPLETE SCHEDULE C.) | Sections 509(a)(1) and 170(b)(1)(A)(iii) |
| d | <input type="checkbox"/> As a governmental unit described in section 170(c)(1). | Sections 509(a)(1) and 170(b)(1)(A)(v) |
| e | <input type="checkbox"/> As being operated solely for the benefit of, or in connection with, one or more of the organizations described in a through d, g, h, or i (MUST COMPLETE SCHEDULE D.) | Section 509(a)(3) |
| f | <input type="checkbox"/> As being organized and operated exclusively for testing for public safety. | Section 509(a)(4) |
| g | <input type="checkbox"/> As being operated for the benefit of a college or university that is owned or operated by a governmental unit. | Sections 509(a)(1) and 170(b)(1)(A)(vi) |
| h | <input checked="" type="checkbox"/> As receiving a substantial part of its support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. | Sections 509(a)(1) and 170(b)(1)(A)(vi) |
| i | <input type="checkbox"/> As normally receiving not more than one-third of its support from gross investment income and more than one-third of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). | Section 509(a)(2) |
| j | <input type="checkbox"/> The organization is a publicly supported organization but is not sure whether it meets the public support test of h or i. The organization would like the IRS to decide the proper classification. | Sections 509(a)(1) and 170(b)(1)(A)(vi) or Section 509(a)(2) |

If you checked one of the boxes a through f in question 9, go to question 14. If you checked box g in question 9, go to questions 11 and 12. If you checked box h, i, or j, in question 9, go to question 10.

Part III Technical Requirements (Continued)

10 If you checked box h, i, or j in question 9, has the organization completed a tax year of at least 8 months?
 Yes — Indicate whether you are requesting:
 A definitive ruling. (Answer questions 11 through 14.)
 An advance ruling. (Answer questions 11 and 14 and attach two Forms 872-C completed and signed.)
 No — You must request an advance ruling by completing and signing two Forms 872-C and attaching them to the Form 1023.

11 If the organization received any unusual grants during any of the tax years shown in Part IV-A, **Statement of Revenue and Expenses**, attach a list for each year showing the name of the contributor; the date and the amount of the grant; and a brief description of the nature of the grant.

NONE

12 If you are requesting a definitive ruling under section 170(b)(1)(A)(iv) or (vi), check here and:
 a Enter 2% of line 8, column (e), Total, of Part IV-A.
 b Attach a list showing the name and amount contributed by each person (other than a governmental unit or "publicly supported" organization) whose total gifts, grants, contributions, etc., were more than the amount entered on line 12a above.

13 If you are requesting a definitive ruling under section 509(a)(2), check here and:
 a For each of the years included on lines 1, 2, and 9 of Part IV-A, attach a list showing the name of and amount received from each "disqualified person." (For a definition of "disqualified person," see **Specific Instructions**, Part II, Line 4d, on page 3.)
 b For each of the years included on line 9 of Part IV-A, attach a list showing the name of and amount received from each payer (other than a "disqualified person") whose payments to the organization were more than \$5,000. For this purpose, "payer" includes, but is not limited to, any organization described in sections 170(b)(1)(A)(i) through (vi) and any governmental agency or bureau.

14 Indicate if your organization is one of the following. If so, complete the required schedule. (Submit only those schedules that apply to your organization. **Do not submit blank schedules.**)

	Yes	No	If "Yes," complete Schedule:
Is the organization a church?		X	A
Is the organization, or any part of it, a school?		X	B
Is the organization, or any part of it, a hospital or medical research organization?		X	C
Is the organization a section 509(a)(3) supporting organization?		X	D
Is the organization a private operating foundation?		X	E
Is the organization, or any part of it, a home for the aged or handicapped?		X	F
Is the organization, or any part of it, a child care organization?		X	G
Does the organization provide or administer any scholarship benefits, student aid, etc.?		X	H
Has the organization taken over, or will it take over, the facilities of a "for profit" institution?		X	I

Part IV Financial Data

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

A. Statement of Revenue and Expenses

	Current tax year	3 prior tax years or proposed budget for 2 years			(e) TOTAL
		(a) From 02/02 to 07/31/02	(b) 08/02 12/31/03	(c) 01/04 12/31/04	
Revenue					
1 Gifts, grants, and contributions received (not including unusual grants — see page 6 of the instructions)	14,400	135,000	190,000		339,400
2 Membership fees received					
3 Gross investment income (see instructions for definition)					
4 Net income from organization's unrelated business activities not included on line 3					
5 Tax revenues levied for and either paid to or spent on behalf of the organization					
6 Value of services or facilities furnished by a governmental unit to the organization without charge (not including the value of services or facilities generally furnished the public without charge)					
7 Other income (not including gain or loss from sale of capital assets) (attach schedule)		6,000,000	8,000,000		14,000,000
8 Total (add lines 1 through 7)	14,400	6,135,000	8,190,000		14,339,400
9 Gross receipts from admissions, sales of merchandise or services, or furnishing of facilities in any activity that is not an unrelated business within the meaning of section 513. Include related cost of sales on line 22					
10 Total (add lines 8 and 9)	14,400	6,135,000	8,190,000		14,339,400
11 Gain or loss from sale of capital assets (attach schedule)					
12 Unusual grants					
13 Total revenue (add lines 10 through 12)	14,400	6,135,000	8,190,000		14,339,400
Expenses					
14 Fundraising expenses					
15 Contributions, gifts, grants, and similar amounts paid (attach schedule)		6,000,000	8,000,000		
16 Disbursements to or for benefit of members (attach schedule)					
17 Compensation of officers, directors, and trustees (attach schedule)		30,000	30,000		
18 Other salaries and wages		5,000	5,000		
19 Interest					
20 Occupancy (rent, utilities, etc.)		24,000	29,000		
21 Depreciation and depletion					
22 Other (attach schedule)	11,650	48,450	74,950		
23 Total expenses (add lines 14 through 22)	11,650	6,107,450	8,130,950		
24 Excess of revenue over expenses (line 13 minus line 23)	2,750	27,550	51,050		

Part IV Financial Data (Continued)

B. Balance Sheet (at the end of the period shown)		Current tax year Date <u>07/31/02</u>
Assets		
1	Cash	2,750
2	Accounts receivable, net	
3	Inventories	
4	Bonds and notes receivable (attach schedule)	
5	Corporate stocks (attach schedule)	
6	Mortgage loans (attach schedule)	
7	Other investments (attach schedule)	
8	Depreciable and depletable assets (attach schedule)	
9	Land	
10	Other assets (attach schedule)	
11	Total assets (add lines 1 through 10)	2,750.00
Liabilities		
12	Accounts payable	
13	Contributions, gifts, grants, etc., payable	
14	Mortgages and notes payable (attach schedule)	
15	Other liabilities (attach schedule)	
16	Total liabilities (add lines 12 through 15)	
Fund Balances or Net Assets		
17	Total fund balances or net assets	2,750
18	Total liabilities and fund balances or net assets (add line 16 and line 17)	2,750.00

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation.

FORM 1023 – Part II: Activities and Operational Information- Question 1

The Global Literacy Project, Inc. (GLP) is a non-profit organization committed to fostering community-based literacy initiatives throughout the world. We believe that illiteracy is a cause and effect of poverty and that it reinforces long-term underdevelopment in many communities. To this end, the Global Literacy Project is currently involved in:

ACTIVITY #1

- a. Collecting, sorting, shipping, and distributing books and any educational materials that enhance literacy to communities in Africa, the Caribbean, and other developing and/or economically distressed communities. This activity furthers our exempt purpose as all materials collected are donated and would otherwise have been discarded, usually into landfills. Thus we satisfy two major commitments: recycling materials into the hands of new users AND contributing to environmental conservation by preventing the multiplication of landfills due to the dumping of discarded literacy materials in them.
- b. This has been (and continues to be) the central goal of our organization since inception.
- c. Some 50% of our organizational efforts are concentrated on this activity. All staff and volunteers participate in this activity. Donations are collected from throughout the United States (home base is in New Jersey) by volunteers (eventually to be supported by paid staff), sorted, packed and then shipped to destinations from which we have received requests. Literacy materials are usually received as:
 - (i) Discontinued (outdated) sets from various libraries, (ii) Private individuals, (iii) Discarded (outdated) sets from public and private elementary and high schools, (iv) Surplus (un-saleable) items from bookstores and publishers.

ACTIVITY #2

- a. Developing math, science and humanities initiatives - organizing activities such as competitions and forums that are geared toward the promotion of excellence in various subjects - within communities to stimulate the use of donated materials. We work with local community representatives to develop and sponsor structured literacy and educational programs that can be sustained and expanded independently.
- b. These activities work hand in hand with our shipments and have been initiated since the start of our organization.

Some 20% of our organizational efforts are concentrated on this activity. This activity is developed and monitored by our Board of Trustees with support from the executive staff (to be hired). A pilot project has been initiated in one site in Africa (Teso district, Kenya) with results to be evaluated at the end of the 2002 year.

ACTIVITY #3

- a. Fostering public education programs aimed at improving knowledge and developing skills in the USA and abroad.
- b. This is an evolving aspect of our organization that we expect to expand during the 2003 fiscal year. Currently we have done only 8 outreach activities for 2002.
- c. Some 15% of our organizational efforts will be concentrated on this activity. Our Trustees and volunteers carry out visits to USA elementary and high schools as well as universities where we give workshops on education and culture and the role of donated materials in literacy development in developing and distressed communities.

ACTIVITY #4

- a. Raising awareness of the organization and its goals. This will include the solicitation of donations from the public after we receive our tax-exempt status. We will also be submitting proposals for funding from various foundations and charitable trusts.
- b. This aspect of our organization will expand during the 2003 fiscal year after we receive our tax-exempt status. Currently we have concentrated on recruiting volunteers and seeking donations of literacy and literacy support materials.
- c. Some 15% of our organizational efforts are concentrated on this activity. Our Trustees and volunteers (eventually to be supported by paid staff) will be the personnel supporting this activity.

FORM 1023 - Part II: Activities and Operational Information- Question 3

1. Grant proposals sent to private foundations and other funding sources (e.g. churches, private groups, corporations, and individual philanthropists). The preparation of grant proposals will be one of our continuous activities. We have not yet mailed out any grant proposals because all entities that we have contacted have indicated that they only fund groups that already have 501c3 tax exempt status.
2. Corporate sponsors. For some of our activities we shall solicit sponsorship from regular corporations that might be interested in providing support for charities. We already have in-kind support from Thermoplastics Processes, Inc. in Warren, New Jersey. The CEO of Thermoplastics Processes, Inc., Mr. Joe DuPont is an advisory board Member of our organization (GLP). Thermoplastics Processes, Inc. supports GLP by providing space for storage of donated books and computers. This in-kind contribution is worth more than \$15,000 per year.
3. Direct solicitation to individual members of the public. Letters will be mailed to individuals to seek their financial contributions. We have not yet sent out any mail for direct solicitation because potential donors prefer to donate to tax-exempt entities. We plan to begin this mailings in 2003.
4. Annual fund-raising dinners. We have not yet organized a fund-raising dinner. We plan to have our first annual fund-raising dinner in New Brunswick, NJ in 2003
5. The sale of promotional materials such as T-shirts. The first set of GLP T-shirts will be ordered the first quarter of 2003
6. Contributions from the founders of our organization. So far, the executives and board members of GLP have provided both cash and in-kind contributions. The cash contributions in 2002 have been approximately \$10,000. In-kind contributions have included the use of a privately-owned van (owned by Mrs. Diana Dade, advisory board member) to supplement rental vans and labor for moving, sorting and shipping donated books and computers.
7. In-kind support from colleges, universities and other entities. Cook College of Rutgers University, New Brunswick, NJ is providing an in-kind contribution to GLP in the form of storage space for books and donated computers. If this space were to be rented at commercial rates it would be worth more than \$20,000 per year.
8. Labor from individual volunteers. Most of the difficult work of lifting, storing, sorting, packing and shipping books and computers is done by unpaid volunteers. Most of our volunteers are college and K-12 students and pupils. If GLP were to pay for this labor at minimum wage, it would cost about \$30,000 per year. Our volunteers are motivated by a desire to help other people and to acquire international knowledge and experience. Some volunteers choose to travel to the recipient countries. GLP helps volunteers to plan their international trips. This is part of our global literacy campaign. Currently one volunteer (Ms. Amy Travis) is in Kenya visiting libraries that GLP is helping establish in Western Kenya. Another volunteer is in South Africa.

GLOBAL LITERACY PROJECT, INC.
ATTACHMENT TO FORM 1023

PART IV - FINANCIAL DATA

STATEMENT OF REVENUES AND EXPENSES:

LINE 7 - OTHER INCOME

<u>DONOR</u>	<u>PURPOSE</u>	<u>12/31/2003 AMOUNT</u>	<u>12/31/2004 AMOUNT</u>
Public Libraries, Schools, Public	Books and computers for schools, libraries & needy children	<u>6,000,000</u>	<u>8,000,000</u>

LINE 15 - CONTRIBUTIONS

<u>RECIPIENT</u>	<u>PURPOSE</u>	<u>12/31/2003 AMOUNT</u>	<u>12/31/2004 AMOUNT</u>
Public Schools and Libraries in the Caribbean and African Countries	Books and computers for schools, libraries & needy children	<u>6,000,000</u>	<u>8,000,000</u>

GLOBAL LITERACY PROJECT, INC.
ATTACHMENT TO FORM 1023

PART IV - FINANCIAL DATA

STATEMENT OF REVENUES AND EXPENSES:

LINE 17 - COMPENSATION OF OFFICERS

NAME	POSITION	TIME DEVOTED	ANNUAL SALARY
Olubayi Olubayi	Chief Executive Officer	35 Hrs. per wk	12,000
Denniston Bonadie	Chief Operating Officer	35Hrs. Per. Wk.	10,000
Edward Ramsamy	Secretary	20Hrs. Per. Wk.	8,000
			<u>30,000</u>

GLOBAL LITERACY PROJECT, INC.
ATTACHMENT TO FORM 1023

PART IV - FINANCIAL DATA

STATEMENT OF REVENUES AND EXPENSES:

LINE 22- OTHER DEDUCTIONS

	<u>7/31/2002</u>	<u>12/31/2003</u>	<u>12/31/2004</u>	<u>TOTAL</u>
Shipping	3,800	27,400	43,800	75,000
Telephone	465	1,800	2,500	4,765
Transportation	2,500	5,000	7,500	15,000
Legal and professional fees	2,700	3,000	4,000	9,700
Office equipment		2,000	3,000	5,000
Materials & supplies	1,500	6,500	10,000	18,000
Promotion	600	2,000	3,100	5,700
Web hosting	85	250	250	585
Office expense		500	800	1,300
	<u>11,650</u>	<u>48,450</u>	<u>74,950</u>	<u>135,050</u>