



CONFIDENTIALITY AGREEMENT

This Agreement made this _____ Day of _____, 20____, between
_____ with principal offices located;

_____,
and Capitol Copy Services, with principal offices located;
17 North Second Street, Harrisburg, PA 17101 and One Market Way West, York, PA 17401.

WHEREAS, _____ desires to retain Capitol Copy Service to perform services
WHEREAS, _____ will release certain proprietary and confidential information
to Capitol Copy Service and desires Capitol Copy Service to keep such information confidential
and to protect such information from unauthorized use and/or disclosure.

NOW, THEREFORE, in consideration of the mutual undertakings and covenants herein contained;
the parties, acting on behalf of and hereby binding themselves, and their employees and agents,
Agree as follows.

(1). At all times subsequent to the date of this agreement, the Receiving Party shall keep all
information Confidential and shall not without prior written permission of the Disclosing Party:
communicate, publish or otherwise disclose to, or use for the benefit of; any person, company or
other entity any Confidential or proprietary knowledge of information disclosed to the Receiving
Party by the Disclosing Party without any requirement that such information be identified as being
confidential or proprietary. Confidential and proprietary information shall include; (a) the identity of
the clients of the Disclosing Party, (b) any other information regarding the clients of the
Disclosing Party.

(2). The Receiving Party shall be responsible for insuring that confidentiality hereunder is at all
times strictly maintained and observed by the employees and agents of the Receiving Party. To
this end, the Receiving Party will inform all of its employees and agents that may have access to
any of the Disclosing Party's confidential or proprietary information of the confidential nature of
such information and that they will maintain the confidentiality of such information in strict
compliance with the non-disclosure provisions of this agreement.

(3). When requested, the Receiving Party will promptly return to the Disclosing Party any and all documents and other materials in the possession or control of the Receiving Party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed effective as of the date set forth above.

Capitol Copy Service

By: _____
Bruce R. Berkley, Pres.

By: _____
(Receiving Party)