## How Your Total Pay Adds Up

Total pay is made up of Direct and Indirect Pay. Direct Pay refers to your salary, overtime pay, and any bonus. Indirect Pay refers to XYZ Company's comprehensive benefits program as well as government-mandated benefits. For 2003, the company's estimated contribution toward your Indirect Pay is worth approximately <u>28</u>% of your estimated base earnings.

The following chart itemizes ML Company's and your estimated contributions for 2003. Note that Indirect Pay components reflect your benefits eligibility and coverage as of December 31, 2003; changes made after 12/31/03 are not reflected below. Please note: some numbers may have been rounded. [Note: numbers are for illustration only]:

Direct Pay:	Company Contribution	Your Contribution
Estimated Base Earnings	\$50,000.00	\$0.00
Overtime	\$0.00	\$0.00
Referral Bonus	\$3,500.00	\$0.00
Estimated Direct Pay	\$53,500.00	\$0.00
Indirect Pay:		/[/ ]
Medical Coverage	\$2,000.	
Basic Life/AD&D Insurance	1 50.d V	\$50.00
Supplemental/Dependent Life Insurance	/ ] [ (	\$200.00
Long-term Disability Insurance	\$ 50.00	\$0.00
Dental Coverage	\$200.00	\$23.00
Vision Coverige	\$75.00	\$333.00
Employee A lis ly & lo low	\$15.00	\$0.00
Health Care S	\$0.00	\$1,000.00
Dependent de la la	\$0.00	\$500.00
Sick Days*	\$450.00	\$0.00
Supplemental Medical Leave Pay	\$0.00	\$0.00
Government-Mandated Benefits:		
<ul> <li>Social Security/Medicare (FICA)</li> </ul>	\$4,092.75	\$4,092.75
<ul> <li>Workers' Compensation</li> </ul>	\$150.00	\$0.00
<ul> <li>Federal &amp; State Unemployment</li> </ul>	\$135.00	\$0.00
<ul> <li>◆ State Disability</li> </ul>	\$0.00	\$120.00
401(k) Savings Plan	\$750.00	\$3,000.00
Vacation, Holidays*	\$3,846.00	\$0.00
Parking	\$1,200.00	\$0.00
Estimated Indirect Pay	\$13,913.75	\$9,818.75
Estimated Total Pay	\$67,413.75	\$9,818.75
[*Might not be included in calculations depending on client's plans and strategy]		

Note: This statement is usually printed on legal paper to make it more attractive.





Note: The other side is typically used for a Letter From the President and mailing label.