



*ChurchTrac... The powerful, easy-to-use church membership software that has already been discovered by more than 12,000 churches worldwide.*

## See All the Amazing Things ChurchTrac Can do for Your Church!



### Membership Management

Keep track of your **people** and **prospects**. Create picture directories. Record important dates.



### Stewardship and Giving

Keep track of **tithes, contributions and pledges**. Print giving statements. Track giving trends.



### Groups & Attendance Tracking

Keep track of your groups, classes and attendance (including **Sunday school** and worship attendance).



### Stay in Touch

Print letters, envelopes, and mailing labels. Send email. **Automated Messaging** (send voice and text messages).



### Barcode Check-in & Child Security

Check in at a centralized computer station. Provide security, allergy and other information for children. Print child and parent **security tags**.



### Accounting

Create **budgets**, track finances, reconcile bank accounts, and print checks.



### Follow-up and Visitation

Reach out to **absentees**. Print labels, absentee reports, or send notes. Coordinate **outreach**.



### Data Sharing

Access and update your information from anywhere. Share your information among **multiple computers**. (subscription required)



### Record-Keeping

Keep track of **guests** and **visitors**. Organize follow-up efforts. Record every new member and baptism.



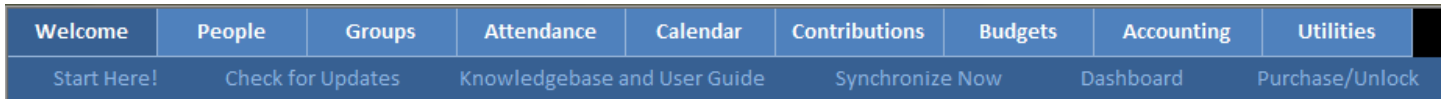
### And so much more!

Including calendar events, maps, custom reports, roll sheets, SHAPE ministry profiles, online user guide, knowledgebase, and customer support!



# Screens and Features

## Main Toolbar



ChurchTrac is intuitively organized so you can find, edit, and enter information quickly. ChurchTrac's toolbar gives you quick access to all the main features: People, Groups, Attendance, Calendar, Contributions/Pledges, Budgets, and Accounting.

## People Screen

Quick search options: Showing... Everyone

Showing only Last Names that begin with:

And only First Names that begin with:

Last Name	First Name	Membership Status	Active
Demo	Bob	Member	Yes
Demo	Susan	Member	Yes
Example	Brian	Member	Yes
Example	Jack	Child	Yes
Example	Julie	Child	Yes
Example	Melanie	Member	Yes
Hall	Darlene	Member	Yes
Hall	Gordon	Member	Yes
Hill	Mike	Member	Yes
Hill	Pam	Member	Yes
Moore	Robert	Member	Yes
Moore	Vivian	Member	Yes
Price	Bill	Prospect	Yes
Price	Erica	Prospect	Yes
Shields	Ben	Member	Yes
Shields	Lynette	Member	Yes
Smith	Anne	Member	Yes
Smith	Sam	Member	Yes
Smith	Tom	Member	Yes
Taylor	Ali	Member	Yes
Taylor	Austin	Child	Yes

This list is currently displaying 30 names from 12 families.

? Add a New Name    ? Edit the Selected Name

? Output Options    ? Delete the Selected Name

SHAPE Ministry Profile    Group Involvement    Contributions    Family Details

General Information    Pictures    Notes    User-Defined

**The information in this section applies only to Melanie Example**

Member Status: Member    Active

Age Category: Adults 1 (26-35)    Bday: 2/1/1981    29 yrs

Email Address: mrsmel@juno.com    Send

Cell Phone: ( ) 555-3434    Work:

Marital Status: Married    Gender: Female    Env#:

Baptism Date (user-defined): 6/20/1989

Membership Class: 12/4/2004

Another User-Defined Field: You can type values into the user-defined field

You can rename these fields: Or you can click the calendar and enter a date

To whatever you like: Or select a customizable value from the list

Assigned to Family: DEMO: Example Brian and Melanie

---

**The information in this section is shared by Melanie Example's entire family**

Formal: Mr. and Mrs. Brian Example

Informal: Brian and Melanie

Address: 1234 Any Road    Map

City: St. Augustine    State: FL    Zip: 33333

Home Phone: ( ) 456-4321    Phone 2:

Anniversary (user-defined): 4/10/2009

User-Defined Family Field 2: Family-based user-defined fields are

User-Defined Family Field 3: shared by everyone in the family

The People Screen allows you to keep track of everyone associated with your church. The People Screen (like most screens in ChurchTrac) is organized so that there is a list of information on the left side of the screen, with details about the selected name on the right.

## Quick Search

You can quickly search the list of names on the People Screen to show only the name or names you want to see. Use the quick search boxes to find a specific Individual or family, or just show members, active members, children, and so on.

Quick search options: Showing... Active Members

Showing only Last Names that begin with: Smith

And only First Names that begin with:

Last Name	First Name	Membership Status	Active
Smith	Anne	Member	Yes
Smith	Sam	Member	Yes
Smith	Tom	Member	Yes




# Screens and Features continued

## People Screen Tabs

The tabs on the right side of the People Screen give you access to various categories of information. There's a tab for Basic individual and family information, a tab for Pictures, Notes, Ministry Profiles-- even a tab for User-Defined fields that you can rename and completely customize.

SHAPE Ministry Profile	Group Involvement	Contributions	Family Details
General Information	Pictures	Notes	User-Defined

**The information in this section applies only to Melanie Example**



Member Status:

Age Category:  Bday:  29 yrs

Email Address:

Cell Phone: ( )  Work:

Marital Status:  Gender:  Env#:

Baptism Date (user-defined):

Membership Class:


Another User-Defined Field:

You can rename these fields:

To whatever you like:

Assigned to Family:  (see shared family info below)

**The information in this section is shared by Melanie Example's entire family**



Formal:

Informal:

Address:

City:  State:  Zip:

Home Phone: ( )  Phone 2:

Anniversary (user-defined):

User-Defined Family Field 2:

User-Defined Family Field 3:

## Notes Tab Screen

SHAPE Ministry Profile	Group Involvement	Contributions	Family Details
General Information	Pictures	Notes	User-Defined

*Use this tab to record notes, contacts, or other events. You can assign each entry to an individual, or share the entry with the individual's entire family.*

Date:	Description:	This note/event applies to:
8/15/2010 <small>This event occurred 0 years, 2 months, 20 days ago</small>	<input type="text" value="1st Visit to the Church"/>	<input type="text" value="the entire family"/>
8/22/2010 <small>This event occurred 0 years, 2 months, 13 days ago</small>	<input type="text" value="2nd Visit to the Church"/>	<input type="text" value="the entire family"/>
8/31/2010 <small>This event occurred years, months, days ago</small>	<input type="text" value="Letter from Pastor Sent"/>	<input type="text" value="Bob only"/>

The Notes tab is a good place to store quick notes or information about an individual or family. You can customize the note categories, and print reports based on your entries.



# Screens and Features continued

## Picture Tab

SHAPE Ministry Profile	Group Involvement	Contributions	Family Details
General Information	Pictures	Notes	User-Defined


**Individual Picture**

File Name:

*All your pictures should be located in a single folder. If the image file is renamed or deleted, the image will be unavailable. For best results, use jpeg images that are 800x600 or smaller.*

*For additional assistance with pictures, click on one of the help icons on the Picture tab.*

Show the Individual Picture thumbnail on the General Information tab



**Family Picture**


File Name:

*If the image file is renamed or deleted, the image will be unavailable. For best results, use .jpg images that are 800x600 or smaller.*

Should this family be included in the picture directory?

In the picture directory, this family's name will appear as:

Show the Family Picture thumbnail on the General Information tab



The Pictures tab lets you assign pictures to both individuals and families. You also have the ability to create and print several different styles of picture directories.

## Ministry Profile Tab

The SHAPE Ministry Profile tab gives you a place to enter Spiritual gifts, Heart for ministry, Abilities, Personality traits, and Experiences for each person in your congregation. You can customize each section to match the ministries and needs of your church.

General Information	Pictures	Notes	User-Defined
SHAPE Ministry Profile	Group Involvement	Contributions	Family Details

**Spiritual Gifts** Score

Teaching	14
Exhortation	12
Faith	12
*	

**Heart for Ministry**

Adult Teacher
Discipleship Team
Grief/Crisis Ministry
Drama

**Abilities**

Drama/Acting ability
Counseling ability
Teaching ability
*

**Personality Traits**

I make decisions primarily w/my H
I prefer routine more than variety
I am reluctant to share my feeling
I see myself as cooperative
*

**Experiences** Notes (optional)

Painful Experiences	This section lets you record notes on
Educational Experiences	different types of experiences this individual
Vocational Experiences	has had in several different categories
*	



# Screens and Features continued

## User-Defined Tab

The User-Defined tab lets you create your own fields--10 for individuals and 6 for families--that you can rename and customize to your specifications. You can also print detailed reports based on the information in each user-defined field.

## Print Reports, Labels & More

Output Options:

- Create Reports
- Print Mailing Labels
- Send an Email or a Text Message
- Print Letters and Envelopes
- Export Data
- Automated Messaging Service

Simple List (Name, Phone, Address)

Detailed List (Individual and Family info)

Birthday Reports

Attendance Summary

Attendance Report

Family Information Report (one page per family)

Ministry Profiles

Family Members Report

Family Name Report (with address and phone)

Detailed Family Report

Group Involvement Report

Create and Preview Report

The Output Options button gives you quick access to reports, labels, letters, emails and more. This is also where you can access the **Automated Messaging Service**. This feature allows you to automatically call or text every phone number on your list in just minutes. (credit purchase required)

SHAPE Ministry Profile	Group Involvement	Contributions	Family Details
General Information	Pictures	Notes	User-Defined
<p>The fields in this section apply only to the selected individual. Type a value in the field, select a value from the list, or click the calendar button to insert a date. Double-click on an item below to define default options/values and to rename the field. The fields on the left will appear on the general information tab. Use the arrows to move the fields up or down in order.</p>			
<b>Baptism Date (user-defined):</b> 8/23/2010		<b>User-Defined Field 6</b>	
<b>Membership Class:</b> 8/4/2010		<b>User-Defined Field 7</b>	
<b>Another User-Defined Field:</b> Bob		<b>User-Defined Field 8</b>	
<b>You can rename these fields:</b> 8/1/2010		<b>User-Defined Field 9</b>	
<b>To whatever you like:</b> Letter from a Baptist Church		<b>User-Defined Field 10</b>	
<p>The user-defined fields in this section are shared by the selected individual's entire family:</p>			
<b>Anniversary (user-defined)</b> These user-defined fields work		<b>User-Defined Family Field 4</b>	
<b>User-Defined Family Field 2</b> above, except they apply to an		<b>User-Defined Family Field 5</b>	
<b>User-Defined Family Field 3</b> click on the user-defined tab ab		<b>User-Defined Family Field 6</b>	

## Other People Screen Tabs

- The **Group Involvement Tab** shows every group that an individual is assigned to, including a quick snapshot of the individual's attendance in those groups.
- The **Contributions Tab** gives a quick look at an individual's giving. You can restrict access to this information so that only the people who know the Contribution password can access this tab.
- The **Family Details Tab** will display all the individuals who are in the same family as the selected individual. It even allows you to enter secondary contact information, which is useful for keeping up with seasonal residents.



# Screens and Features continued

## Groups Screen

**Groups** The Bible is God's only inspired h

**Group Categories:**  
*This window lists your Group Categories and Attendance tracking preferences. A Group Category is a collection of similar groups, like Sunday School Classes or ministry teams. For assistance, click the help icon.*

Group Categories	Attendance tracking method
Discipleship	Detailed: Who was present
<b>Sunday School</b>	<b>Detailed: Who was present</b>
Teams and Ministries	None: No attendance tracking
Worship Attendance	Count: Number of people present
*	

**Sunday School Groups/Classes:**  
*The groups or classes listed here belong to the Sunday School group category.*

Group/Class Names	Active	This Group or Class is Assigned to the following Department/Subcategory
<b>Preschool Class</b>	<input checked="" type="checkbox"/>	<b>Preschool Department</b>
Children's Class	<input checked="" type="checkbox"/>	Children's Department
Adult 1 Class	<input checked="" type="checkbox"/>	Adult Department
Adult 2 Class	<input checked="" type="checkbox"/>	Adult Department
Adult 3 Class	<input checked="" type="checkbox"/>	Adult Department
Senior Adults	<input checked="" type="checkbox"/>	Senior's Department
*	<input checked="" type="checkbox"/>	

**Individuals Assigned to: Preschool Class**  
*The individuals listed here belong to the Preschool Class group/class.*

Names	Role	Status
Hall, Darlene	Teacher	Active
Example, Jack	Member	Active
Smith, Sam	Member	Active
Taylor, Austin	Member	Active
White, Cindy	Member	Active
White, Morgan	Member	Active
*	Member	Active

Buttons: Add a New Group, Show Inactive Groups and Classes, Show this Group on the People Screen, Print Group List, Show Inactive Names

The Groups Screen gives you access to all of the groups in your church: Sunday school classes, committees, teams, small groups, and ministries. You can assign people to multiple groups, track group expenses, automatically promote members to a new group when they reach a certain age, and more!

## Calendar & Scheduling

The calendar screen gives you access to a month-by-month view of upcoming church events. With this screen it is easy to keep track of calendar events and facility scheduling.

**Calendar** Month View List View

Search Calendar Events:  Event Category:

Event Date	Start Time	End Time	Event Description
11/11/2010	9:30 AM	11:30 AM	Ladies Bible Study (1)
11/12/2010	11:00 AM	1:00 PM	Special event
11/18/2010	9:30 AM	11:30 AM	Ladies Bible Study (2)
11/24/2010	5:00 AM	7:00 AM	Thanksgiving Dinner
11/25/2010	9:30 AM	11:30 AM	Ladies Bible Study (3)
12/2/2010	9:30 AM	11:30 AM	Ladies Bible Study (4)
12/9/2010	9:30 AM	11:30 AM	Ladies Bible Study (5)
12/16/2010	9:30 AM	11:30 AM	Ladies Bible Study (6)
12/17/2010	6:00 PM	8:00 PM	Youth Christmas Pary
12/23/2010	9:30 AM	11:30 AM	Ladies Bible Study (7)
12/24/2010	6:00 PM	7:00 PM	Christmas Eve Service
12/30/2010	9:30 AM	11:30 AM	Ladies Bible Study (8)



# Screens and Features continued

## Attendance Screen

**Attendance** The Bible is God's only inspired h

Select a Group Category from the list below, then select a date or create a new date for attendance.

Sunday School

Select a date below to edit attendance for that date, or click the button below to add attendance records for a new date.

10/24/2010	Sunday
10/17/2010	Sunday
8/22/2010	Sunday
1/10/2010	Sunday

Add attendance records for a new date  
Delete the records for the selected date  
Dated Roll Sheets    Undated Roll Sheets

**Sunday School Groups/Classes**

Click on a group below to display the group members and participants on the right.

Preschool Class
Children's Class
Adult 1 Class

**Preschool Class Attendance**

Check the box next to a name to mark a person present for this attendance event.

<input checked="" type="checkbox"/>	Darlene Hall	Teacher
<input type="checkbox"/>	Jack Example	Member
<input checked="" type="checkbox"/>	Sam Smith	Member
<input checked="" type="checkbox"/>	Austin Taylor	Member
<input checked="" type="checkbox"/>	Cindy White	Member
<input checked="" type="checkbox"/>	Morgan White	Member

Total Present: 5

Mark All Present    Mark All Absent  
Add a Guest or New Member to this Group

The Attendance Screen allows you to quickly and easily track attendance for any group, class, or worship service. ChurchTrac provides two methods for tracking attendance: Detailed, where you keep track of who was present and who was absent, and the Count method, where you enter the total number of people present in each group or class.

We also have a **Barcode Check-in and Child Security** module that works with the attendance screen. You can quickly check people in at a centralized computer station as they arrive, plus provide security, allergy and other information for children who are entrusted to your care.

### Absentee Follow-Up

ChurchTrac makes it easy to follow-up on absentees. You can quickly create absentee reports and mailing labels. You can also filter absentee names on the People Screen, where you can quickly send every absentee a letter, email, or generate your own customized report.



# Screens and Features continued

## Giving

**Contributions** No Jesus. No Peace. Know Je

Contribution records exist for the dates listed below:

8/22/2010	Sunday
1/10/2010	Sunday

Add a New Date for Contributions

Env #	Contributor Name	Amount	Category	Tax Deductible?	Memo/Check Number
24	Demo, Bob	150.00	Budget Offerings	<input checked="" type="checkbox"/>	you can make a note
	Example, Brian	200.00	Budget Offerings	<input checked="" type="checkbox"/>	or record check number
	White, Cindy	500.00	Youth Fund	<input checked="" type="checkbox"/>	or just say "Cash"
*			Budget Offerings	<input checked="" type="checkbox"/>	

Contribution Summary	Subtotal
Budget Offerings	350.00
Youth Fund	500.00
<b>Total Amount:</b>	<b>850.00</b>

Deposit this Total to your Default Account (on the Accounting Screen)

Add a New Contributor    Import Contributions    Select a default Category for new Contributions: Budget Offerings

The Contributions Screen allows you to **enter giving records** and track your church's giving trends. By default, the Contributions Screen is password protected to prevent unauthorized access to giving records. You can use the Pledges Screen (not shown) to enter and record pledge giving and keep up with pledge campaigns.

You can also:

- keep track of who has paid for books, camp, or other expenses
- **print tax statements** for your contributors
- evaluate your budget and giving trends
- **print detailed contribution reports**



# Screens and Features continued

## Accounting & Budgeting

### Checking Account

No Jesus. No Peace. Know J

Date	Ref/Num	Payee / Category / Memo	Payment	Clr	Deposit/Credit	Balance
9/1/2010		Beginning Balance		<input checked="" type="checkbox"/>	5,000.00	5,000.00
		Budget Offerings				
10/11/2010	101	Telephone bill	85.00	<input type="checkbox"/>		4,915.00
		Telephone and Internet				
10/11/2010	102	Pastor Steve Sample	700.00	<input type="checkbox"/>		4,215.00
		~Multiple Category Transaction~				
10/18/2010	TRX	Transfer to Savings	100.00	<input type="checkbox"/>		4,115.00
		[Savings Account]				
10/18/2010	103	Pizza Parlor	100.00	<input type="checkbox"/>		4,015.00
		Youth Fund				
10/25/2010	DEP	Offering		<input type="checkbox"/>	842.67	4,857.67
		~Multiple Category Transaction~				
11/1/2010	104	Nursery Worker	100.00	<input type="checkbox"/>		4,757.67
		Nursery				
11/1/2010	TRX	Transfer to Savings	1,000.00	<input type="checkbox"/>		3,757.67
		[Savings Account]				
11/8/2010				<input type="checkbox"/>		

New

Delete

Void

Print Selected Check

Import Downloaded Transactions



Ending Balance:

3,757.67

ChurchTrac includes basic accounting and budgeting features to assist churches in managing their finances. You can create accounts, transfer funds between accounts, **write and print checks**, assign transactions to categories, and reconcile accounts.

The Accounting screen also has a memorized payee feature for quick, recurring transaction entry. ChurchTrac can handle transactions that contain multiple categories, and you can easily edit and customize the list of categories and subcategories to match the needs of your church. A wide array of accounting and budgeting reports are available to help keep track of finances. You can even import QFX or OFX files that you download from your bank's website, making Accounting screen entry fast and easy.



# Screens and Features continued

## Security Management

**Program Settings** Jesus

Select an item from the list below to change the settings and preferences for that item.

- General Settings
- People Screen Settings
- Data File
- Security Management**
- Regional Settings
- Report Settings
- Email Settings
- Color Scheme
- Your Church Information
- Unlock ChurchTrac
- About ChurchTrac Software

Select which method of security you would like to use:

Choose which screens to password protect and which screens are accessible without requiring a password (default).  
You can configure each screen to have a different password, or no password at all. If you use multiple computers, each computer can be configured independently of the other computers. Only users who know a password can access a screen or feature.

Require each person to log on with their own user name and password (recommended).  
An administrator can choose which users have access to certain screens, and which screens are not accessible. This option also allows an administrator to limit some users to read-only access. If you need to secure more than one screen, this is the recommended option.

For each user below, select which sections of the program can be accessed. You can also add new users at the bottom of the list, or delete existing users. Note: You can change the password of the Admin user account, however, you cannot delete or edit the Admin account. When you create a new user, the default password for that user is 1234.

User Name	People	SHAPE	Notes	Calendar	Budgeting	Accounting	Contributions	Read-Only	Allow User to create Attendance Events
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Sec	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Volunteer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Change Admin's Password](#)

Prevent unauthorized access to your database (even sections of your database) with one of our two optional security methods. The **password security method** allows you to require passwords to access certain screens or features. The **log-in method** (recommended) requires everyone who uses the program to be assigned a user name and password. The user name and password that is entered indicates which areas of the program can be accessed, and which are off limits for that user.

**Program Settings**

Select an item from the list below to change the settings and preferences for that item.

- General Settings
- People Screen Settings
- Data File
- Security Management
- Regional Settings
- Report Settings
- Email Settings
- Color Scheme**
- Your Church Information
- Unlock ChurchTrac
- About ChurchTrac Software

Color Theme

- Default
- Executive
- Khaki
- Foundry
- Black Tie
- Apothecary
- Royal
- Opulent
- Horizon
- Couture

Preview:

[Apply Color Theme Changes](#)

Note: ChurchTrac will automatically restart to apply your color theme changes.

## Color Schemes

ChurchTrac allows you to change the color scheme of your program screens. You can use the default blue, chose a color that fits your church or ministry's color scheme, or just pick a color you like. The color scheme can be changed as often as you like.



## What Makes ChurchTrac so Great?

- ✓ **It's free.** ChurchTrac is completely free for small churches, and priced reasonably for everyone else.
- ✓ **It's simple.** Even the computer-challenged volunteer can use it.
- ✓ **It's customizable.** You can double-click on any blue text in ChurchTrac to configure your own entries.
- ✓ **It's secure.** You can secure your data using optional passwords or configure user permissions.
- ✓ **It's accessible.** Use ChurchTrac's data sharing technology to synchronize all your computers, regardless of location.

### We're Ready, What Do We Do Next?

Go to our website and  
Download a **FREE COPY!**

[www.churchtrac.com](http://www.churchtrac.com)

#### What does it cost?

ChurchTrac is great for small and large ministries alike. You can enter up to 100 individual names for **FREE!** And if you need more than 100 names, you'll find ChurchTrac to be one of the best values in church software today. To go beyond 100 names, you can purchase an unlock code which allows you to enter up to 250, 500, 1000 or unlimited names. For current pricing for each level, please see the Purchase page of the ChurchTrac website.

You can purchase additional features such as our **Data Sharing Plan** to access your data from multiple computers at home or at the office. And **Automated Messaging** credits to send phone or text messages to your People screen list in just minutes.

### About Our Company

The seed that grew into *ChurchTrac* was planted in 2003 when the company founder, Byron Tedder, developed a software program at the request of his pastor. As needs arose, Byron continued to enhance the program to include more and more aspects of church management. In 2004, Byron began offering the software as a ministry to other churches--free for smaller churches--and affordable for larger churches. Thus, ChurchTrac was born.

Over the years of working on a church staff and listening to the needs of other churches, Byron has continued to expand and refine ChurchTrac to meet the needs of today's churches.

ChurchTrac isn't the largest church software company out there, but that's a good thing. Instead of focusing on profits, we can focus on serving you. Our mission is to equip churches and church leaders, because that's where real ministry happens.

### ChurchTrac Software, Inc.

PO Box 6021  
Jacksonville, FL 32236  
[www.churchtrac.com](http://www.churchtrac.com)  
1-(877) 704-0222