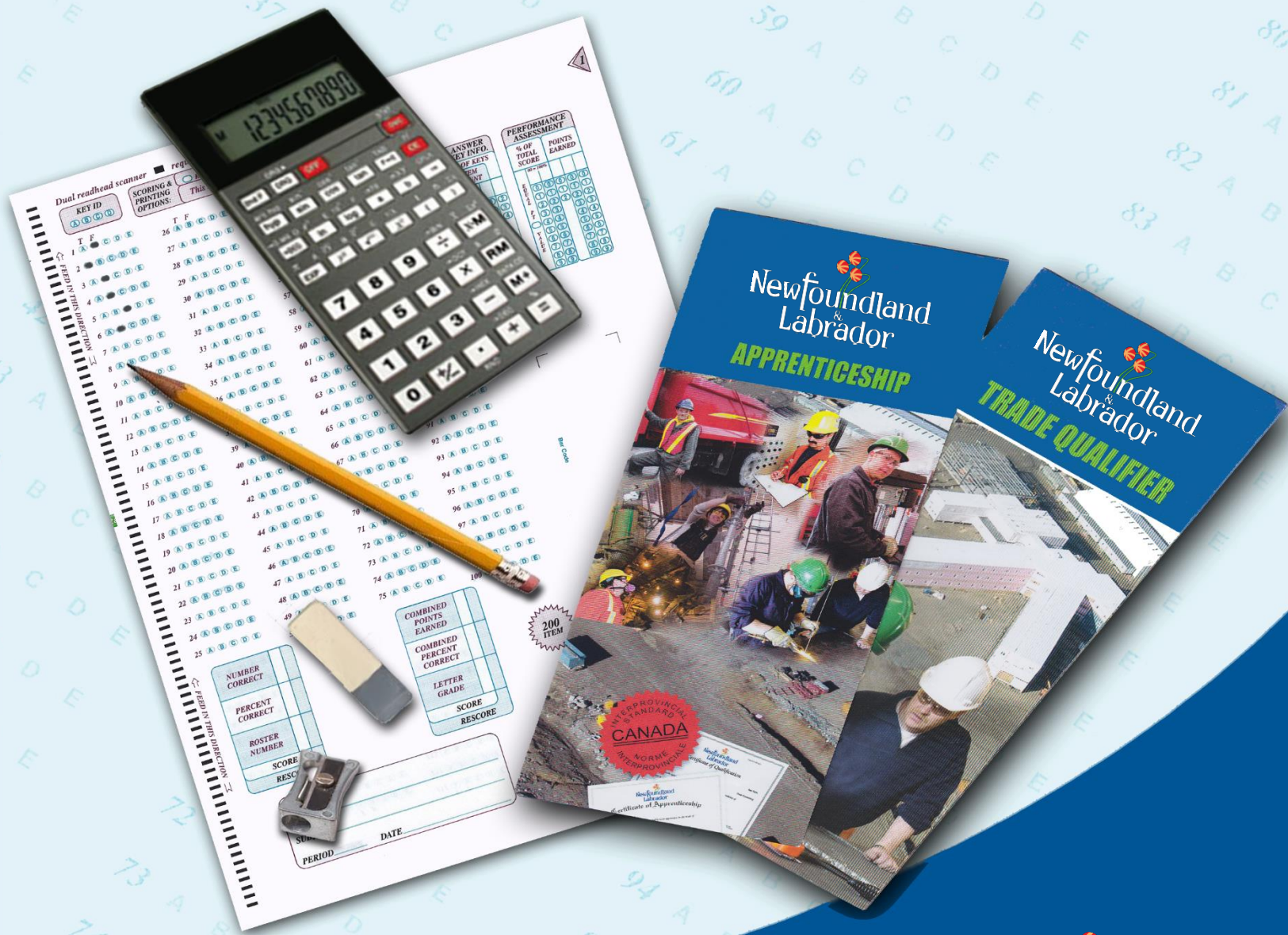


APPRENTICESHIP & CERTIFICATION

Study Guide Cabinetmaker



Apprenticeship and Trades Certification

Study Guide

Cabinetmaker

(Based on Red Seal Occupational Standard – RSOS 2021)

Government of Newfoundland and Labrador
Department of Immigration, Population Growth and
Skills

Version 13

Revised
February 2024

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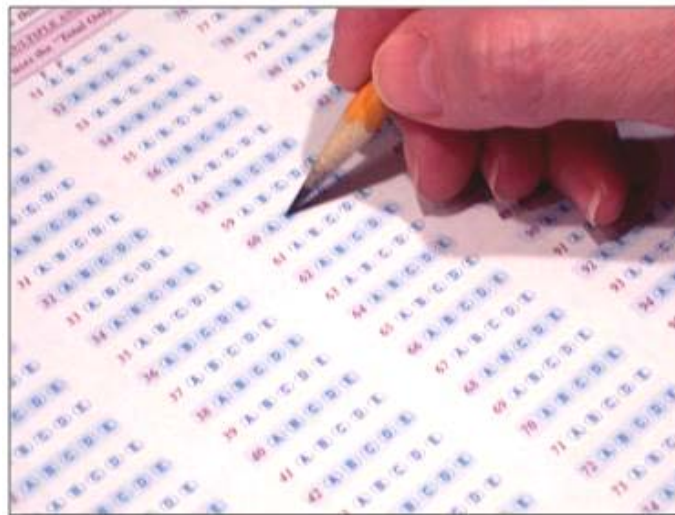
Introduction

This Study Guide has been developed by the Newfoundland and Labrador Department of Immigration, Population Growth and Skills, Apprenticeship and Trades Certification Division, to assist apprentices and trade qualifiers as they prepare to write the Red Seal Exam. Red Seal Exams are available for all Red Seal trades. For a list of Red Seal trades please refer to the Department of Immigration, Population Growth and Skills website: <https://www.gov.nl.ca/atcd/designated-trades/list-of-designated-trades/>

Some of the specific goals of this guide are:

- ⇒ to help you understand the skills and knowledge that might be covered on the exam
- ⇒ to help you identify your strengths and weaknesses
- ⇒ to provide organization and structure for a course of study
- ⇒ to provide a list of resources to help you with your study plan
- ⇒ to support and supplement the teaching and learning process

This study guide outlines the theoretical portion of the program. The intent is not to replace technical training provided under the guidance of instructors. Rather, it is a tool to be used in conjunction with formal training.



Exam Process

Before the Exam

You must contact the nearest Apprenticeship and Trades Certification Divisional office to make request to write the Red Seal exam (*See Appendix A for a list of regional offices*). Upon approval, the Apprenticeship Program Officer (APO) will notify you of your eligibility to write the exam, and provide you with scheduling information. If you require special accommodations due to a disability or language barrier, please contact your regional office for information on applying for this service.

During the Exam

You must bring:

- personal identification such as a photo or signature ID or valid Newfoundland and Labrador driver's license
- your notification letter

The following will be provided:

- a calculator (*see Appendix B for calculator information*)
- all other items required such as pencils, scrap paper, etc.

Important Note:

Personal cell phones, calculators, or other electronic equipment are NOT allowed into the exam room. If you do bring them, they will be stored away and returned to you when you have completed the exam.

After the Exam

Results will be mailed to you approximately seven to ten days after completion of the exam. All necessary instructions and information will be provided in the results letter.

The percentage mark you obtained will be provided. You will also be given a section by section breakdown, showing how many questions were in each section, as well as the number of questions in each section you completed successfully.

If you are successful in obtaining a 70% or more on your exam, you will be issued a Newfoundland and Labrador Certificate of Qualification with a Red Seal endorsement.

Exam Format

All Red Seal exams are written in multiple-choice format. Each exam has between 100 and 150 questions. A multiple choice question consists of a stem (a complete question followed by four options (A, B, C, D). The stem contains all the information necessary to answer the question. The options consist of the one correct answer and three “distracters.” Distracters are incorrect. (See Appendix C for a sample answer sheet).

Red Seal exams contain three types of questions:

Level 1 Knowledge and Recall

Questions at this level test your ability to recall and understand definitions, facts, and principles.

Level 2 Procedural and Application

Questions at this level test your ability to apply your knowledge of procedures to a new situation.

Level 3 Critical Thinking

Questions at this level test your ability to interpret data, solve problems and arrive at valid conclusions.

Level 1 Examples:

1. When using a powder-activated tool, what is done if a cartridge misfire occurs?
 - A. Quickly and carefully eject the cartridge.
 - B. Eject the cartridge after 5 seconds and dispose in water.
 - C. Keep the tool in place, wait 30 seconds and re-fire the tool.
 - D. Keep the tool in place and continue to re-fire.



2. What is the best suited fastening device to use when applying a stop block to a jig?

- A. Toggle clamp.
- B. Screw and glue.
- C. Screw and brad.
- D. Brad and staple.



3. What is used to prevent miter joints from opening?

- A. Air-dried lumber and biscuits.
- B. Biscuits and silicone.
- C. Air-dried lumber and sufficient glue.
- D. Kiln-dried lumber and sufficient glue.



Level 2 Examples:

1. What are the initial steps required when machining a haunched mortise and tenon joint on a prototype?

- A. Drill holes and clean mortise.
- B. Cut the cheeks and shoulders.
- C. Machine the tenon then mortise.
- D. Machine mortise then the tenon.



2. Which sequence of cutters and cutting operations is used on a tenoner when coped shoulders are required?
- A. Coping heads, tenon heads, cutoff saw.
 - B. Cutoff saw, tenon heads, coping heads.
 - C. Tenon heads, coping heads, cutoff saw.
 - D. Coping heads, cutoff saw, tenon heads.



3. On a multi-spindle dovetailing machine, what will lowering the cutters by 1 mm do?
- A. It will change the pitch on the cutters.
 - B. It will allow longer pins and tails to be made.
 - C. It will allow different thicknesses of stock to be dovetailed.
 - D. It will make a looser joint at the pins and tails.



Level 3 Examples:

1. Which combination of edges and application procedure is most suitable when putting an edge on a shop-made countertop?
- A. T-molding, plastic or vinyl; with a groove.
 - B. Aluminum, stainless steel or galvanized; with a groove.
 - C. Crown molding, half round molding or cove molding; with glue and nails.
 - D. Solid surface, plastic laminate or solid wood; with suitable glue.



2. What could result from excessive pressure being applied when contact cementing plastic laminate to the face of a fir plywood core?
- A. The core may fracture on the face.
 - B. The glue may be starved and delaminate.
 - C. Telegraphing may occur across the face.
 - D. De-lamination may occur at the edges.



3. What is the procedure to apply plastic laminate and solid profiled edge to a doubled-up particle top for a kitchen counter?
- A. Glue plastic laminate, trim and glue edge then profile.
 - B. Profile edge, glue plastic laminate, trim and apply profile edge.
 - C. Glue solid edge, glue plastic laminate and profile edge and plastic laminate.
 - D. Glue solid edge, profile, glue plastic laminate then trim.



Source of Questions:

<http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=37>

Exam Content

Understanding the *Red Seal Occupational Standard (RSOS)*

The Red Seal model has historically been based on the development of the National Occupational Analysis (NOA) which supports the development of multiple-choice format examinations.

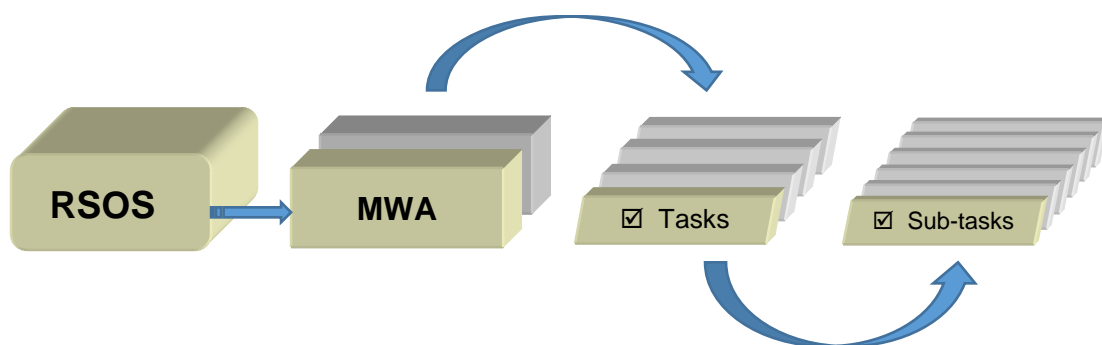
The RSOS was introduced in 2015 and is now taking the place of the NOA. Each RSOS or NOA sets the standard for a Red Seal trade. The Red Seal Examination is based on the Red Seal Standard.

The new standards provide greater consistency in learning resources and allow for increased industry involvement in the development of these standards. This new model places increases emphasis on apprenticeship training and assessing skills with industry learning objectives, outcomes and performance criteria.

The RSOS for each trade describes the tasks and sub-tasks; skills and knowledge requirements; summary of essential skills; safety information; trends affecting the trade; technical terms; names of tools and equipment; acronyms; learning objectives and outcomes; industry expected performance and essential skills related to each sub-task.

The RSOS is an excellent tool to use as you study for the Red Seal exam. RSOSs can be found at <http://www.red-seal.ca/resources/n.4.1-eng.html>

RSOS material is organized into the following categories: **MWA (Major Working Activity)**. The MWAs are further broken down into **TASKS** (*describes activities within an MWA*) and **SUB-TASKS** (*describe activities within a task – This is what the exam is based on*).

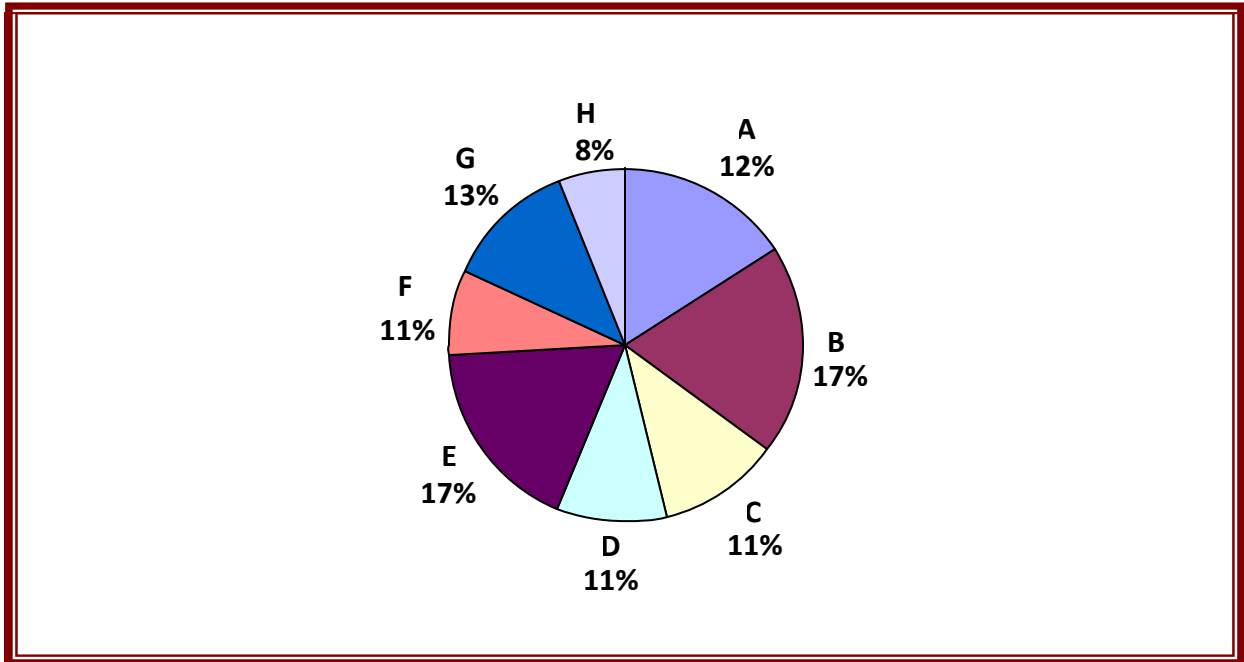


The NOA will continue to be used as the occupational standard for trades that do not yet have an RSOS developed.

RSOS Pie Chart

The RSOS Pie Chart presents the MWA percentages in the form of a pie chart which tells you the approximate number of questions from each MWA. For example, 12% of the questions on the **Cabinetmaker** Exam will be based on **MWA A**.

CABINETMAKER



MWA Titles			
MWA A	Performs Common Occupational Skills	MWA E	Performs Shop Assembly
MWA B	Performs Machining	MWA F	Performs Finishing
MWA C	Performs Forming and Laminating	MWA G	Performs On-Site Assembly & Installation
MWA D	Installs Veneers and Laminates	MWA H	Performs Specialized Operations

Exam Breakdown

The **Cabinetmaker** exam currently has 120 questions. The following table shows a breakdown of the number of questions that come from each RSOS MWA. It is important to note that the exact number of questions can change at any time. When you are ready to write your exam, you may contact your regional office to verify the number of questions (See Appendix A).

		# of Questions
MWA A	Performs Common Occupational	16
Task 1	Performs safety-related functions	2
Task 2	Maintains tools and equipment	4
Task 3	Organizes work	4
Task 4	Performs routine work practices	4
Task 5	Uses communication and mentoring techniques	2
MWA B	Performs Machining	19
Task 6	Machines components using stationary and portable power tools	14
Task 7	Machines components using automated and CNC equipment	5
MWA C	Performs Forming and Laminating	13
Task 8	Creates curved components using wood and composite materials	6
Task 9	Laminates wood and composite materials	7
MWA D	Installs Veneers and Laminates	14
Task 10	Applies veneers	7
Task 11	Applies laminate sheets	7
MWA E	Performs Shop Assembly	20
Task 12	Assembles cabinets and furniture	11
Task 13	Assembles architectural millwork products	9
MWA F	Performs Finishing	14
Task 14	Prepares surface for finishing	7
Task 15	Finishes wood products	7
MWA G	Performs On-Site Assembly and Installation	15
Task 16	Modifies products to site conditions	4
Task 17	Installs cabinets and countertops	6
Task 18	Installs architectural millwork products and moldings	5
MWA H	Performs Specialized Operations	9
Task 19	Builds stairs and balustrades	3
Task 20	Works with solid surface material and custom countertops	3
Task 21	Creates decorative woodwork	1
Task 22	Restores woodwork	2
Total		120

RSOS Sub-tasks

The following *RSOS Task Profile Checklist* outlines the MWAs, tasks and sub-tasks for your trade. The Red Seal exam is written to test your knowledge and abilities regarding the sub-tasks in the RSOS. This chart can be used to review your current knowledge. You can review by placing a checkmark (✓) next to those you understand fully.

Place your focus on those you do not understand and study them until you are comfortable with the material. Think of possible questions in that particular content area.

The RSOS also contains a list of “supporting knowledge and abilities” for each sub-task. They are the skills and knowledge you must have to perform a sub-task. The supporting knowledge and abilities identified under each sub-task will be very helpful as you review. The list can be found in the RSOS for your trade.

**Task Profile Checklist
Based on RSOS 2021
Cabinetmaker**

MWA A: Performs Common Occupational Skills

Task 1: Performs safety-related functions

Sub-Tasks

- Maintains safe work environment
- Uses personal protective equipment (PPE) and safety equipment

Task 2: Maintains tools and equipment

Sub-Tasks

- Maintains hand, portable power and pneumatic tools and equipment
- Maintains stationary power tools
- Maintains automated and computer numerical control (CNC) equipment
- Maintains finishing equipment

Task 3: Organizes work

Sub-Tasks

- Interprets prints and drawings
- Plans project
- Creates design
- Performs layout of cabinets, furniture and architectural millwork

Task 4: Performs routine workpractices

Sub-Tasks

- Handles materials, supplies and products
- Fabricates jigs and templates
- Builds prototypes
- Dry fits components
- Selects hardware
- Selects adhesives and fasteners

Task 5: Uses communication and mentoring technique

Sub-Tasks

- Uses communication techniques
- Uses mentoring techniques

MWA B: Performs Machining

Task 6: Machines components using stationary and portable power tools

Sub-Tasks

- Breaks out solid wood
- Dresses solid wood
- Shapes solid wood
- Breaks out sheet materials
- Machines sheet materials
- Machines joints
- Performs preliminary sanding

Task 7: Machines components using automated and CNC equipment

Sub-Tasks

- Sets up automated and CNC equipment
- Operates automated and CNC equipment

MWA C: Performs Forming and Laminating

Task 8: Creates curved components using wood and composite materials

Sub-Tasks

- Builds forms
- Performs curved laminating
- Steam-forms wood

Task 9: Laminates wood and composite materials

Sub-Tasks

- Arranges materials for laminating
- Applies adhesive for laminating
- Clamps pieces together

MWA D: Installs Veneers and Laminates

Task 10: Applies veneers

Sub-Tasks

- Selects veneers
- Prepares veneers and substrate
- Adheres veneers to substrates
- Performs final clean-up of veneered panels

Task 11: Applies laminate sheets

Sub-Tasks

- Selects laminate sheets
- Prepares laminate sheets and substrate
- Adheres laminate sheets to substrate
- Performs final clean-up of laminated sheets

MWA E: Performs Shop Assembly

Task 12: Assembles cabinets and furniture

Sub-Tasks

- Assembles cabinet components
- Assembles furniture components
- Combines cabinets and furniture components into final assemblies

Task 13: Assembles architectural millwork products

Sub-Tasks

- Assembles architectural millwork components in shop
- Assembles architectural fixtures in shop

MWA F: Performs Finishing

Task 14: Prepares surface for finishing

Sub-Tasks

- Repairs imperfections
- Prepares parts for finishing
- Performs final sanding of surfaces

Task 15: Finishes wood products

Sub-Tasks

- Prepares finishing materials
- Applies finishing material manually
- Sprays on finishing material

MWA G: Performs On-Site Assembly and Installation

Task 16: Modifies products to site conditions

Sub-Tasks

- Cuts access holes on site
- Scribes product to fit on site

Task 17: Installs cabinets and countertops

Sub-Tasks

- Performs final on-site assembly and fastening of cabinets and countertops
- Finalizes installation of cabinets and countertops

Task 18: Installs architectural millwork products and mouldings

Sub-Tasks

- Performs final on-site assembly and fastening of architectural millwork products
- Installs mouldings
- Finalizes installation of architectural millwork products and mouldings

MWA H: Performs Specialized Operations

Task 19: Builds stairs and balustrades

Sub-Tasks

- Lays out stair and balustrade components
- Machines stair and balustrade components
- Assembles stairs and balustrades
- Installs stairs and balustrades

Task 20: Works with solid surface material and custom countertops

Sub-Tasks

- Breaks out materials
- Fabricates solid surface material
- Installs solid surface material

Task 21: Creates decorative woodwork

Sub-Tasks

- Performs marquetry (**NOT COMMON CORE**)
- Performs carving (**NOT COMMON CORE**)
- Performs woodturning

Task 22: Restores woodwork

Sub-Tasks

- Repairs woodwork for restoration purposes
- Refinishes woodwork

Create a Study Plan

As you prepare for your exam, it is important to plan a schedule. The following two tables will help you stay on track.

The first table is a **“Weekly Study Plan.”** In this table list the areas you will focus your study for each day. You should include items you need to review as well as items you need to study. Remember, more time will be needed for study in areas you find difficult, whereas you may only require review in areas you are more familiar with. As you work through the NOA sub-task list you can start to fill in this table.

The second table is a **“Study Time Table.”** It is important to create a study schedule where you determine the best days of the week and times of day for you to study.

Print several copies of these tables and fill out for each week of study. It is important to stick to your study schedule.

Weekly Study Plan for Week of: _____

	Area of Study 1	Area of Study 2	Area of Study 3	Area of Study 4	Area of Study 5	Area of Study 6
Mon.						
Tues.						
Wed.						
Thu.						
Fri.						
Sat.						
Sun.						

Study Time Table for Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM - 9:00 AM							
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM							
11:00 AM - 12:00 Noon							
12:00 Noon - 1:00 PM							
1:00 PM - 2:00 PM							
2:00 PM - 3:00 PM							
3:00 PM - 4:00 PM							
4:00 PM - 5:00 PM							
5:00 PM - 6:00 PM							
6:00 PM - 7:00 PM							
7:00 PM - 8:00 PM							

Resources - Websites

Study information can be drawn from a variety of sources. A sample list of study materials (websites and books) is provided below. These and other helpful resources may be found in a local college bookstore, on the Internet, or at your place of employment. You may also be able to borrow them from an apprentice or journey person in your trade.

Study Strategies and Exam Preparation Guide

The *Study Strategies & Exam Preparation Guide* is meant to be used in conjunction with this study guide. It provides direction and information on such areas as study habits, test preparation and test taking techniques.

<https://www.gov.nl.ca/atcd/apprentices-youth/self-study/study-guides/>

Plan of Training (POT)

A *Provincial Plan of Training* details the full scope of learning for a particular occupation, including both technical training competencies and industry experiences necessary to write a Red Seal exam (and complete the requirements for Red Seal Certification, or to write a provincial examination. The POT is based on the NOA.

POT Website: <https://www.gov.nl.ca/atcd/designated-trades/pots-aacs/>

Red Seal Website

Red Seal is a program that sets common standards to evaluate the skills of tradespeople across Canada. It is a partnership between the Federal Government and the provinces/territories.

The Red Seal model has been based on the National Occupational Analyses (NOA) which supports the development of multiple-choice examinations. A new Red Seal Occupational Standard (RSOS) was introduced in 2015 and is taking the place of the NOA.

Red Seal Website: <http://www.red-seal.ca/>

Cabinetmaker PRACTICE Exam

This is **NOT** a Red Seal exam. This is a practice exam provided by the Red Seal Occupational Standards Program. It was developed using similar question types to that of a Red Seal exam. The exam is intended to be used for self-assessment in preparation for writing a Red Seal Exam.

<https://www.red-seal.ca/eng/s.1mpl.2.2x.1mQ.5.2st.3.4ns.shtml?tid=37#>

Red Seal Exam Self-Assessment Guide

Use this self-assessment tool to rate your own understanding and experience with the tasks of the trade that are on the Red Seal examination:

https://www.red-seal.ca/_conf/assets/custom/docms/cabinetmaker/self-assessment.pdf

Acronyms

The Red Seal website also lists Acronyms which will be helpful in preparing for your Exam!

<https://www.red-seal.ca/eng/trades/cabinetmakers/app-a.shtml>

Tools and Equipment

The Red Seal website also lists Tools and Equipment which will be helpful in preparing for your Exam!

<https://www.red-seal.ca/eng/trades/cabinetmakers/app-b.shtml>

Glossary of Terms

The Red Seal website also lists a Glossary of Terms which will be helpful in preparing for your Exam!

<https://www.red-seal.ca/eng/trades/cabinetmakers/app-c.shtml>

Resources – Book List

You can use this list to help you obtain information on specific topics. However, it is not necessary to use these books specifically.

- Modern Cabinetmaking*, Goodheart-Willcox, 2005, Davis, C.W., and Umstattd, W.D., ISBN 1590703766

- Cabinetmaking Modules, Periods 1-4*, Crown Publication, www.crownpub.bc.ca

Disclaimer

Various external resources (websites, textbooks) have been listed in this study guide to assist an individual in preparing to write a Red Seal Exam. This does not mean the Department of Immigration, Population Growth and Skills, Newfoundland and Labrador endorses the material or that these are recommended as the best resources. There may be other resources of equal or greater value to an individual preparing for a Red Seal exam. The Department of Immigration, Population Growth and Skills has no control over the content of external textbooks and websites listed, and no responsibility is assumed for the accuracy of the material.

Conclusion

We hope this guide has provided you with some useful tools as you prepare for your Red Seal exam. If you have any questions regarding your Red Seal exam please contact your regional office (*see Appendix A for a list of regional offices*).

We appreciate your comments and feedback regarding the usefulness of this study guide. If you have any comments or suggestions, we welcome your feedback. The feedback form at the end of this guide can be used for this purpose.

Appendix A: Regional Offices

If you have any questions regarding your Red Seal exam, please contact one of the following regional offices:

Department of Immigration, Population Growth and Skills
Apprenticeship and Trades Certification Division
Toll Free: 1-877-771-3737

<https://www.gov.nl.ca/atcd/contact-us/staff-listing-and-office-locations/>

Corner Brook
1-3 Union Street Aylward Building, 2 nd Floor Corner Brook, NL A2H 5M7
Telephone: (709) 637-2366 Facsimile: (709) 637-2519

Grand Falls-Windsor
42 Hardy Avenue Grand Falls- Windsor, NL A2A 2J9
Telephone: (709) 292-4215 Facsimile: (709) 292-4502

Clarenville
45 Tilley's Road Clarenville, NL A5A 1Z4
Telephone: (709) 466-3982 Facsimile: (709) 466-3987

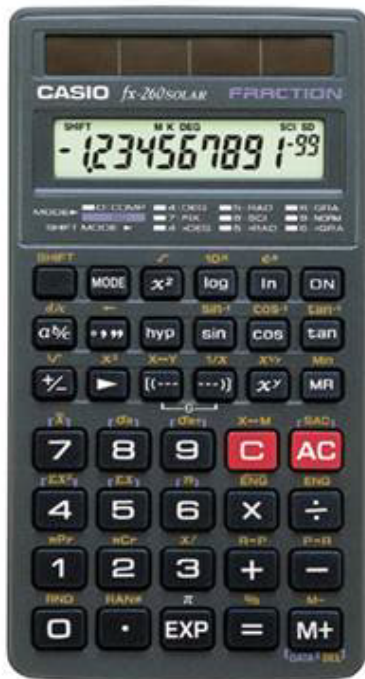
St. John's
P.O. Box 8700 1170 Topsail Road Mount Pearl, NL A1B 4J6
Telephone: (709) 729-5688 Facsimile: (709) 729-5878

Happy Valley – Goose Bay
163 Hamilton River Road Burse Building Happy Valley-Goose Bay, NL A0P 1E0
Telephone: (709) 896-6348 Facsimile: (709) 896-3733

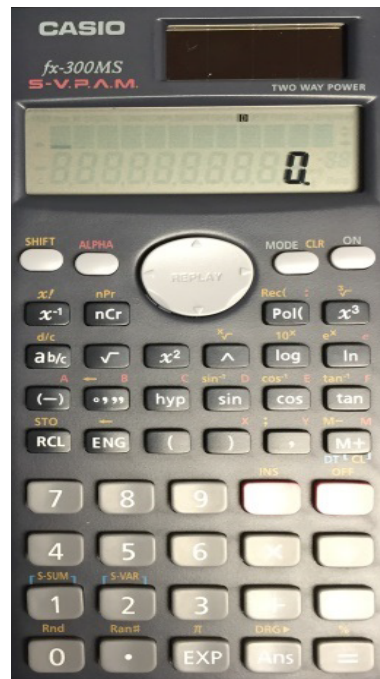
Appendix B: Calculator Use

The picture below shows a calculator with the same functions as the one you will be provided with during your exam. It is advisable to borrow or purchase one with similar functions so that you can familiarize yourself with it before you write your exam.

Casio FX-260



Casio FX-300 MS



Appendix C: Answer Sheet Example

With your exam you will be given an answer sheet similar to the one below. When answering multiple choice questions be sure to fill the circle completely and fill the circle that corresponds to the question on the exam.

Dual readhead scanner ■ required ■■ to score this sheet

KEY ID
A B C D

SCORING & PRINTING OPTIONS:
 RESCORE MULTIPLE ANSWER SCORING
 This sheet always uses the "Total Only" scoring option.

↑ FEED IN THIS DIRECTION ↓

1	T F	A B C D E
2	T F	A B C D E
3	T F	A B C D E
4	T F	A B C D E
5	T F	A B C D E
6	T F	A B C D E
7	T F	A B C D E
8	T F	A B C D E
9	T F	A B C D E
10	T F	A B C D E
11	T F	A B C D E
12	T F	A B C D E
13	T F	A B C D E
14	T F	A B C D E
15	T F	A B C D E
16	T F	A B C D E
17	T F	A B C D E
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91	T F	A B C D E
92	T F	A B C D E
93	T F	A B C D E
94	T F	A B C D E
95	T F	A B C D E
96	T F	A B C D E
97	T F	A B C D E
98	T F	A B C D E
99	T F	A B C D E
100	T F	A B C D E

ANSWER KEY INFO.
OF KEYS
ITEM COUNT

0	0	2
1	1	3
2	2	4
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	

PERFORMANCE ASSESSMENT
% OF TOTAL SCORE POINTS EARNED
00 = 100%

E	0	0	0	0
G	1	1	1	1
R	2	2	2	2
A	3	3	3	3
T	4	4	4	4
V	5	5	5	5
A	6	6	6	6
L	7	7	7	7
E	8	8	8	8
	9	9	9	9

Bar Code

NUMBER CORRECT	
PERCENT CORRECT	
ROSTER NUMBER	
SCORE	
RESCORE	

COMBINED POINTS EARNED	
COMBINED PERCENT CORRECT	
LETTER GRADE	
SCORE	
RESCORE	

200 ITEM

MARKING INSTRUCTIONS
Use a No. 2 Pencil
A ● C D E
Fill oval completely
A B C D E
Erase cleanly

STUDENT ID NUMBER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

NAME _____
SUBJECT _____
PERIOD _____ DATE _____

Feedback Form Study Guide – Cabinetmaker

Please answer the following:

- (1) This Study Guide is a useful tool for exam preparation.
 strongly agree agree disagree strongly disagree
- (2) The topics contained in the guide are arranged in a logical order.
 strongly agree agree disagree strongly disagree
- (3) The design and format of the guide caught my attention.
 strongly agree agree disagree strongly disagree
- (4) The instructions throughout the guide are clear and to the point.
 strongly agree agree disagree strongly disagree
- (5) The resources listed in this guide are suitable and valuable.
 strongly agree agree disagree strongly disagree
- (6) The guide should contain more information.
 strongly agree agree disagree strongly disagree

Suggested information/resources to include:

Additional Comments:

Please complete this form and return via fax or mail to the following:

Department of Immigration, Population Growth and Skills
Apprenticeship and Trades Certification Division
Standards and Curriculum Unit
45 Tilley's Road, Clarenville, NL A5A 1Z4
Fax: (709) 466-3987

