ORDER FOR SUPPLIES OR SERVICES									PAGE	OF PAGES			
IMPORTANT	: Mark all	packages and papers w	ith contract and/or	order numbers.	We in	T'IL			-1	4			
1. DATE OF OF 10/26/20	GS-00F-0084N				6. SHIP TO: a. NAME OF CONSIGNEE								
3. ORDER NO. TPD-SIG-	R NO. 4. REQUISITION/REFERENCE NO. SIG-10-K-00001 SIG-50000-09-0002					SIG							
Bureau of Division Aver 5F	of the n of P	Public Debt			b. STREE 1500		RESS AVENUE NW						
200 Third Street Attn: D. Seeley Parkersburg WV 26101					c. CITY WASHI	NGT	ON	d. STATE	e. ZIP CODE 20220				
7. TO: B. NAME OF CO EDITORIA		R ERTS INC.			f. SHIP VI	A				d He			
b. COMPANY N	IAME				<u> </u>			TYPE OF ORDER	סר				
c. STREET ADDRESS 66 CANAL CENTER PLAZA STE 200					and condit	NCE Y	OUR:	ns of	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				
d. CITY			e. STAT	E f. ZIP CODE		this order and on the attached sheet, if any, including delivery as indicated.							
ALEXANDR	IA		VA	22314-1591	a reserving well truly do it to the control of the								
9. ACCOUNTIN		PROPRIATION DATA			10. REQUISITIONING OFFICE BUREAU OF PUBLIC DEBT								
BUSINESS				1. EMERGING SMA BUSINESS 14. GOVERNMENT B/L N	ш.	OWNED							
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ITEM NO.	The first of the f				QUANTITY ORDERED (c)		UNIT PRICE (e)		AMOUNT ACCEPTE (f) (g)				
	PH:	-	rover:										
	18. SHIPPING POINT 19. GROSS SHIPPING				MEIGHT 20. INVOICE NO.					17(h) TOTAL (Cont. pages)			
	21. MAIL INVOICE TO:				-47 57	1			00 888				
SEE BILLING	a. NAME ARC/ASD/SIG								\$98,118.60				
INSTRUCTIONS ON REVERSE	b. STREET ADDRESS ARC/ASD/SIG, AVERY 3G PO BOX 1328 SIG@BPD.TREAS.GOV												
	e. CITY PARKERSBURG					TE V	e. ZIP CODE 26106-1328		\$98,118.60				
22. UNITED	STATES OF A BY (Signal		12	112	>		23. NAME (Typed) AARON WH TITLE: CONTRACT	ITE	ICER				

ORDER FC. SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

DATE OF ORE		CONTRACT NO. GS-00F-0084N				ORDER NO. TPD-SIG-10-K-00001	
ITEM NO.	Т	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTITY
(a)		(d)	ORDERED (c)	(d)	PRICE (e)	(n	ACCEPTED (g)
	Ema	il:	12.50				4 - 2 -
	hou rat (NT sha pla app	s task order is being issued on a labor or basis, with fixed-price labor hour less and is funded at a not-to-exceed (E) level of \$98,118.60. The contractor all not exceed the monetary limitation aced on this order without the prior proval of the Contracting Officer. The cimum contract value is \$98,118.60.					
	Acc	ounting Info:					
	100000	iod of Performance: 10/26/2009 to 25/2010					
001	POL	ICY DEVELOPMENT SUPPORT				98,118.60	0
	wit ide	torial Support service in accordance th GSA schedule GS-00F-0084N and the entified labor catagories per their criptions. (see attachment A)					
	(es Sub (es Pub	rject Manager III \$ timated) stantive Editor II \$ timated) clications/Production QC \$ timated)					
	is sub con lim hou cat in	e: The monetary amount of line item 0001 designated "not to exceed". It is ject to adjustment; however, the tractor shall not exceed the monetary itation of the line item. If additional rs are required from any of the labor egories reductions will need to be made one of the other labor categories to omodate the need.					
	INV	OICING SHALL BE MONTHLY IN ARREARS.		in the			
	Con	tinued					

ORDER FC JUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

3

		k all peckages and papers with contract and/or order numbers.				불물로		
A STATE OF THE PARTY OF THE PAR		CONTRACT NO.				ORDER NO.		
	009			14.135		TPD-SIG	-10-K-0000.	
ITEM NO.	10.02	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT		AMOUNT	QUANTITY
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DATE OF ORI 10/26/20 ITEM NO.	"52" Add Con OVE In Over to an be tra will inf the account the account the process but can be provided by the process but can be provided by the process but can be provided by the process but can be process but can be process but can be process but can be process but by the process but can be process but by the pro	SUPPLIESSERVICES (b) "52.212-4 Contract Terms and Conditions Commercial Items (Mar 2009) Addendum to 52.212-4, Contract Terms and Conditions Commercial Items (MAR 2009) OVERPAYMENTS In accordance with 52.212-4 section (i) 5 Overpayments: Accounts Receivable Conversion of Check Payments to EFT: If the Contractor sends the Government a check to remedy duplicate contract financing or an overpayment by the government, it will be converted into an electronic funds transfer (EFT). This means the Government will copy the check and use the account information on it to electronically debit the Contractor's account for the amount of the check. The debit from the Contractor's account will usually occur within 24 hours and will be shown on the regular account statement. The Contractor will not receive the original check back. The Government will destroy the Contractor's original check, but will keep a copy of it. If the EFT cannot be processed for technical reasons, the Contractor authorizes the Government to process the copy in place of the original check. MARKING OF SHIPMENTS: Please ensure that the order number (Block 3) is clearly visible on all shipping/service documents, containers, and invoices."		120	PRICE			QUANTITY ACCEPTED
	INV	OICES	5					
	Inv ele in	accordance with 52.212-4 section (g) roice: Invoices shall be submitted ectronically to the e-mail address shown Block 21b, page 1. Protected Microsoft tinued						
	TOTAL	CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))		y fil			\$0.00	

ORDER FC JUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO.

10/26/2009 GS-00F-0084N

ORDER NO.

TPD-SIG-10-K-00001

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	(c)	(d)	(e)	n	(9)
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	however, Adobe Acrobat Portable Document	N I La				
	Format (PDF) and Microsoft Word are also	4 v				
	acceptable. For payment and invoice					
	questions contact Accounting Services					
	Division at (304) 480-8300.					
	PAYMENT INFORMATION:		1 1			
	Receive a free email notice of your	100				
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	www.ipp.gov.					
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	The total amount of award: \$98,118.60. The					
	obligation for this award is shown in box					
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Attachment A

Labor Category description per GSA schedule

Project Manager III Functional Responsibility: Coordinates a wide variety of concurrent projects with varying specifications and requirements. Creates detailed time estimates and schedules. Has experience working in a fast-paced environment with tight deadlines. Has understanding of and experience with all phases of the publications process (writing, editing, design, desktop publishing, proofreading, printing). Manages high-end, design-intensive publications. Works with internal or external clients to ascertain needs and develop project plans. Has five or more years of supervisory experience. **Minimum Education:** BA/BS degree in a related field or the equivalent work experience **Minimum Experience:** Minimum of 3 years of professional project management experience

Substantive Editor II Functional Responsibility: Corrects grammar, punctuation, and spelling errors, either on paper with standard editing marks or online. Recognizes and corrects inconsistencies in style (number style, capitalization, compounding, abbreviations). Has experience using several industry-standard style guides; can apply internal consistency when style is not specified. Revises wording to improve clarity and flow of text (e.g., shortens excessively long sentences, makes sure that pronouns have clear antecedents, eliminates passive voice where appropriate). Queries redundant or unclear portions of text. Styles footnotes and bibliographic material. Applies consistent format to tabular material; checks math in tables. Writes summaries for chapters, sections, or entire manuscript. Writes transitions between paragraphs and sections. Meets with authors to explain revisions and/or further develop manuscript. Has extensive experience with scientific or technical subject matter. Minimum Education: BA/BS degree in a related field or the equivalent work experience Minimum Experience: Minimum of 3 years of professional substantive editing experience

Publications/Production QC Functional Responsibility: Reviews final documents or electronic files and checks for errors in content, style, format, typography, and/or navigation. Compares final products to client requirements to ensure that all specifications have been met. Ensures that electronic files are properly assembled for printing. Minimum Education: BA/BS degree in a related field or the equivalent work experience Minimum Experience: Minimum of 1 year of professional publications/production QC experience