

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 03/13/2009		2. CONTRACT NO. (If any)		6. SHIP TO:			
3. ORDER NO. DTMA1V09068		4. REQUISITION/REFERENCE NO. See Lines		a. NAME OF CONSIGNEE See Line Item Detail and Shipping Detail			
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 1200 New Jersey Ave SE, MAR380 W26-429 Washington DC 20590				b. STREET ADDRESS		c. CITY	
7. TO:				d. STATE		e. ZIP CODE	
a. NAME OF CONTRACTOR				f. SHIP VIA			
b. COMPANY NAME Leadership Directories, Inc.				8. TYPE OF ORDER			
c. STREET ADDRESS 104 Fifth Avenue, Floor 3				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input type="checkbox"/> b. DELIVERY - 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 New York		e. STATE NY	f. ZIP CODE 10011-6901		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
9. ACCOUNTING AND APPROPRIATION DATA See Line Item Detail				10. REQUISITIONING OFFICE DOT/Maritime Administration, MAR-410			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination	
13. PLACE OF			14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION		b. ACCEPTANCE		03/31/2009			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
SEE LINE ITEM DETAIL						

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages) 17(i) GRAND TOTAL
	21. MAIL INVOICE TO:						
	a. NAME See Line Item Detail						
	b. STREET ADDRESS (or P.O. Box)						
c. CITY			d. STATE	e. ZIP CODE		\$3,760.03	

22. UNITED STATES OF AMERICA BY (Signature) <i>Katina Barham</i>			23. NAME (Typed) Katina Barham TITLE: CONTRACTING/ORDERING OFFICER				
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
3 of 8

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

DATE OF ORDER 03/13/2009	CONTRACT NO.	ORDER NO. DTMA1V09068
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Leadership Directories MAR-410 1 Congressional Yellow Book 1 Federal Yellow Book <i>Delivery Date</i> 03/31/2009 Reference Requisition: PR400090007 Funding Information: 7009 - 1750 - HQ2009 - 10PEDOE - - 230 - - 000012320 - 126960 - - 6100 - - 6600 - - 11 - - N96087 \$798.99	1.00	EA	798.990	798.99	
0002	Leadership Directories MAR-240 1 Federal Yellow Book 2 Congressional Yellow Book 1 Media Yellow Book <i>Delivery Date</i> 03/31/2009 Reference Requisition: PR200090004 Funding Information: 7009 - - 1750HQ - 2009 - 10 - PEDO - - E3000000 - 1390015 - - 26960 - - 6100 - 6600 - 11 - - N96071 \$1,212.05	1.00	EA	1,212.050	1,212.05	
0003	Leadership Directories MAR-220 1 Federal Yellow Book 1 Congressional Yellow Book <i>Delivery Date</i> 03/31/2009 Reference Requisition: PR200090007 Funding Information: 7009 - 1750 - HQ2009 - 10PEDOE - - 220 - - 0000122 - 0062696 - 0 - 6100 - - 6600 - - 11 - - N96088 \$950.00	1.00	EA	950.000	950.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ➡ \$2,961.04

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
4 of 8

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

DATE OF ORDER 03/13/2009	CONTRACT NO.	ORDER NO. DTMA1V09068
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	Leadership Directories MAR-100 1 Federal Yellow Book 1 Congressional Yellow Book <i>Delivery Date</i> 03/31/2009 Reference Requisition: PR100090001 Funding Information: 7009 - - 1750HQ - 2009 - 10 - PEDO - - E3000000 - 139015 - - 26960 - - 6100 - 6600 - 11 - - N96072 \$798.99	1.00	EA	798.990	798.99	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$798.99

Address Detail

Title
Leadership Directories

Document Number
DTMA1V09068

Page
5 of 8

Shipping Addresses

Code	Detail	Code	Detail
0001	<p>Org: DOT/Maritime Administration, MAR-100 Addr: 1200 New Jersey Ave., SE</p> <p>Washington DC 20590 Attn: William Manger, Special Assistant Phone: (202) 366-1707 ext. Fax: () - ext.</p>	0002	<p>Org: DOT/Maritime Administration, MAR-220 Addr: 1200 New Jersey Ave., SE</p> <p>Washington DC 20590 Attn: Thelma B. Goldring Phone: (202) 366-5191 ext. Fax: () - ext.</p>

Code	Detail	Code	Detail
0003	<p>Org: DOT/Maritime Administration, MAR-240 Addr: 1200 New Jersey Ave., SE</p> <p>Washington DC 20590 Attn: Susan Clark Phone: (202) 366-5067 ext. Fax: () - ext.</p>	0004	<p>Org: DOT/Maritime Administration, MAR-410 Addr: 1200 New Jersey Ave, SE MAR380, W28-201</p> <p>Washington DC 20590 Attn: Evie K. Chitwood, Program Manager Phone: (202) 366-5127 ext. Fax: () - ext.</p>

Invoice Addresses

Code	Detail	Code	Detail
0001	<p>Org: DOT/ Enterprise Services Center (ESC) OFO/FAA, Addr: MARAD A/P Branch, AMZ-150 PO Box 25710</p> <p>Oklahoma City OK 73125 Attn: Tammy Curnett, Lead Accounting Technician Phone: (405) 954-2063 ext. Fax: (405) 954-9573 ext.</p>	0002	<p>Org: DOT/ Enterprise Services Center (ESC) OFO/FAA, Addr: MARAD A/P Branch, AMZ-150 PO Box 25710</p> <p>Oklahoma City OK 73125 Attn: Christy Remington, Accounting Technician Phone: (405) 954-1693 ext. Fax: (405) 954-1270 ext.</p>

Requisitioning Office Addresses

Code	Detail
0001	<p>Org: DOT/Maritime Administration, MAR-410 Addr: 1200 New Jersey Ave, SE MAR380, W28-201</p> <p>Washington DC 20590 Attn: Janice G. Weaver, Chief, Marine Plans Phone: (202) 366-5484 ext. Fax: () - ext.</p>

	Document No. DTMA1V09068	Document Title Leadership Directories	Page 6 of 8
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TABLE OF CONTENTS

COMMERCIAL CLAUSES		7
1	Clauses By Reference	7
2	Payment by Electronic Funds Transfer-Central Contractor Registration	7

	Document No. DTMA1V09068	Document Title Leadership Directories	Page 7 of 8
--	------------------------------------	---	-------------

COMMERCIAL CLAUSES

1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://acquisition.gov/far/current/html/FARTOCP52.html>

Clause	Title	Date
52.212-01	Instructions to Offerors--Commercial Items	June 2008
52.212-03	Offeror Representations and Certifications - Commercial Items	February 2009
52.212-04	Contract Terms and Conditions--Commercial Items	October 2008
52.212-05	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items	February 2009
52.232-36	Payment by Third Party	May 1999

2 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER- CENTRAL CONTRACTOR REGISTRATION OCTOBER 2003

As prescribed in 32.1110(a)(1), insert the following clause:

Payment by Electronic Funds Transfer-Central Contractor Registration (Oct 2003)

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either-

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

	Document No. DTMA1V09068	Document Title Leadership Directories	Page 8 of 8
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(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for-

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and-

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to Subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.