

**ORDER FOR SUPPLIES OR SERVICES**

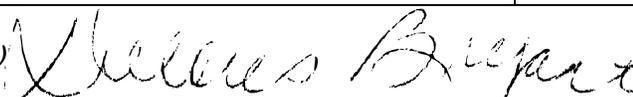
**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

1. DATE OF ORDER 08/07/2008		2. CONTRACT NO. (If any) GS-02F-0141R		6. SHIP TO:		
3. ORDER NO. DTMA1F08107		4. REQUISITION/REFERENCE NO. PR300080232		a. NAME OF CONSIGNEE No Shipping Information		
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		
7. TO:		c. CITY		d. STATE	e. ZIP CODE	
a. NAME OF CONTRACTOR				f. SHIP VIA		
b. COMPANY NAME Human Resources Institute Inc.				8. TYPE OF ORDER		
c. STREET ADDRESS 6172 Oxen Hill Road				<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 Oxen Hill		e. STATE MD	f. ZIP CODE 20745-3107		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-300		
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		09/29/2008		

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)
	<b>SEE LINE ITEM DETAIL</b>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. (Cont. pages)	
	21. MAIL INVOICE TO: Leah MacHugh					
	a. NAME DOT/ Enterprise Services Center (ESC) OFO/FAA, Oklahoma City				\$8,900.00	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) MARAD A/P Branch, AMZ-150 PO Box 25710					
c. CITY Oklahoma City		d. STATE OK	e. ZIP CODE 73125			

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

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

DATE OF ORDER 08/07/2008	CONTRACT NO. GS-02F-0141R	ORDER NO. DTMA1F08107
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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	<p><i>Vendor will provide two 92) instructors</i></p> <p><i>Up to 15 participants</i></p> <p>MICROSOFT POWERPOINT AN INTRODUCTION 1-2 DAY CLASS</p> <table border="0"> <tr> <td><i>Delivery Date</i></td> <td><i>Start Date</i></td> <td><i>End Date</i></td> </tr> <tr> <td>09/29/2008</td> <td>09/29/2008</td> <td>10/02/2008</td> </tr> </table> <p>Reference Requisition: PR300080232</p> <p>Funding Information: 7008 - - 175000 - 2008 - 13 - GGAL - - 08300000 - 136000 - - 25208 - - 6100 - 6600 - - 11 - N86459 \$5,950.00</p>	<i>Delivery Date</i>	<i>Start Date</i>	<i>End Date</i>	09/29/2008	09/29/2008	10/02/2008	1.00	SES	5,950.000	5,950.00	
<i>Delivery Date</i>	<i>Start Date</i>	<i>End Date</i>										
09/29/2008	09/29/2008	10/02/2008										
0002	<p>MICROSOFT POWERPOINT MICROSOFT POWERPOINT II 1-1 DAY CLASS</p> <p>Reference Requisition: PR300080232</p> <p>Funding Information: 7008 - - 175000 - 2008 - 13 - GGAL - - 08300000 - 136000 - - 25208 - - 6100 - 6600 - - - \$2,950.00</p>	1.00	SES	2,950.000	2,950.00							

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$8,900.00**