

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 09/21/2009		2. CONTRACT NO. (If any) GS-02F-0141F		6. SHIP TO: Robbin Lindsay		
3. ORDER NO. DTMA1F09198		4. REQUISITION/REFERENCE NO. PR300090215		a. NAME OF CONSIGNEE DOT/Maritime Administration, MAR-360		
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 1200 New Jersey Ave., SE MAR380, W28-201		
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20590	
a. NAME OF CONTRACTOR David Lesz				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 7009 - 2009 - 1750HQ - 10PEDOE - - 3000 - - 000136009 - 26960 - - 6100 - - 6600 - - 11 - - A96646				10. REQUISITIONING OFFICE DOT/Maritime Administration, MAR-311		
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				

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: Tammy Curnett						
	a. NAME DOT/ Enterprise Services Center (ESC) OFO/FAA, Oklahoma City						
	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		\$8,900.00	

22. UNITED STATES OF AMERICA BY (Signature) 			23. NAME (Typed) Judy A. Bowers TITLE: CONTRACTING/ORDERING OFFICER			
--	--	--	---	--	--	--

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

PAGE NO.
3 of 3

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

DATE OF ORDER 09/21/2009	CONTRACT NO. GS-02F-0141F	ORDER NO. DTMA1F09198
-----------------------------	------------------------------	--------------------------

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Training Microsoft Excel Intermediate 1-2 day class for up to 15 participants, 2 instructors <i>Start Date</i> <i>End Date</i> 11/17/2009 11/18/2009 Reference Requisition: PR300090215	1.00	LOT	5,950.000	5,950.00	
0002	Training Microsoft Excel Advanced 1-1 day class for up to 15 participants in each class, 2 instructors <i>Start Date</i> <i>End Date</i> 12/08/2009 12/08/2009	1.00	LOT	2,950.000	2,950.00	

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