ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 06/17/2009

2. CONTRACT NO. *(If any)*:

3. ORDER NO.: DTMA1V09157

4. REQUISITION/REFERENCE NO.: PR300090127

5. ISSUING OFFICE *(Address correspondence to)*

DOT/MARITIME ADMINISTRATION
1200 New Jersey Ave., SE
MAR380, W28-201
Washington DC 20590

6. SHIP TO: No Contacts Identified

a. NAME OF CONSIGNEE: DOT/Maritime Administration, MAR-360

b. STREET ADDRESS: 1200 New Jersey Ave., SE MAR380, W28-201

c. CITY: Washington | d. STATE: DC | e. ZIP CODE: 20590

7. TO:

a. NAME OF CONTRACTOR: **Sherri Neufeldt**

b. COMPANY NAME: **National Seminars Group**

c. STREET ADDRESS: **6901 West 63rd Street**

d. CITY: **Shawnee Mission** | e. STATE: **KS** | f. ZIP CODE: **66202-4019**

f. SHIP VIA: Robbin Lindsay

8. TYPE OF ORDER

[X] a. PURCHASE

REFERENCE YOUR: _____

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.

[ ] 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.

9. ACCOUNTING AND APPROPRIATION DATA

7009 - - 1750HQ - 200910P - - EDOE - - 300000013 - 6009 - - 25305 - - 6100 - 6600 - 11 - - N96323

10. REQUISITIONING OFFICE

DOT/Maritime Administration, MAR-300

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

- [ ] a. SMALL
- [x] b. OTHER THAN SMALL
- [ ] c. DISADVANTAGED
- [ ] d. WOMEN-OWNED
- [ ] e. HUBZone
- [ ] f. EMERGING SMALL BUSINESS
- [ ] g. SERVICE-DISABLED VETERAN-OWNED

12. F.O.B. POINT: Destination

13. PLACE OF

a. INSPECTION | b. ACCEPTANCE

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*: 07/28/2009

16. DISCOUNT TERMS:

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.

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

17(h) TOT. *(Cont. pages)*

17(i) GRAND TOTAL: $2,900.00

22. UNITED STATES OF AMERICA BY *(Signature)*: Delores Bryant

23. NAME *(Typed)*: Delores Bryant
TITLE: CONTRACTING/ORDERING OFFICER

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of $_____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided; contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed $10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
06/17/2009		DTMA1V09157

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Technical Writing Course 1-day course to be delivered to up to 30 participants July 28, 2009 *Delivery Date* 07/28/2009 *Start Date* 07/28/2009 *End Date* 07/28/2009 Reference Requisition: PR300090127	1.00	DAY	2,900.000	2,900.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ $2,900.00