

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 08/31/2009	2. CONTRACT NO. (If any) GS-14F-0029M	6. SHIP TO: Susan Barba		
3. ORDER NO. DTMA2F09017		4. REQUISITION/REFERENCE NO. PR SAR090427/0001		
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, Atlantic Division Acquisition Office of Acquisition, MRG-7200 7737 Hampton Boulevard, Building 19, Suite 300 Norfolk VA 23505		a. NAME OF CONSIGNEE DOT/Maritime Administration, Atlantic Division Acquisition		
		b. STREET ADDRESS Office of Acquisition, MRG-7200 7737 Hampton Boulevard, Building 19, Suite 300		
		c. CITY Norfolk	d. STATE VA	e. ZIP CODE 23505

7. TO:	f. SHIP VIA
a. NAME OF CONTRACTOR TONI DEHART	

b. COMPANY NAME HUMANSCALE CORPORATION			8. TYPE OF ORDER		
c. STREET ADDRESS 11 E 26TH ST FL 8TH			<input type="checkbox"/> 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.		
d. CITY NEW YORK	e. STATE NY	f. ZIP CODE 10010-1425	<input checked="" 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.		

9. ACCOUNTING AND APPROPRIATION DATA 2009 - - X4303 - RRF 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 096131 - 40 - MIS0 - 26620 - 6100 - 6600 -	10. REQUISITIONING OFFICE DOT/Maritime Administration, Atlantic Division Acquisition
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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	Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/11/2009	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)
	21. MAIL INVOICE TO: Gloria Fullerton				
	a. NAME DOT/Maritime Administration, Atlantic Division				
	b. STREET ADDRESS (or P.O. Box) 7737 Hampton Blvd., Bldg. 19, Suite 300				
	c. CITY Norfolk	d. STATE VA	e. ZIP CODE 23505	\$10,086.50	17(i) GRAND TOTAL

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

PAGE NO.
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 08/31/2009	CONTRACT NO. GS-14F-0029M	ORDER NO. DTMA2F09017
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<i>DUNS #153500434</i> <i>PAYMENT WILL BE MADE WITH GOVT CREDIT CARD</i>					
0001	Keyboard Tray Dial-a-tilt mechanism; standard keyboard platform; 8.5" High Clip Mouse; gel palm support; black, Human Scale Model #4G90090HG <i>Delivery Date</i> 09/11/2009 Reference Requisition: PRSAR090427/0001	8.00	EA	160.950	1,287.60	
0002	Keyboard Tray Dial-a-tilt mechanism; radiused keyboard platform; 8.5" High Clip Mouse; gel palm support; black, Human Scale Model #4G80090HG <i>Delivery Date</i> 09/11/2009 Reference Requisition: PRSAR090427/0001	10.00	EA	160.950	1,609.50	
0003	Keyboard Tray Dial-a-tilt mechanism; Radiused keyboard platform; NO mouse pad gel palm support; black, Human Scale Model #4G800G <i>Delivery Date</i> 09/11/2009 Reference Requisition: PRSAR090427/0001	1.00	EA	136.900	136.90	
0004	Labor Receive, deliver and install 19 keyboard trays <i>Delivery Date</i> <i>Start Date</i> <i>End Date</i> 09/11/2009 08/24/2009 08/28/2009 Reference Requisition: PRSAR090427/0001	0.00	JOB	0.000	0.00	
0005	Monitor Arm Model number M7B1S9LCSL, in accordance with attached quote <i>Delivery Date</i> 09/11/2009 Reference Requisition: PRSAR090427/0001	61.00	EA	113.750	6,938.75	
0006	Monitor Arm Model M7B1S9BTSL, in accordance with attached quote <i>Delivery Date</i> 09/11/2009 Reference Requisition: PRSAR090427/0001	1.00	EA	113.750	113.75	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ➡ \$10,086.50

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

PAGE NO.
4 of 5

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p><i>In order for an invoice to be processed for payment, it must include your Federal ID Number, Purchase Order Number, and Invoice Number. Without these numbers, your invoice will be returned and payment will be delayed.</i></p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$0.00

Contract Level Funding Summary	Document Number	Title	Page
	DTMA2F09017	Keyboard Trays	5 of 5

2009 - - X4303 - RRF 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 096131 - 40 - MIS0 - 26620 - 6100 - 6600 -
\$10,086.50

Reference Requisition: PRSAR090427/0001

Total Funding: \$10,086.50