

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-0054N	6. SHIP TO: Susan Barba		
3. ORDER NO. DTMA2F09025	4. REQUISITION/REFERENCE NO. PR SAR090461/0001	a. NAME OF CONSIGNEE DOT/Maritime Administration, Atlantic Division Acquisition		
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		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: a. NAME OF CONTRACTOR Byron Loza	f. SHIP VIA
--	-------------

b. COMPANY NAME OFFICE XPRESS, INC.		8. TYPE OF ORDER		
c. STREET ADDRESS 7701 ALABAMA AVE		<input type="checkbox"/> a. PURCHASE		<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.
d. CITY CANOGA PARK	e. STATE CA	f. ZIP CODE 91304-4904	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 2009 - - X4303 - RRF 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 096131 - 40 - MIS0 - 31110 - 6100 - 6600 -	10. REQUISITIONING OFFICE DOT/Maritime Administration, Atlantic Division Acquisition
--	---

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 checked="" 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) 10/23/2009	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: 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	\$9,775.48	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) <i>Monique P. Leake</i>	23. NAME (Typed) Monique Leake TITLE: CONTRACTING/ORDERING OFFICER
---	--

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

PAGE NO.
3 of 5

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

DATE OF ORDER 09/21/2009	CONTRACT NO. GS-02F-0054N	ORDER NO. DTMA2F09025
-----------------------------	------------------------------	--------------------------

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<i>DUNS #141865159</i>					
	<i>NOTE: Due to security restrictions, Vendor/Delivery Service is to call 757-322-5800, 24-hours prior to delivery.</i>					
0001	Flip Top Rectangular Tables REFERENCE QUOTE #Q3 2009 DATED 9/16/2009 Bretford Model #HTR3072F, 72 x 30 x 29 in <i>Delivery Date</i> 10/23/2009 Reference Requisition: PRSAR090461/0001	12.00	EA	548.790	6,585.48	
0002	Fixed Quarter-Round Table for 30" Tables Bretford Model #HTQ9030T <i>Delivery Date</i> 10/23/2009 Reference Requisition: PRSAR090461/0001	2.00	EA	559.000	1,118.00	
0003	Ganging Clips Clips to attach tables together Clip Ganging Device OR Gere Ganging Device, #BREPCLI PAN <i>Delivery Date</i> 10/23/2009 Reference Requisition: PRSAR090461/0001 <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>	56.00	EA	37.000	2,072.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ➡ \$9,775.48

	Document No. DTMA2F09025	Document Title Training Tables	Page 4 of 5
--	------------------------------------	--	-------------

TABLE OF CONTENTS

COMMERCIAL CLAUSES	5
1 INVOICE SUBMISSION	5

	Document No. DTMA2F09025	Document Title Training Tables	Page 5 of 5
--	------------------------------------	--	-------------

COMMERCIAL CLAUSES

1 INVOICE SUBMISSION

INVOICE SUBMISSION - MARAD/SAR

The Contractor may submit invoices in either electronic or paper format. Electronic submission is preferred.

(1) Electronic invoices shall be addressed to MARADInvoices@faa.gov

Electronic invoices shall conform to the following criteria, or be subject to rejection:

- a. Invoice and supporting documentation shall be in Adobe Acrobat (pdf) format.
- b. The e-mail subject shall include the contract/purchase order number and invoice number. If this information is omitted from the invoice, then invoice will be returned and payment will be delayed.
- c. The transmitting e-mail shall include the following information: Name of the Contractor; Invoice date and number; Invoice amount; Contract number and, if applicable, the order or modification number; Terms of any discount for prompt payment offered; Payment instructions (i.e., financial institution, ABA routing #, account #)

(2) Paper invoices shall be submitted to one of the following addresses. Multiple copies are not required.

MARAD A/P SAR Invoices Branch
AMZ-150
PO Box 25710
Oklahoma City, OK 73125

If a street address is required for delivery (i.e., Federal Express), the following address may be used in lieu of the post office box:

MARAD A/P SAR Invoices Branch
AMZ-150
6500 S MacArthur Blvd.
Oklahoma City, OK 73169