

ORDER FOR SUPPLIES OR SERVICES

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

| | | | | |
|---|---|--|----------------|---------------------------|
| 1. DATE OF ORDER 11/17/2009 | 2. CONTRACT NO. (If any) GS-25F-0011M | 6. SHIP TO: Deepak Varshney | | |
| 3. ORDER NO. DTMA3V10001 | 4. REQUISITION/REFERENCE NO. PRCR1000112 | a. NAME OF CONSIGNEE DOT/Maritime Administration, DGO Ship Operations | | |
| 5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, DGO Acquisition 500 Poydras Street, Room 1223 New Orleans LA 70130-3394 | | b. STREET ADDRESS 500 Poydras Street, Suite 1223 | | |
| | | c. CITY New Orleans | d. STATE LA | e. ZIP CODE 70130-3394 |

| | |
|---------------------------------|-------------|
| 7. TO: a. NAME OF CONTRACTOR | f. SHIP VIA |
|---------------------------------|-------------|

| | | | | | |
|--|-----------------------|----------------------------------|--|--|--|
| b. COMPANY NAME Shred It New Orleans Inc | | | 8. TYPE OF ORDER | | |
| c. STREET ADDRESS 110 Widgeon Dr., Suite 100 | | | <input checked="" 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 Saint Rose | e. STATE LA | f. ZIP CODE 70087-4020 | <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. | | |

| | |
|--|---|
| 9. ACCOUNTING AND APPROPRIATION DATA 2010 - - X4303 - RRF - 9 - 3240 - - MIS0 - - 70 - 106132 - 40 - MIS0 - 25215 - 6100 - 6600 - | 10. REQUISITIONING OFFICE DOT/Maritime Administration, DGO Ship Operations |
|--|---|

| | | | | | |
|---|--|---|--|------------------|--|
| 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) | 16. DISCOUNT TERMS |
| a. INSPECTION Destination | b. ACCEPTANCE Destination | | | |

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: No Contacts Identified | | | | |
| | 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 | \$820.00 | 17(i) GRAND TOTAL |

| | |
|---|--|
| 22. UNITED STATES OF AMERICA BY (Signature) <i>Marie Casse</i> | 23. NAME (Typed) Marie Casse TITLE: CONTRACTING/ORDERING OFFICER |
|---|--|

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

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

| | | |
|-----------------------------|------------------------------|--------------------------|
| DATE OF ORDER 11/17/2009 | CONTRACT NO. GS-25F-0011M | ORDER NO. DTMA3V10001 |
|-----------------------------|------------------------------|--------------------------|

| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0001 | <p>SHRED-IT SERVICES - DGO NEW ORLEANS</p> <p>The contractor shall provide document shredding services to the Maritime Administration offices located in the Hale Boggs Federal building.</p> <p>Statement of work: The contractor shall provide three (3) locking collection boxes for documents and other materials that are intended to be destroyed. The contractor shall collect all documents and other materials from the collection boxes monthly and destroy this material by shredding. Shredding shall be accomplished locally in the contractor's trucks equipped to shred the materials.</p> <p>The contractor shall provide MARAD with the opportunity to witness the destruction of collected materials. The contractor shall provide a receipt for all material destroyed. The receipt shall list the quantity of materials destroyed and the date of destruction.</p> <p>In addition to the collection boxes, the contractor shall pick up and destroy additional documents and materials directed by MARAD. The additional material will be placed in standard document boxes and identified to the contractor to be picked up as part of the monthly collection. The number of additional boxes shall not exceed 20 boxes for the term of the contract unless modified by the MARAD Contracting Officer.</p> <p align="center"><i>Start Date</i> <i>End Date</i> 12/01/2009 12/31/2010</p> | 0.00 | LOT | 0.000 | 0.00 | |
| 0001AA | <p>Reference Requisition: PRCR1000112</p> <p>Monthly pick up and document shredding</p> <p align="center"><i>Start Date</i> <i>End Date</i> 12/01/2009 12/31/2010</p> | 12.00 | MO | 60.000 | 720.00 | |
| 0001AB | <p>Reference Requisition: PRCR1000112</p> <p>Additional box pick-up and shredding</p> <p align="center"><i>Start Date</i> <i>End Date</i> 12/01/2009 12/31/2010</p> <p>Reference Requisition: PRCR1000112</p> | 20.00 | EA | 5.000 | 100.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ➡ \$820.00