

**ORDER FOR SUPPLIES OR SERVICES**

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

1. DATE OF ORDER 05/06/2008	2. CONTRACT NO. (If any) GS-25F-0051S	6. SHIP TO: Susan Barba		
3. ORDER NO. DTMA2F08020	4. REQUISITION/REFERENCE NO. PR SAR080416/0001	a. NAME OF CONSIGNEE DOT/Maritime Administration, SAR Acquisition		
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, SAR Acquisition Office of Acquisition, MRG-7200 7737 Hampton Boulevard, Building 4D, Room 211 Norfolk VA 23505		b. STREET ADDRESS Office of Acquisition, MRG-7200 7737 Hampton Boulevard, Building 4D, Room 211		
		c. CITY Norfolk	d. STATE VA	e. ZIP CODE 23505

7. TO:	f. SHIP VIA
a. NAME OF CONTRACTOR <b>Susan Shaughnessy</b>	

b. COMPANY NAME <b>FAX PLUS INC</b>		8. TYPE OF ORDER		
c. STREET ADDRESS <b>1011 ARLINGTON BLVD</b>		<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 <b>ARLINGTON</b>	e. STATE <b>VA</b>	f. ZIP CODE <b>22209-2292</b>		

9. ACCOUNTING AND APPROPRIATION DATA See Line Item Detail	10. REQUISITIONING OFFICE DOT/Maritime Administration, South Atlantic Region
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL       b. OTHER THAN SMALL       c. DISADVANTAGED       d. WOMEN-OWNED

12. F.O.B. POINT Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/27/2008	16. DISCOUNT TERMS 10 days % 20 days % 30 days % days %
13. PLACE OF			
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)
	<b>SEE LINE ITEM DETAIL</b>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO: Christy Remington				
	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(i) GRAND TOTAL \$15,314.80

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**

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

DATE OF ORDER 05/06/2008	CONTRACT NO. GS-25F-0051S	ORDER NO. DTMA2F08020
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p><i>DUNS #193803103</i></p> <p>Digital Imaging System</p> <p>Savin C4540G Color Digital Copier (Option 2) with hole-punch, SF3030 finisher, bridge unit, hole punch, FAC33 cabinet, installation, training, and initial supplies.</p> <p><i>Delivery Date</i> 06/27/2008</p> <p>Reference Requisition: PRSAR080416/0001</p> <p>Funding Information: 2008 - - X4303 - 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 086131 - 40 - MIS0 - 31110 - 6100 - 6600 - \$12,174.00</p>	1.00	EA	12,174.000	12,174.00	
0002	<p>Maintenance</p> <p>Full-Service Maintenance (includes labor, parts, and all supplies except paper), allowance 3000 B/W copies and 3000 color copies.</p> <p><i>Start Date</i>      <i>End Date</i> 06/27/2008      06/27/2009</p> <p>Reference Requisition: PRSAR080416/0001</p> <p>Funding Information: 2008 - - X4303 - 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 086131 - 40 - MIS0 - 25713 - 6100 - 6600 - \$3,340.80</p>	12.00	MO	278.400	3,340.80	
0003	<p>Trade In Allowance</p> <p>Trade In Allowance for unserviceable copying machine</p> <p>Reference Requisition: PRSAR080416/0001</p> <p>Funding Information: 2008 - - X4303 - 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 086131 - 40 - MIS0 - 25432 - 6100 - 6600 - \$-200.00</p>	1.00	EA	-200.000	-200.00	

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i)** ➡ \$15,314.80

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

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**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>NOTE: IN ORDER FOR AN INVOICE TO BE PROCESSED, 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

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## 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](mailto: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