

Memorandum

To: David Lewark and Laura

From: Daniel J. Boulton

Date: April 24, 2001

Re: Printing Specs and Timeline for 100 Instructor Guides for Student Aid Front 2 Back

Per our conversation on Wednesday, April 18, 2001 I am enclosing a detailed breakdown of the timeline and printing specs for each of the pieces of our order. Please let me know if you have any questions about anything listed below, you can contact me at 202-651-3766 or at Daniel.j.Boulton@accenture.com.

Please use the hard copy to print from in order to correct the bullet issue that has arisen.

Timeline:

1. Accenture: IKON sends Courier to pick up copy from Accenture (901 D Street, SW; Suite 101; Washington, DC 20024) at 9:00 AM on Tuesday, April 24, 2001. Courier delivers the copy to IKON.
2. IKON: Delivers a copy of the Instructor Guide "proof" to Accenture (Attn: Daniel Boulton/Sue Gottlieb; Accenture; 901 D Street, SW; Suite 101; Washington, DC 20024) by Close of Business on Tuesday, April 24, 2001.
3. Accenture: Approves "proof" or submits changes to IKON via Courier Pick Up at 9:00 AM on Wednesday, April 25, 2001.
4. IKON: Prints and boxes (according to the specs below) the Instructor Guide between Wednesday, April 25, 2001 and Thursday, April 26, 2001.
5. IKON: Delivers the Instructor Guide (100 ct) to Accenture (Attn: Daniel Boulton/Sue Gottlieb; Accenture; 901 D Street, SW; Suite 101; Washington, DC 20024) by close of business on Friday, April 27, 2001.

Printing Specs: 100 Instructor Guides Total

1. 1.5" Three Ring Binders
2. White cardstock cover and spine (cut to binder size) with colored print (both will be inserted prior to delivery)
3. 3-hole punched
4. Includes 7 tabs (5th Bank)
5. Tabs are white with black lettering and in Ariel Font (wording will be included with the materials sent both by e-mail and hard copy)
6. Approximately 250 pages long (double sided) = 125 sheets