

Memorandum

To: David Lewark

From: Daniel J. Boulton

Date: April 25, 2001

Re: Printing Specs and Timeline for 170 Learning Administrator Guides

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.

Timeline:

1. Accenture: Delivers copy of the Learning Administrator Guides to IKON via Courier pick up at 9:00 AM on Wednesday, April 25, 2001.
2. IKON: Delivers a copy of the Learning Administrator Guide "proof" to Accenture by 9:00 AM on Thursday, April 26, 2001.
3. Accenture: Approves "proof" or submits changes to IKON by close of business on Thursday, April 26, 2001.
4. IKON: Prints and boxes the Learning Administrator Guides between Friday, April 27, 2001 and Thursday, May 3, 2001.
5. IKON: Delivers the Learning Administrator Guides to Accenture by close of business on Friday, May 4, 2001.

Printing Specs: 170 Learning Administrator Guides

1. Pages 1 and 2 (Cover and Instructions) printed on "white paper"
2. Pages 3 through 8 (Learn About Aid Options Stop Sign Questions, Apply for Aid Stop Sign Questions, Evaluate Aid Offer Stop Sign Questions, Receive Aid Stop Sign Questions, Determine Repayment Options Stop Sign Questions, and Repay Loan Stop Sign Questions) printed on "standard red pastel colored paper"
3. Pages 9 through 14 (Question Mark Questions) printed on "standard green pastel colored paper"
4. Staple in upper left hand corner
5. 14 pages long (single sided) = 14 sheets