

Memorandum

To: David Lewark

From: Daniel J. Boulton

Date: April 25, 2001

Re: Printing Specs and Timeline for 170 Life Event 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 Life Event Administrator Guides to IKON via Courier pick up at 9:00 AM on Wednesday, April 25, 2001.
2. IKON: Delivers a copy of the Life Event 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 Life Event 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 and 4 (Good News) printed on "standard yellow pastel colored paper"
3. Pages 5 and 6 (Uh Oh!) printed on "standard gray pastel colored paper"
4. Page 7 ("Get a Job!" Job Description) printed on "white paper"
5. Staple in upper left hand corner
6. 7 pages long (single sided) = 7 sheets