

Memorandum

To: David Lewark

From: Daniel J. Boulton

Date: April 25, 2001

Re: Printing Specs and Timeline for 1900 Participant Guides with Tear Out Evaluations

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.

I tried to have the materials embedded this time, to avoid the bullet problem this time. As a result, I'm sending it to you both electronically and in paper format. I've included a mock up paper version (although you're putting a spiral binding on it, not a binder) and a single sided paper version for you to scan as necessary. Also included is the Evaluation that Dave Lewark indicated would be printed on a "perforated tear out page" and be the very last page (double sided) next to the back cover.

Timeline:

1. Accenture: Delivers copy of the Participant Guide with Tear Out Evaluation to IKON via Courier pick up at 9:00 AM on Wednesday, April 25, 2001.
2. IKON: Delivers a copy of the Participant Guide with Tear Out Evaluations "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 Participant Guide with Tear Out Evaluations between Friday, April 27, 2001 and Thursday, May 3, 2001.
5. IKON: Delivers the Washington, DC Participant Guides with Tear Out Evaluations to Accenture by close of business on Friday, May 4, 2001.
6. IKON: Ships all out of town Participant Guides with Tear Out Evaluations to (San Francisco, Seattle, Denver, Kansas City, Dallas, Chicago, Atlanta, Philadelphia, New York, and Boston) via "3-Day Select Guaranteed with Tracking" by Friday, May 4, 2001.

Printing Specs: 1900 Participant Guide with Tear Out Evaluations

1. Cardstock cover with "color logo" and cardstock back cover page
2. Spiral bound
3. 3-hole punched
4. 1 sheet (1 page double sided) "evaluation form" printed on perforated (tear out) page is the very last page of the Participant Guide next to the back cover
5. Approximately 42 pages long (double sided) = 21 sheets