

Memorandum

To: David Lewark

From: Michael A. Ungari

Date: May 2, 2001

Re: Printing Specs and Timeline for 40 Learning Administrator Guides

Per our conversation on Wednesday, May 02, 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 202-651-3687 or at Michael.a.ungari@accenture.com

Timeline:

1. Accenture: Submits order on Wednesday, May 02, 2001.
2. IKON: Prints and boxes the Learning Administrator Guides between Wednesday, May 2, 2001 and Monday, May 7, 2001.
3. IKON: Delivers the Learning Administrator Guides to Accenture by close of business on Wednesday, May 9, 2001.

Printing Specs: 40 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