

Memorandum

To: David Lewark

From: Michael A. Ungari

Date: May 2, 2001

Re: Printing Specs and Timeline for 40 Life Event 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 Life Event 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 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