

CD Burning Specs and Instructions

1. Order Specs:
 - a. Burn 100 Data CD's containing all of the files
 - b. Create a label which has a white background, with the logo in color on the top and the wording "Presenter and Logistics Coordinator Documents" on the bottom.
 - c. Place them in Jewel Cases
 - d. Ship the completed product back to Accenture by Thursday, May 3, 2001
2. Power Point slide "Label Art All in One" contains the artwork for the label. I would like the label to be plain white, with the logo on the top and the wording "Presenter and Logistics Coordinator Documents" on the bottom.
 - a. I need all of the files burned onto the disk. They **do not** need to be in any particular order, or broken up into folders. However, they do all need to be on the disk.
3. Please burn all of the files onto the CD
4. If there are any problems, or if you have any questions, please call Mike Ungari at 202-651-3687
5. Production Schedule:
 - a. Accenture delivers the files electronically (and by CD if possible for back up) by COB on Friday, April 27, 2001
 - b. Mr. O'Leary Burns the CD's, attaches the labels, puts them in cases, and ships them so that they are in Accenture's possession no later than Thursday, May 3, 2001
6. Shipping Instructions: Please ship the CD's to the following address:

U.S. Department of Education
Attn: Scarlett Brock
1250 Maryland Ave, SW
Suite 600 C Portals Building
Washington, DC 20202