

QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE

Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Cards

as requisitioned from the U.S. Government Printing Office (GPO) by the

Various Government Agencies

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending January 31, 2010, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO DEB CHRISTMAS, (404) 605-9160, EXT. 103, OR E-MAIL dchristmas@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://winapps.access.gpo.gov/ppd/abstracts/atlanta/default.asp>)
or you may **FAX request** to (404) 605-9185/9186.

This is a Small Purchase Term Contract. Quotes may be submitted via telephonic facsimile machine (FAX – 404-605-9185/9186) or mailed to the Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318. GPO 910 Form is NOT required. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

To submit a quote, bidders must execute and submit the "Schedule of Prices" (pages 11 and 12).

Quotes due by 11:00 a.m. on February 3, 2009.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- **Level II.**
- (b) Finishing (item related) Attributes -- **Level II.**

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension
P-9. Solid and Screen Tint Color Match	Pantone Matching Color
P-10. Process Color Match	Camera Copy or File Setup, as specified

SUBCONTRACTING: Subcontracting will not be permitted.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A Government jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. (NOTE: GPO offers a Contractor Fax Billing System. Please visit the GPO web site for more information.)

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 11 AND 12.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through January 31, 2010, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of business cards requiring such operations as composition, electronic prepress, printing (including thermography), packing, and distribution.

TITLE: Business Cards.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

FREQUENCY OF ORDERS: Approximately 20 orders per year.

QUANTITY: The orders will consist of from 1 to approximately 50 individual names, usually 5 or fewer names per order. Based upon past performance, approximately 500 - 1,000 copies of each name will usually be required; however, occasional orders may require 100 to approximately 4,000 copies per name.

TRIM SIZE: 3-1/2 x 2".

EXHIBITS: Exhibits A and B are representative of the manuscript copy which will be furnished under the contract. Exhibit C is representative of the finished product which will be required under the contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

GOVERNMENT TO FURNISH: Usually typewritten manuscript copy (faxed or e-mailed to contractor) of the names, addresses, etc. Occasionally a previously printed card with a minor change indicated will be furnished.

Occasionally camera ready copy (including previously printed cards for use as camera copy) and line copy may be furnished.

Electronic media (Usually artwork for logos and Department seals, manuscript copy, as well as the basic layout format for each style utilized, will be furnished on electronic media. Revisions will be furnished, as applicable. Occasionally text may be furnished.):

Platform: Macintosh or IBM compatible, current or near-current versions..

Storage Media: Stored on one or more of the following: CD-R and e-mail. Based upon past performance, most orders will be e-mailed to the contractor. **NOTE: Contractor must acknowledge receipt of e-mail within 24 hours.**

Software: InDesign, Pagemaker, Illustrator, Photoshop, Freehand, QuarkXpress, Acrobat (PDF), CorelDraw, Microsoft Publisher, Microsoft Word, and Microsoft Powerpoint. Graphic files will be furnished in TIFF, JPEG, or EPS file format.

Note: All software upgrades (for specified applications), including the system OS, which may occur during the term of the contract, must be supported by the contractor. **Current or near current versions will be used.**

Color Systems: CMYK, RGB, and Pantone. Contractor may be required to convert files to proper color system.

Fonts: All printer and screen fonts will be furnished when new style or artwork is different from font list provided. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archives immediately after completion of the contract.

Pressure sensitive preaddressed labels.

Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

The contractor may, at his/her option, provide an internet based order entry program which would allow the Government to place orders via a web site in lieu of furnishing manuscript copy. This program would allow instant online proofing, with the ordering agency maintaining centralized control over persons authorized to "ok" an order. The contractor will be given the names of those people authorized to do so, and must not proceed without the appropriate approval. All costs involved in implementing the program and training the Government personnel are the responsibility of the contractor.

PHOTOCOMPOSITION: Photocomposition includes all typesetting produced by photographically creating the characters on sensitized film or paper. The minimum output resolution is 150 line screen for all CMYK, spot color screens & halftones, 1200+ DPI for the remainder. The Government Printing Office reserves the right to be the final judge as to the suitability of all copy generated by the contractor.

Name, address, phone numbers, and other standard typelines will be required on all cards. The standard type lines may differ from card to card or order to order. In addition, horizontal rules may also be required. Total typelines per card (including horizontal rules) will range from approximately 6 to approximately 14.

Type Page Size: Approximately 19 picas x 10 picas.

Typefaces and Sizes: The contractor is required to furnish typefaces comparable to Exhibit C.

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used.

The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Term Contract Section, Atlanta Government Printing Office, phone (404) 605-9160, Ext. 9173 or Ext. 9180.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. The minimum output resolution is 150 line screen for all CMYK, spot color screens & halftones, 1200+ DPI for the remainder.

Contractor will be required to create all bleeds.

The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files with the furnished material. The Government will not accept PostScript, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

FILMS: Contractor is NOT required to produce films; however Quality Level II MUST be maintained and **production must be achieved through the offset printing process. Reproduction by copying or direct image masters is not acceptable.**

NO CHARGE WILL BE ALLOWED FOR PRODUCING FILMS. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films.

Films, if used, may be destroyed 30 days after delivery of the finished product.

PROOFS: It is anticipated that approximately 16% of the orders will require proofs. When requested, fax or e-mail PDF page proofs (with all elements in position) to the ordering office at the fax number or e-mail address indicated on the print order.

Contractor is to call the number on the print order to confirm receipt of the e-mail/fax containing the proof.

On orders with more than one name, contractor must put several names (not to exceed 12 per 8-1/2 x 11" sheet/image area) on the same page proof.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 12," dated February 2008, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site.

Smooth-finish White Opaque Cover, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L21.

PRINTING: Cards will print face only or face and back, in one or more colors of ink including 4-color process as indicated on the print order.

Match Pantone number as indicated on the print order. It is anticipated that the following colors of ink will be required: Black, PMS 185 Red, PMS 032 Red, PMS 300 Blue, PMS 286 Blue, Reflex Blue, and PMS 877 Metallic Silver; however, occasionally cards may require a color or colors other than those listed.

No guarantees can be made; however, based upon past performance it is anticipated that:

approximately 27% of the cards will print face only in one color; approximately 33% print face only in two colors; and approximately 32% print face only in 4-color process;

approximately 2% of the cards will print face and back, with two colors on one side and one color on the other; and approximately 5% of the cards will print face and back, with 4-color process required on both sides.

Additionally, approximately 44% of the cards will require thermography on one side.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: All margins are 1/8", unless otherwise noted on the style specifications or the print order.

Approximately 24% of the cards will bleed on the reverse side.

BINDING: Trim four sides.

PACKING: Box suitably for mailing.

INSPECTION SAMPLES: When required, the contractor shall submit one sample card of each individual name to the address specified on the print order.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Mail f.o.b. contractor's city (from one to approximately 50 addresses nationwide - usually 5 or less). Complete addresses will be furnished with the print orders.

All mailing shall be at the 1st Class Rate.

The contractor will be required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the billing for payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Upon completion of each order, all Government furnished material must be returned to the address listed under "SCHEDULE".

All expenses incidental to the pickup and return of furnished materials, proofs, and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). NOTE - Government will fax 2511 Form when manuscript is e-mailed or faxed.

It is anticipated that most of the furnished material will be furnished via fax; however, occasional items (i.e. camera copy, electronic media, etc.) must be picked up from GPO, Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318, and delivered to the address listed on the print order.

The following schedule begins upon notification of the availability of print order and furnished materials.

Orders requiring proofs:

Contractor is to fax proof within 1 to 3 workdays (as indicated on the print order). Government will telephone/fax "ok" the following workday. Complete production and mailing/shipping must be made within 5 to 15 workdays of receipt of the "ok".

Orders without proofs:

Complete production and mailing/shipping must be made within 5 to 15 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the US Postal Service for mailing.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 65
- (b) 99
- (c) 27

- II. (a) 640
- (b) 3

GPO Facsimile Number: (404) 605-9185/9186

Quotes due by: 11:00 a.m. / Date: 02-03-2009

BIDDERS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code)

*You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Printing Office, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542.

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. contractor's city.

Quotes for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications, with the exception of Item II.

All prices are to be for <u>each unique card</u>:	<u>Per 1,000 Cards</u>
(a) Printed 1 st color, per side	\$ _____
(b) Each additional color, per side	\$ _____
(c) Thermography, per side	\$ _____

NOTE: Charges under (b) and (c) will be allowed ONLY for the sides requiring additional ink color(s) or thermography.

II. ADDITIONAL OPERATIONS:

(a) Typesetting	per line/rule\$ _____
(b) Proofs (faxed).....	per 8-1/2 x 11" image (up to 12-up)\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

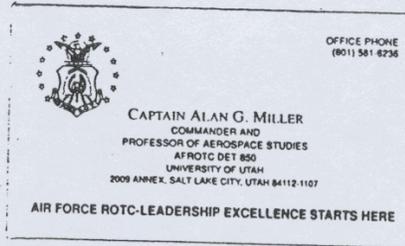
(Initials)

EXHIBIT B

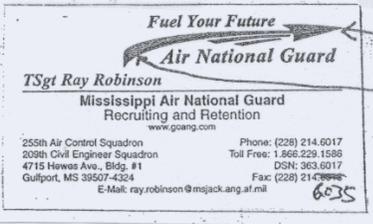
REQUEST FOR ACTIVE DUTY AIR FORCE RECRUITER BUSINESS CARDS		DATE 4 Jun 03
SUBMIT ONE COPY VIA FAX, E-MAIL		
TO HQ AFRS/RSSII 550 D STREET WEST SUITE 1 RANDOLPH AFB TX 78160-4527	FROM GROUP/SQUADRON: GRADE/NAME: OFFICE PHONE: FAX NUMBER:	AFROTC DETACHMENT 550 TSGT KEN LOGAN 518-276-6236 518-276-4580
INSTRUCTIONS		
SECTION I - TELEPHONE INFORMATION		
Home telephone numbers and cellular phone numbers are not authorized. Up to four lines can be completed for this section with the office phone as a mandatory entry on line one for all orders. Complete three other entries from Lines 2 - 9. The order of the lines 2-4 will be completed (Lines 1, 3, 5, 7) or (Lines 1, 2, 6, 8) etc. NOTE: For lines 8 and 9 please place an asterisk to indicate your choice.		
EXAMPLE: SECTION I		
Line 1. OFFICE: (210) 852-2783/6311/3149 (limit three numbers)		
Line 3. FAX: (210) 852-2690		
Line 5. E-Mail: churchd@rsgsta1.rs.af.mil (type in lowercase letters)		
Line 9. Call Collect Station-To-Station		
SECTION II - GENERAL INFORMATION		
All entries must be typed using upper and lowercase unless otherwise indicated. No acronyms except for titles, medical titles, and USAF.		
Line 1. FIRST NAME, MIDDLE INITIAL, LAST NAME: (No nicknames, only derivations from the given name) NOTE: If a title is used following a personal name, Jr. and Sr. are set off by commas; 2d, 3d, and II, III are not. If a degree or medical title is used following a personal name, all letters will be uppercase.		
Line 2. GRADE: (Spelled out), USAF NOTE: If a title is used following the grade, NC (Nurse Capt), MD (Medical Doctor) etc., place a comma after USAF and type all letters uppercase.		
Line 3. POSITION: (See authorized list published by HQ AFRS/RSSII)		
Line 4. ACTIVITY: "Air Force Recruiting Office" for field recruiters. Three digit group/squadron identifier and Air Force Recruiting Group or Squadron spelled out for group/squadron staff only.		
EXAMPLES: 367 Air Force Recruiting Squadron, 372 Air Force Recruiting Group, Air Force Recruiting Office		
Line 5. STREET ADDRESS		
Line 6. CITY, STATE, ZIP + 4 (City spelled out, state use two letter identifier Zip + 4)		
SECTION I		
Line 1. OFFICE: (518 276-6236	Line 6. ANSWERING MACHINE: ()	
Line 2. OFFICE DSN:	Line 7. PAGER: ()	
Line 3. FAX: (518 276-4580	Line 8. 1-800-423-USAFA	
Line 4. FAX DSN:	Line 9. Call Collect Station-To-Station	
Line 5. E-MAIL: bellt@rpi.edu		
SECTION II		
Line 1. NAME: THOMAS D. BELL		
Line 2. GRADE: COLONEL, USAF		
Line 3. POSITION: COMMANDER		
Line 4. ACTIVITY: AFROTC Detachment 550, Rensselaer Polytechnic Institute		
Line 5. STREET ADDRESS: 110 8th St.		
Line 6. CITY, STATE, ZIP + 4: Troy, NY 12180-3590		

EXHIBIT C

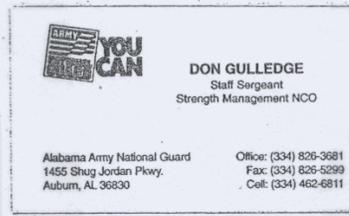
SAMPLES (Not to scale)



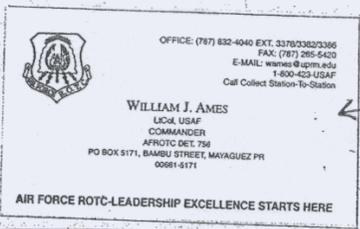
Printed in Black or Pantone Reflex Blue.
May or may not require thermography



and all text
PMS 300
Blue
PMS 185
Red



Printed in Black
Entire card is thermography



Printed in PMS 287
Entire card is thermography

