

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Order Form Booklets

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

Library of Congress
National Library Service (NLS)
for the Blind and Physically Handicapped (BPH)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **July 1, 2018** and ending **June 30, 2019**, plus up to *four* optional 12 month extension period (s) that may be added in accordance with the "OPTION TO EXTEND THE CONTRACT TERM" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on **June 1, 2018**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to the following:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature call David Love (202) 512-0310 or email aps-team1@gpo.gov.

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 Publication 310.2, effective December 1, 1987 (Rev 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) –
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

GPO IMPRINT REQUIREMENTS: The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

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	O.K. Proofs/Average type dimension/ Electronic media

Note: Prior to award, the contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE TERM OF THE CONTRACT: 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 30 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 (5) 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 authorized pricing adjustment(s).

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.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **July 1, 2018** to **June 30, 2019**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **March 31, 2018**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

Note: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO 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.

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 **July 1, 2018** through **June 30, 2019**, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically 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.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of self-cover order form booklets requiring such operations as electronic prepress, printing, binding, packing, and distribution.

TITLE: Order Form Booklets

FREQUENCY OF ORDERS: Approximately 6 to 8 orders per year.

QUANTITY: Approximately 35,000 to 45,000 copies per order.

NUMBER OF PAGES: Approximately 8 to 16 pages per order.

TRIM SIZES: 8-1/4 x 5-1/4". Oblong binding across the 5-1/4" dimension.

GOVERNMENT TO FURNISH: *Electronic media will be furnished as follows –*

Platform: IBM or compatible using Windows

Media: CD-R/RW, or E-mail

Software: Adobe Creative Cloud (Illustrator, Photoshop and InDesign) and/or Adobe Acrobat

Note: **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

Fonts: All printer and screen fonts will be furnished.

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 archive immediately after completion of the contract.

Additional Information supplied

GPO Form 952 – Desktop Publishing Disk Information

Files will be furnished in native application and/or print-quality PDF format.

A visual of the furnished electronic files will be provided.

All graphics and illustrations will be furnished in place within electronic files.

Exact quantities to be delivered to each of the two distribution destinations will be provided on the Print Order

GPO Form 905 – Labeling and Marking Specifications

Note: Download from www.gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Exhibit A – Order Form Booklet Sample Pages

Note: The facsimiles of the sample pages shown in Exhibit A are representative of the products which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to the exhibit.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

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.

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

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

PROOFS:

Digital Color Content Proofs

One set of digital color content proofs for booklet. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Digital Color "One-Off" Proofs

If, at contractor's option, the booklets are digitally printed *, then contractor must furnish one set of digital color one-off proofs for booklet. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded, and bound to the finished size of the product, as applicable. Proofs must be created using the same output device/RIP that will be used to produce the final printed product on the actual production stock.

* **See Page 7 of 12: PRINTING**

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 "O.K. TO PRINT."

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 March 2011.

Government Paper Specification Standards No. 12 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING: At contractor's option, the booklets may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

Print head-to-head in black ink only. Printing consists of text and line matter.

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

BINDING: Paste on fold across the 5-1/4" dimension (oblong) and trim three sides.

Note: At contractor's option, booklets may be saddle-stitched in two places and trimmed three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING: Pack suitably in containers

LABELING AND MARKING: Using furnished distribution list, create and affix a shipping label to each container and palletize as required. See GPO Form 905

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from www.GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest consignment.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

QUALITY ASSURANCE RANDOM COPIES:

In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against 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 certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). 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. A copy of the Print Order must be included with the samples.

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 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: Ship f.o.b. Contractor's City to the following addresses:

National Talking Books
309 E Water St.
Springfield, MO 65806
Attn: Susie Brown (417- 869-9369)

Potomac Talking Books
7520 Standish Place
Rockville, MD 20855
Attn: Jeff Bunn (301-654-2887)

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships) via email to Lina Dutky at ldut@loc.gov, Mark Schwartz at mschw@loc.gov, and Kristen Fernekes at krfe@loc.gov. The subject line of the email shall be "Distribution Notice for Program 150-S, Print Order No. _____; Purchase Order _____" The notice must provide all applicable tracking numbers, delivery method, and title of publication.

Within 72 hours of completion of the order, all supporting delivery documentation (i.e. shipping receipts) for each print order is required to be scanned and emailed as a PDF to: Lina Dutky at ldut@loc.gov, Mark Schwartz at mschw@loc.gov, and Kristen Fernekes at krfe@loc.gov. The Contractor must identify the program number and print order number in the subject line of all emails.

Upon completion of each order, contractor must return all furnished materials and digital deliverables to: NLS/BPH, Attn: Derrick Barnes, 1291 Taylor Street, NW, Washington, DC 20011.

Note: Contractor must return materials through the guard at front entrance. Contact information will be provided with the print order. Furnished materials must NOT be returned through the USPS.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

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).

Furnished materials and proofs must be picked up from and delivered to: NLS/BPH, 1291 Taylor Street, NW, Washington, DC 20011. Attn: PMS

Note: Contractor must pick up/deliver materials/proofs through the guard at front entrance. Contact information will be provided with the print order. Proofs and furnished materials must NOT be sent through the USPS.

Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must submit proofs within **three workdays** of notification of availability of print order and furnished material.
- Proofs will be withheld no more than **two workdays** from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- Contractor must complete production and distribution within **seven workdays** of receipt of "O.K. to print" on proofs.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. contractor's city must be shipped to the destination(s) specified.

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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

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 one (1) year's production 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."

	(1)	(2)
I. (a)	92	3,268

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SECTION 4. - SCHEDULE OF PRICES

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

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production.

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

Unless otherwise specified, no more than three (3) blank pages shall be permitted at the end of the text.

A charge will be allowed for each page, whether printed or blank.

I. COMPLETE PRODUCT: Prices offered must be all-inclusive for the production of Order Form Booklets and shall include the costs of all required materials and operations necessary for the complete production and distribution of the product as defined in Section 2. - Specifications.

<u>Makeready and/or Setup</u>	<u>Running Per 1,000 Copies</u>
(1)	(2)

(a) Order Form Booklet.....per page..... \$ _____ \$ _____

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

Talking Book Topics

July–August 2013
Volume 79, Number 4

All titles may be downloaded from
BARD. Contact your local library for
BARD access.

For postage-free mailing:

1. Complete this order form.
2. This order form requires no envelope or stamp; affix a small piece of tape to the right side of this booklet to secure it for mailing.
3. Return the flash cartridge separately in its mailing container.

Audiobooks

Adults Nonfiction

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> DB 67418 | <input type="checkbox"/> DB 71952 |
| <input type="checkbox"/> DB 71240 | <input type="checkbox"/> DB 71955 |
| <input type="checkbox"/> DB 71328 | <input type="checkbox"/> DB 71958 |
| <input type="checkbox"/> DB 71374 | <input type="checkbox"/> DB 71960 |
| <input type="checkbox"/> DB 71795 | <input type="checkbox"/> DB 71961 |
| <input type="checkbox"/> DB 71798 | <input type="checkbox"/> DB 72057 |
| <input type="checkbox"/> DB 71807 | <input type="checkbox"/> DB 72084 |
| <input type="checkbox"/> DB 71817 | <input type="checkbox"/> DB 72124 |

EXHIBIT A
Order Form Booklet Sample Pages

- | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> DB 72128 | <input type="checkbox"/> DB 72242 | <input type="checkbox"/> DB 72454 | <input type="checkbox"/> DB 72584 |
| <input type="checkbox"/> DB 72132 | <input type="checkbox"/> DB 72354 | <input type="checkbox"/> DB 72485 | <input type="checkbox"/> DB 72587 |
| <input type="checkbox"/> DB 72158 | <input type="checkbox"/> DB 72363 | <input type="checkbox"/> DB 72495 | <input type="checkbox"/> DB 72594 |
| <input type="checkbox"/> DB 72172 | <input type="checkbox"/> DB 72365 | <input type="checkbox"/> DB 72499 | <input type="checkbox"/> DB 72603 |
| <input type="checkbox"/> DB 72175 | <input type="checkbox"/> DB 72371 | <input type="checkbox"/> DB 72501 | <input type="checkbox"/> DB 72605 |
| <input type="checkbox"/> DB 72180 | <input type="checkbox"/> DB 72378 | <input type="checkbox"/> DB 72502 | <input type="checkbox"/> DB 72626 |
| <input type="checkbox"/> DB 72185 | <input type="checkbox"/> DB 72381 | <input type="checkbox"/> DB 72505 | <input type="checkbox"/> DB 72628 |
| <input type="checkbox"/> DB 72194 | <input type="checkbox"/> DB 72382 | <input type="checkbox"/> DB 72527 | <input type="checkbox"/> DB 72744 |
| <input type="checkbox"/> DB 72198 | <input type="checkbox"/> DB 72417 | <input type="checkbox"/> DB 72554 | <input type="checkbox"/> DB 72758 |
| <input type="checkbox"/> DB 72215 | <input type="checkbox"/> DB 72418 | <input type="checkbox"/> DB 72562 | <input type="checkbox"/> DB 72765 |
| <input type="checkbox"/> DB 72224 | <input type="checkbox"/> DB 72420 | <input type="checkbox"/> DB 72568 | <input type="checkbox"/> DB 72766 |
| <input type="checkbox"/> DB 72226 | <input type="checkbox"/> DB 72422 | <input type="checkbox"/> DB 72571 | <input type="checkbox"/> DB 72768 |
| <input type="checkbox"/> DB 72228 | <input type="checkbox"/> DB 72430 | <input type="checkbox"/> DB 72576 | <input type="checkbox"/> DB 72780 |
| <input type="checkbox"/> DB 72233 | <input type="checkbox"/> DB 72434 | <input type="checkbox"/> DB 72577 | <input type="checkbox"/> DB 72785 |

EXHIBIT A
Order Form Booklet Sample Pages

- DB 72763
- DB 72779
- DB 72788
- DB 72945
- DB 72948
- DB 73023
- DB 73032
- DB 73089
- DB 74068
- DB 74071
- DB 74223
- DB 75141
- DB 75246
- DB 75310

- DB 75379
- DB 75397
- DB 75409
- DB 75463
- DB 75502
- DB 75537
- DB 75540
- DB 75541
- DB 75549
- DB 75613
- DB 75650
- DB 75681
- DB 75720
- DB 75721

- DB 75724
- DB 75727
- DB 75781
- DB 75823
- DB 75872

Foreign Language

Spanish

- DB 70976
- DB 70977
- DB 70978
- DB 70982
- DB 70990

- DB 70995
- DB 71000
- DB 72996
- DB 74971
- DB 74975
- DB 74977
- DB 74978
- DB 74980
- DB 74983

EXHIBIT A
Order Form Booklet Sample Pages

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