

ORDER FOR SUPPLIES OR SERVICES

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[Signature]

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 15 Jan 2002	2. CONTRACT NO. (if any) GS-00F-0011M	6. SHIP TO: EXOB117	
3. ORDER NO. CPSC-D-02-1213	4. REQUISITION/REFERENCE NO. 93-1485 EXOB	a. NAME OF CONSIGNEE Ult Dest: EXOB117 CONSUMER PRODUCT SAFETY COMM.	
5. ISSUING OFFICE Address correspondence to: CPSC US CONSUMER PRODUCT SAFETY COMM DIVISION OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA, MD 20814-4408 WILLIAM GRAVES (301) 504-0444		b. STREET ADDRESS OFFICE OF THE BUDGET 4330 EAST WEST HIGHWAY ROOM 703	
7. TO: 00010316 TIN: 132949772		c. CITY BETHESDA	e. ZIP CODE 20814-4408
a. Name of Contractor SAVIN CORPORATION		f. SHIP VIA	

8. TYPE OF ORDER	
<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
b. Company Name	
c. Street Address 30 WEST GUDE DRIVE SUITE 350	
d. City ROCKVILLE	f. Zip 20850-1161

9. ACCOUNTING AND APPROPRIATION BOC: OBLIGATED AMT: \$440.92 02 OP EXOB 2300 53171 233A - \$220.00 02 OP EXOB 2300 53171 257D - \$220.92	10. REQUISITIONING OFFICE 2300
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL
 b. OTHER THAN SMALL
 c. DISADVANTAGED
 d. WOMEN-OWNED

12. F.O.B. POINT DESTINATION	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE	16. DISCOUNT TERMS 00.00% 0 Days Net 30
13. PLACE OF			
a. INSPECTION BETHESDA, MARYLAND	b. ACCEPTANCE BETHESDA, MARYLAND		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QTY ACCEPT. (g)
	THE CONTRACTOR SHALL PROVIDE ANNUAL MAINTENANCE ON SITE FOR THE FOLLOWING EQUIPMENT FOR THE PERIOD OF OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002. SERVICES SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. THE CONTRACTOR SHALL INCLUDE TRAVEL, AND LABOR AT NO					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:				
a. NAME CONSUMER PRODUCT SAFETY COMM				
b. STREET ADDRESS (or P.O. Box) ACCT OFFICER DIV OF FIN MGMT ROOM 522 WASHINGTON, DC 20207			17(i) GRAND TOTAL	
c. CITY (301) 504-0018		d. STATE	e. ZIP CODE	440.92

22. UNITED STATES OF AMERICA BY (Signature) <i>Kim Miles 1/15/02</i>	23. NAME (Typed) KIM MILES (301) 504-0444 (TITLE CONTRACTING/ORDERING OFFICER)
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ORDER FOR SUPPLIES OR SERVICES - Continuation

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DATE OF ORDER

CONTRACT NO. (if any)

ORDER NO.

15 Jan 2002

GS-00F-0011M

CPSC-D-02-1213

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QTY ACCEPT. (g)
	ADDITIONAL CHARGE.					
0001	SAVIN COPIER MODEL: 9910DPE SERIAL NUMBER: 1380900024	12	MO	18.41	220.92	
	THE PERIOD OF PERFORMANCE FOR LINE ITEM NUMBERS 0002 AND 0003 UNDER THE LEASE PAYMENT PROGRAM IS AS FOLLOWS: OCTOBER,1 2001 THROUGH JANUARY 31, 2002					
0002	SAVIN COPIER EXPANSION CARD	4	MO	2.00	8.00	
0003	SAVIN COPIER 9910DPE SERIAL NUMBER: 1380900024	4	MO	53.00	212.00	
	THE CPSC TECHNICAL POINT OF CONTACTS ARE SANDRA KING AT (301) 504-0029 EXTENSION 2238 OR LINDA MURR AT (301) 504-0029 AT EXTENSION 2239 .					

1. 52.0000-4004B CONTRACTOR'S NOTE

I. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496). All Federal agencies are required to pay their bills on time, pay interest penalties on late payments and to take discounts only when payments are made within the discount period. To assure compliance with the Act vouchers and/or invoices shall be submitted on any acceptable invoice form, which meets the criteria listed below. Examples of government vouchers that shall be used are the Standard Forms (SF), SF 1034 (Public Vouchers for Purchase and Services Other Than Personal) and SF 1034 (Continuation Sheet). At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. Taxpayer Identification Number (TIN)
3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).
4. The contract or purchase order number (see block 3 on page 1 of this order), or other authorization for delivery of goods or services.
5. Description, price and quantity of goods or services actually delivered or rendered.
6. Shipping cost terms (if applicable).
7. Payment terms.
8. Other substantiating documentation or information as specified in the contract or purchase order.
9. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice. ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

Accounting Officer, Div. of Financial Services, Room 522
U. S. Consumer Product Safety Commission
Washington, D. C. 20207-9910

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. The Standard Forms (SF), SF 1034 (Public Voucher for Purchases and Services other than Personal) and SF 1035 (continuation sheet) can be downloaded at the General Services Administration's (GSA) web-site (<http://www.arnet.gov/far>).

II. PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows: When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to the Accounting Officer on (301) 504-0018 at the following address:

Accounting Officer, Div. of Financial Services,
Room 522
U. S. Consumer Product Safety Commission

Washington, D. C. 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above).

- II. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER Contact:
William A. GRAVES (301) 504-0444 ext. 1143.

RECEIVING REPORTS FOR SMALL PURCHASES (OPTIONAL FORM 347 BACK) PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The accompanying Receiving Report (Optional Form 347 BACK), provided with the copy of your executed Purchase Order (Optional Form 347), must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Receiving Report must be appropriately completed, signed and dated by the authorized receiving official.

In addition, column (G), Quantity Accepted, on the Purchase Order, must be completed. Upon completion, the original copy of the Receiving Report and a copy of the Purchase Order must be immediately forwarded to the Division of Financial Services so that payment can be processed pursuant to the Prompt Payment Act. Additional copies should be made and retained consistent with local office procedures.

PROPERTY/EQUIPMENT PURCHASES

In the case of Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Receiving Report and a copy of the Purchase Order must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Administrative Services Branch (Room 520). The transmittal of Receiving Reports and Purchase Order copies to the Property Management Officer is critical to the integrity and operation of CPSC Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.