


 M U N R O E
 c r e a t i v e
 P A R T N E R S

*rec'd
8/16/04*

INVOICE

Patti Pierce
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 15173
DATE: 7/30/2004
JOB NUMBER: FOR-6655

CLIENT JOB NUMBER: Ordered by Lynn Campbell Wingert
TITLE: 8-page LMP Brochure

DESCRIPTION

Concept, design and layout through disk prep of a 8-page brochure for for the USDA Forest Service "Living memorials Project." All specs are subject to change based upon client approval. Brochure to include stock photography or illustration if necessary. All copy to be provided by client. Size: 8-1/2" x 11", (8-pages). Inks: 4/4. Stock: TBD. Deadline: TBD. Phase IA to be submitted within a determined time upon retrieval of signed estimate. Timing guideline to come.

Phase IA - Concept and design/presentation to include: (2-3) alternate comprehensives of brochure shown in color with copy in place with suggested visuals. Entire concept is presented as a cover and one typical inside spread. Client to select one direction for further creative refinement and development in Phase IB.

Concept, design, layout, meeting time and coordination.....	\$ 2,625.00
~ Photo/illustration research.....	375.00
~ Materials.....	100.00
~ Project administration.....	150.00
Subtotal.....	<u>\$3,250.00</u>

submitter notice 3895

Phase IB - Presentation to include: Based upon selection of direction in Phase IA, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Entire brochure is shown as a hand assembled comprehensive.

~ Design, layout, meeting time and coordination.....	\$1,875.00
~ Materials.....	200.00
~ Project administration.....	150.00
Subtotal.....	<u>\$2,225.00</u>

*Ok to pay Sept 2, 2004
JW*

SUBTOTAL:	\$5,475.00
SALES TAX:	TAX EXEMPT
COURIER SERVICE:	
FED EX: (1)	<u>18.00</u>
TOTAL:	\$5,493.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa



CLIENT: USDA Forest Service
ORDERED BY: Erika Svendsen
CLIENT JOB NO.:
TITLE: Additional revisions to 8-page LMP Brochure

ADDITIONAL ESTIMATE
JOB NUMBER: FOR-6655
DATE: 8/20/04

DESCRIPTION

Additional Phase IB - Presentation to include: Based on client's suggested modifications, additional design and layout to be incorporated.

- Design, layout, project administration and coordination.....	\$975.00
Subtotal.....	\$975.00
GRAND TOTAL (for additional estimate only).....	\$975.00

Approved By _____ Date _____
Estimate Initiated By: Melissa Crispin Special Cc's: Judy Munroe, Michael Licata

All estimated costs plus or minus 10%, plus tax and shipping. If the scope of this project should change, requiring Munroe Creative Partners to spend additional design or coordination time, standard studio hourly rates will be charged. Prices above do not include exclusive ownership rights unless otherwise noted. The cost for this option will be furnished if desired.

Ok to pay
9/2/04
Jaw



paid
8/16/04

INVOICE

Patti Pierce
USDA Forest Service
11 Campus Boulevard
Suite 200
Newtown Square, PA 19073

INVOICE NO.: 15172
DATE: 7/30/2004
JOB NUMBER: FOR-6577

CLIENT JOB NUMBER: Ordered by Lynn Campbell Wingert
TITLE: Newsletter SPRING

ASSIGNMENT DESCRIPTION

Based on previously designed template, roll-out of SPRING newsletter. Copy to be supplied by client with the exception of the newsletter title, of which Munroe will submit suggestions. Size: 6 pages, 25.5" x 11" flat, folds to 8.5" x 5.5" finish size. Inks: 2/2 color. Quantity: TBD Client also to provide all photography with captions. Client will be responsible for printing. Deadline: TBD All costs below are based on a special non-profit rate of \$75./hr.

PHASE II -PRODUCTION Presentation to include: Final disk prep. Color laser prints for final approval (includes 1 round of author alterations.)	\$300.00
Production coordination and final type composition.....	150.00
- Mac disk prep, production specs, laser proofs and color breaks.....	100.00
- Project archival stored on disk.....	N/A
- Proofreading.....	100.00
- Materials and PDF transmittal.....	75.00
- Project administration.....	\$725.00
Subtotal.....	

expect to receive 9/2/04
OK to pay
\$ 9/13/04
Jcw

SUBTOTAL:	\$725.00
SALES TAX:	TAX EXEMPT
COURIER SERVICE:	
FED EX:	_____
TOTAL:	\$725.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
Thank you.

client #21453
pa

MUNROE
creative
PARTNERS

*rec'd
8/16/04*

INVOICE

Patti Pierce
USDA Forest Service
11 Campus Boulevard
Suite 200
Newtown Square, PA 19073

INVOICE NO.: 15173
DATE: 7/30/2004
JOB NUMBER: FOR-6655

CLIENT JOB NUMBER: Ordered by Lynn Campbell Wingert

TITLE: 8-page LMP Brochure

DESCRIPTION

Concept, design and layout through disk prep of a 8-page brochure for for the USDA Forest Service "Living memorials Project." All specs are subject to change based upon client approval. Brochure to include stock photography or illustration if necessary. All copy to be provided by client. Size: 8-1/2" x 11", (8-pages). Inks: 4/4. Stock: TBD. Deadline: TBD. Phase IA to be submitted within a determined time upon retrieval of signed estimate. Timing guideline to come.

Phase IA - Concept and design/presentation to include: (2-3) alternate comprehensives of brochure shown in color with copy in place with suggested visuals. Entire concept is presented as a cover and one typical inside spread. Client to select one direction for further creative refinement and development in Phase IB.

*Submitter
notice
2pgs*

Concept, design, layout, meeting time and coordination.....	\$ 2,625.00
Photo/illustration research.....	375.00
~ Materials.....	100.00
~ Project administration.....	150.00
Subtotal.....	\$3,250.00

Phase IB - Presentation to include: Based upon selection of direction in Phase IA, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Entire brochure is shown as a hand assembled comprehensive.

~ Design, layout, meeting time and coordination.....	\$1,875.00
~ Materials.....	200.00
~ Project administration.....	150.00
Subtotal.....	\$2,225.00

*Ok to pay Sept 2, 2004
JAW*

SUBTOTAL:	\$5,475.00
SALES TAX:	TAX EXEMPT
COURIER SERVICE:	
FED EX: (1)	18.00
TOTAL:	\$5,493.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
Thank you.

client #21453
pa



CLIENT: USDA Forest Service
ORDERED BY: Erika Svendsen
CLIENT JOB NO.:
TITLE: Additional revisions to 8-page LMP Brochure

ADDITIONAL ESTIMATE
JOB NUMBER: FOR-6655
DATE: 8/20/04

DESCRIPTION

Additional Phase IB - Presentation to include: Based on client's suggested modifications, additional design and layout to be incorporated.

- Design, layout, project administration and coordination..... \$975.00
Subtotal..... \$975.00

GRAND TOTAL (for additional estimate only)..... \$975.00

Approved By _____ Date _____
Estimate Initiated By: Melissa Crispin Special Cc's: Judy Munroe, Michael Licata

All estimated costs plus or minus 10%, plus tax and shipping. If the scope of this project should change, requiring Munroe Creative Partners to spend additional design or coordination time, standard studio hourly rates will be charged. Prices above do not include exclusive ownership rights unless otherwise noted. The cost for this option will be furnished if desired.

Ok to pay
9/2/04
Jaw

*rec'd
8/16/04*

INVOICE

Patti Pierce
USDA Forest Service
11 Campus Boulevard
Suite 200
Newtown Square, PA 19073

INVOICE NO.: 15172
DATE: 7/30/2004
JOB NUMBER: FOR-6577

CLIENT JOB NUMBER: Ordered by Lynn Campbell Wingert
TITLE: Newsletter SPRING

ASSIGNMENT DESCRIPTION

Based on previously designed template, roll-out of SPRING newsletter. Copy to be supplied by client with the exception of the newsletter title, of which Munroe will submit suggestions. Size: 6 pages, 25.5" x 11" flat, folds to 8.5" x 5.5" finish size. Inks: 2/2 color. Quantity: TBD Client also to provide all photography with captions. Client will be responsible for printing. Deadline: TBD All costs below are based on a special non-profit rate of \$75./hr.

PHASE II -PRODUCTION Presentation to include: Final disk prep. Color laser prints for final approval (includes 1 round of author alterations.)

*Submitted
notice
1pg*

Production coordination and final type composition.....	\$300.00
- Mac disk prep, production specs, laser proofs and color breaks.....	150.00
- Project archival stored on disk.....	100.00
- Proofreading.....	N/A
- Materials and PDF transmittal.....	100.00
- Project administration.....	75.00
Subtotal.....	\$725.00

*expect to receive 9/2/04
OK to pay
9/15/04
JCW*

SUBTOTAL:	\$725.00
SALES TAX:	TAX EXEMPT
COURIER SERVICE:	
FED EX:	
TOTAL:	\$725.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
Thank you.

client #21453
pa


MUNROE
c r e a t i v e
PARTNERS

INVOICE

Patti Pierce
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 15328
DATE: 10/31/2004
JOB NUMBER: FOR-6481

CLIENT JOB NUMBER: Ordered by Lynn Campbell Wingert
TITLE: Revitalizing Baltimore Brochure

ASSIGNMENT DESCRIPTION

Design and layout through final Mac disk prep and printing for a 12-page/panel self-cover, #10-size brochure. Copy to be supplied by client. Size: 12 pages, folds to 4" x 9" flat. Inks: 4/4 color. Quantity: TBD Client also to provide all photography. Graphics and map to be created by MCP. Client will be responsible for printing. All costs below are based on a special non-profit rate of \$75./hr.

ADDITIONAL PHASE IB - DESIGN /LAYOUT Based on re-direction of layout/format.

- Design, layout, meeting time and coordination.....	\$1,700.00		
- Materials and PDF transmittal.....	200.00		<i>2pgs</i>
Subtotal.....	\$1,900.00		<i>Submitter notice</i>
PHASE II -PRODUCTION Presentation to include: Final disk prep. Color laser prints for final approval.			
- Production coordination and final type composition.....	\$600.00		
- Mac disk prep, production specs, laser proofs and color breaks.....	150.00		
Project archival stored on disk.....	50.00		
Proofreading (to be proofread by client).....	N/A		
- Materials and PDF transmittal.....	100.00		
- Project administration.....	75.00		
Subtotal.....	\$975.00		

SUBTOTAL:	\$2,875.00
SALES TAX:	TAX EXEMPT
COURIER SERVICE (2):	26.00
FED EX (4):	64.80
TOTAL:	\$2,965.80

RECEIVED
 11/11/04
 11:30 AM

Okay to pay
 Jan 12/2/04

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa



CLIENT: USDA Forest Service/Northeastern Research
ORDERED BY: Lynn Campbell Wingert (Jane Gamale-Eldin)
CLIENT JOB NO.:
TITLE: Revitalizing Baltimore Brochure/**Additional Design**

ADD #1 ESTIMATE
JOB NUMBER: FOR-6481
DATE: 10/12/04

ASSIGNMENT DESCRIPTION

Based upon new direction of layout from Phase IA, client's additional suggested modifications to be incorporated into layout for further review.

ADDITIONAL PHASE IB - DESIGN DEVELOPMENT/REVISIONS

- Design, layout, meeting time and coordination, materials/PDF transmittal, project administratio	\$1,900.00
Subtotal	\$1,900.00
GRAND TOTAL	\$1,900.00

Approved By _____ Date _____

Estimate Initiated By: **Michael Licata** Special cc's: **Judy Munroe**

All estimated costs plus or minus 10%, plus tax and shipping. If the scope of this project should change, requiring Munroe Creative Partners to spend additional design or coordination time, standard studio hourly rates will be charged. Prices above do not include exclusive ownership rights unless otherwise noted. The cost for this option will be furnished if desired.

VOICE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0117	2. TYPE SHIPMENT (CHECK ONE) PARTIAL <input type="checkbox"/> COMPLETE <input checked="" type="checkbox"/>	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 11 28 03	4. DATE INVOICE RECEIVED MONTH DAY YEAR 11 28 03
5. VENDOR INVOICE NUMBER 14804	6. VENDOR NAME MUNROE CREATIVE PARTNERS VID CODE 232532746 A		

RIF
10/29/03

I certify the items billed were received, and accepted as complying with this order except as noted below.
Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/ UNIT ISSUE	10. DOLLAR AMOUNT
01	CONTRACT IS HEREBY MODIFIED TO ADD LINE ITEM 04. THIS INCREASES CONTRACT		
02	ADD'L WORK UNDER JOB 5888, CONCEPT, DESIGN AND LAYOUT OF R&D HIGHLIGHTS I		
03	ADD'L WORK UNDER JOB NUMBER FOR-6238, PHASE IA - INITIAL DESIGN AS DESCRIB		
04	Add'l work under FOR-6238 - Phase IB - Design Roll-out		1862.50

20. RECEIPT EXCEPTION	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>+ Non-Merchandise Charge</td><td>11.</td></tr> <tr><td>+ Freight</td><td>12.</td></tr> <tr><td>+ Federal Excise Tax</td><td>13.</td></tr> <tr><td>- State or Local Tax</td><td>14.</td></tr> <tr><td>Sub-Total</td><td>15.</td></tr> <tr><td>- Trade-In</td><td>16.</td></tr> <tr><td>- Discount</td><td>17.</td></tr> <tr><td>-Credit</td><td>18.</td></tr> <tr><td>TOTAL</td><td>19. \$ 1862.50</td></tr> </table>	+ Non-Merchandise Charge	11.	+ Freight	12.	+ Federal Excise Tax	13.	- State or Local Tax	14.	Sub-Total	15.	- Trade-In	16.	- Discount	17.	-Credit	18.	TOTAL	19. \$ 1862.50
+ Non-Merchandise Charge	11.																		
+ Freight	12.																		
+ Federal Excise Tax	13.																		
- State or Local Tax	14.																		
Sub-Total	15.																		
- Trade-In	16.																		
- Discount	17.																		
-Credit	18.																		
TOTAL	19. \$ 1862.50																		

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160	AUTHORIZED OFFICIAL PATRICIA PIERCE	
	21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073	
	22. SIGNATURE <i>Patricia Pierce</i>	
	23. DATE 2/19/04	24. PHONE (Area Code and Number) 610-557-4248


MUNROE
creative
PARTNERS

INVOICE

Lynn Wingert
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14804
DATE: 11/28/2003
JOB NUMBER: FOR-6238

CLIENT JOB NUMBER: 43-3604-3-0117 (Lynn Campbell Wingert)

TITLE: Self-Mailing Newsletter

ASSIGNMENT DESCRIPTION

Design and layout through final Mac disk prep and printing for a self-mailing newsletter. Copy to be supplied by client with the exception of the newsletter title, of which Munroe will submit suggestions. Size: 6 pages, 25.5" x 11" flat, folds to 8.5" x 5.5" finish size. Inks: 2/2 color. Quantity: TBD Client also to provide all photography with captions. Client will be responsible for printing. All costs below are based on a special non-profit rate of \$75./hr.

PHASE IB - DESIGN ROLL-OUT Presentation to include: Based upon selected design in Phase IA, client's suggested modifications to be incorporated. All actual visuals and copy to appear for client review. Roll-out of completed newsletter presented.

- Design, layout, meeting time and coordination.....	\$1,200.00
- Initial type composition.....	450.00
- Materials and PDF transmittal.....	100.00
- Project administration.....	112.50
Subtotal.....	\$1,862.50

SUBTOTAL:	\$1,862.50
SALES TAX:	TAX EXEMPT
COURIER SERVICE:	
FED EX:	
TOTAL:	\$1,862.50

okay
 JW 2:17.04

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa

I RICE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0117		2. TYPE SHIPMENT (CHECK ONE) <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE		3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 11 22 03			4. DATE INVOICE RECEIVED MONTH DAY YEAR 11 22 03			
5. VENDOR INVOICE NUMBER 14764		6. VENDOR NAME MUNROE CREATIVE PARTNERS		VID CODE 232532746 A						
I certify the items billed were received, and accepted as complying with this order except as noted below. Bill amounts are to be charged to corresponding line items on purchase order as follows:										
7. P.O. Line Item	8. DESCRIPTION							9. QUANTITY/UNIT ISSUE	10. DOLLAR AMOUNT	
01	CONTRACT IS HEREBY MODIFIED TO ADD LINE ITEM 03. THIS INCREASES PO BY \$1,612								124.00	
02	ADD'L WORK UNDER JOB 5888, CONCEPT, DESIGN AND LAYOUT OF R&D HIGHLIGHTS I									
03	ADD'L WORK UNDER JOB NUMBER FOR-6238, PHASE IA - INITIAL DESIGN AS DESCRIB								1,612.50	
20. RECEIPT EXCEPTION								+ Non-Merchandise Charge	11.	
								+ Freight	12.	
								+ Federal Excise Tax	13.	
								- State or Local Tax	14.	
								Sub-Total	15.	
								- Trade-In	16.	
								- Discount	17.	
								- Credit	18.	
								TOTAL	19. \$ 1,736.50	

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional)		AUTHORIZED OFFICIAL PATRICIA PIERCE	
USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160 <div style="font-size: 2em; margin-top: 20px;"><i>PLEASE EXPEDITE</i></div>		21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073	
		22. SIGNATURE	
		23. DATE 12/1/03	24. PHONE (Area Code and Number) 610-557-4248

Revised 2/9/04



Ver
11/22/03

INVOICE

Lynn Wingert
USDA Forest Service
11 Campus Boulevard
Suite 200
Newtown Square, PA 19073

INVOICE NO.: 14764
DATE: 10/31/2003
JOB NUMBER: FOR-6238

CLIENT JOB NUMBER: 43-3604-3-0117
TITLE: Self-Mailing Newsletter

ASSIGNMENT DESCRIPTION

Design and layout through final Mac disk prep and printing for a self-mailing newsletter. Copy to be supplied by client with the exception of the newsletter title, of which Munroe will submit suggestions. Size: 6 pages, 25.5" x 11" flat, folds to 8.5" x 5.5" finish size. Inks: 2/2 color. Client also to provide all photography with captions. Client will be responsible for printing. All costs below are based on a special non-profit rate of \$75./hr.

PHASE IA - INITIAL DESIGN Presentation to include: (2) alternate masthead designs with typical spread of newsletter layout. Paper stock recommendations are made at this time.

- Concept, design, layout, meeting time and coordination.....	\$1,125.00
- Masthead Development/Copywriting - newsletter titles prior to design.....	225.00
- Materials and PDF transmittal.....	150.00
- Project administration.....	112.50
Subtotal.....	\$1,612.50

SUBTOTAL:	\$1,612.50
SALES TAX:	TAX EXEMPT
COURIER SERVICE (3):	62.00
FED EX (4):	62.00
TOTAL:	\$1,736.50

12-1-03
okay
Cyril
Wingert

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
Thank you.

client #21453
pa

PO15 PURCHASE ORDER INVOICE DETAILS DATE: 02/10/04
 TIME: 04:08 PM
 PO NUMBER: 43 - 3604 - 3 - 0117 REPORT TYPE: SUMMARY REFERENCE 002
 INVOICE NUMBER: 14531 PO STATUS: ACTIVE
 INVOICE DATE: 05/31/03 V E N D O R
 BATCH AND SEQUENCE: 3177N4240-006 MUNROE CREATIVE PARTNERS
 DATE RECEIVED: 06/18/03 1435 WALNUT ST STE 600
 DATE ENTERED: 06/27/03 VID232532746 A
 NFC PROCESS DATE: 07/01/03 PHILADELPHIA PA 19102
 DISCOUNT TERMS: 0.00% 00 DAYS
 0.00% 00 DAYS
 SCHEDULE NUMBER: FFIS NET 30 DAYS 0.00% 00 DAYS
 INVOICE STATUS: PAID FUND CODE: GOVERNMENT CODE:
 RELEASE CODE: OPERATOR CODE: 22

 EXCISE TAX: \$0.00 OTHER TAX: \$0.00 FREIGHT: \$0.00
 TRADE IN \$0.00 CREDIT PAID \$0.00
 INVOICED AMT \$2,778.00 AMOUNT PAID \$2,778.00
 ***** DIFFERENCE AMOUNT AND REASON *****

*** END OF DATA FOR THIS PO ***

CLEAR = EXIT PF1 = MENU PF3 = UPDATE PF8 = NEXT INVOICE ENTER =INQUIRE

4-© 1 Sess-1 199.130.223.42 FF300106 3/13

INVOICE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0117	2. TYPE SHIPMENT (CHECK ONE) <input checked="checked" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 6 18 03	4. DATE INVOICE RECEIVED MONTH DAY YEAR 6 18 03
5. VENDOR INVOICE NUMBER 14531	6. VENDOR NAME MUNROE CREATIVE PARTNERS VID CODE 232532746 A		

I certify the items billed were received, and accepted as complying with this order except as noted below.
 Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/UNIT ISSUE	10. DOLLAR AMOUNT
01	CONTRACT IS HEREBY MODIFIED TO ADD LINE ITEM 02. THIS INCREASE PO BY \$2,778.		
02	ADD'L WORK UNDER JOB 5888, CONCEPT, DESIGN AND LAYOUT OF R&D HIGHLIGHTS I		2778.00

20. RECEIPT EXCEPTION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">+ Non-Merchandise Charge</td><td>11.</td></tr> <tr><td style="text-align: right;">+ Freight</td><td>12.</td></tr> <tr><td style="text-align: right;">+ Federal Excise Tax</td><td>13.</td></tr> <tr><td style="text-align: right;">- State or Local Tax</td><td>14.</td></tr> <tr><td style="text-align: right;">Sub-Total</td><td>15.</td></tr> <tr><td style="text-align: right;">- Trade-In</td><td>16.</td></tr> <tr><td style="text-align: right;">- Discount</td><td>17.</td></tr> <tr><td style="text-align: right;">- Credit</td><td>18.</td></tr> <tr><td style="text-align: right;">TOTAL</td><td>19. \$ 2778.00</td></tr> </table>	+ Non-Merchandise Charge	11.	+ Freight	12.	+ Federal Excise Tax	13.	- State or Local Tax	14.	Sub-Total	15.	- Trade-In	16.	- Discount	17.	- Credit	18.	TOTAL	19. \$ 2778.00
+ Non-Merchandise Charge	11.																		
+ Freight	12.																		
+ Federal Excise Tax	13.																		
- State or Local Tax	14.																		
Sub-Total	15.																		
- Trade-In	16.																		
- Discount	17.																		
- Credit	18.																		
TOTAL	19. \$ 2778.00																		

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160 FAX	AUTHORIZED OFFICIAL PATRICIA PIERCE 21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 22. SIGNATURE <i>Patricia Pierce</i> 23. DATE 6/20/03 24. PHONE (Area Code and Number) 610-557-4248
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 M U N R O E
 c r e a t i v e
 P A R T N E R S

INVOICE

Lynn Campbell Wingert
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14531
 DATE: 5/31/2003
 JOB NUMBER: FOR-5888

CLIENT JOB NUMBER: 43-3604-3-0042 (Lynn Campbell Wingert)

TITLE: R&D Highlights Booklet

ASSIGNMENT DESCRIPTION

Concept, design and layout of R&D Highlights Booklet. Overall look and feel to be based on selected visual expression board (FOR-5886). Booklet to be approximately 18-pages/Self-cover. Annual book to be created in full color, MCP to suggest bindery method. Client to supply all final copy to MCP in digital format. Client to print through GOP.

PHASE II -PRODUCTION Presentation to include: Laser prints for final approval.

- Production coordination and final type composition.....	\$855.00
- Mac disk prep, production specs, laser proofs and color breaks.....	760.00
- Project archival stored on disk.....	100.00
- Materials and PDF transmittal.....	300.00
- Proofreading.....	380.00
- Project administration.....	285.00
Subtotal.....	\$2,680.00

Lynn C. Wingert
 Okay to pay
 6/18/03

SUBTOTAL:	\$2,680.00
SALES TAX:	TAX EXEMPT
COURIER SERVICE:	
FED EX (5):	98.00
TOTAL:	\$2,778.00

Payment due upon receipt of invoice. Interest
 charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa

PO15 PURCHASE ORDER INVOICE DETAILS DATE: 02/10/04
 TIME: 04:08 PM
 PO NUMBER: 43 - 3604 - 3 - 0117 REPORT TYPE: SUMMARY REFERENCE 001
 INVOICE NUMBER: 14495 PO STATUS: ACTIVE
 INVOICE DATE: 04/30/03 V E N D O R
 BATCH AND SEQUENCE: 3177N4240-008 MUNROE CREATIVE PARTNERS
 DATE RECEIVED: 04/30/03 1435 WALNUT STREET STE 600
 DATE ENTERED: 06/27/03 VID232532746 A
 NFC PROCESS DATE: 07/02/03 PHILADELPHIA PA 19102
 DISCOUNT TERMS: 0.00% 00 DAYS
 0.00% 00 DAYS
 SCHEDULE NUMBER: FFIS NET 30 DAYS 0.00% 00 DAYS
 INVOICE STATUS: PAID FUND CODE: TN GOVERNMENT CODE:
 RELEASE CODE: OPERATOR CODE: 25

EXCISE TAX: \$0.00 OTHER TAX: \$0.00 FREIGHT: \$0.00
 TRADE IN \$0.00 CREDIT PAID \$0.00
 INVOICED AMT \$3,000.00 AMOUNT PAID \$3,000.00
 ***** DIFFERENCE AMOUNT AND REASON *****

*** MORE DATA AVAILABLE ***

CLEAR = EXIT PF1 = MENU PF3 = UPDATE PF8 = NEXT INVOICE ENTER = INQUIRE

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MUNROE
creative
PARTNERS

INVOICE

Lynn Campbell Wingert
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14495
DATE: 4/30/2003
JOB NUMBER: FOR-6131

CLIENT JOB NUMBER: 43-3604-3-0042 0117
TITLE: NE Research Station General Brochure

ASSIGNMENT DESCRIPTION

Design and layout of an 8-12pp. general brochure for the NE Research Station. Overall look and feel to be based on design previously developed. Photography to be picked-up from other materials and purchased stock imagery. Deadline for printed deliverable TBD. Client to print through GOP. All final specs to be confirmed.

PHASE IB - DESIGN DEVELOPMENT/REVISIONS Presentation to include: Brochure fully paginated & presented in comp-form with all copy & imagery in place. Includes (2) rounds of client revisions.

– Design, layout, meeting time and coordination.....	\$1,330.00
– Materials and PDF transmittal.....	230.00
– Project administration.....	190.00
Subtotal.....	\$1,750.00

PHASE II - PRODUCTION Presentation to include: Laser prints for final approval (includes 1 round of author alterations).

– Production coordination and final type composition.....	\$285.00
– Mac disk prep, production specs, laser proofs and color breaks.....	190.00
– Project archival stored on disk.....	100.00
– Materials and PDF transmittal.....	200.00
– Proofreading.....	380.00
– Project administration.....	95.00
Subtotal.....	\$1,250.00

Okay to pay 6.18.03
 Lynn C Wingert

SUBTOTAL:	\$3,000.00
SALES TAX (PA):	TAX EXEMPT
COURIER SERVICE:	
FED EX:	_____
TOTAL:	\$3,000.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
pa



United States
Department of
Agriculture

Forest
Service

NE/NA

11 Campus Blvd. Ste 200
Newtown Square, PA
19073

RIF
2195

File Code: 6310

Date: March 31, 2003

MURPHY EPSON, INC
ATTN: Cindy Byington
151 E. Nationwide Blvd.
Columbus, OH 43215

Dear Ms. Byington:

Your proposal in the amount of \$12,800.00 submitted in response to RFQ No. NEAT-03-074, for professional services of a marketing-design consultant as described in Section C for our Mid-Atlantic Center for Urban & Community Forestry is accepted and a copy of the purchase order is enclosed.

Donna Murphy is your technical contact and can be reached at 570-945-8095. Please coordinate all work under this project directly with Ms. Murphy.

If you have any administrative questions, please call me at (610)557-4248. Please forward all invoices to me at the above address.

PATRICIA PIERCE
Contracting Officer

Enclosures

cc: Donna Murphy
Melissa Emerson, Morgantown
file



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mp

mp

Section B
**Urban Appreciation Campaign Tool Kit
Production Estimate \$12,800 Budget**

Professional Services **\$5,800**
(Includes account service, research, copywriting, design, coordination, art prep and production)

Reimbursables

1) *Kit Folders* QTY 1500 **\$2322**
(Four-color, gloss cover stock, with bleeds, standard pockets, with campaign title, date and area for individual State program credits and 3"x 3" project logo, final size 9x12") (Bring Life to Your Community Logo Plant Trees provided)

(2-8) *Kit Insert Sheets & CDs* QTY 1500 **\$2862**
(Two-color, gloss stock with bleeds, inserts will be gang printed at a cost of \$1786)
(CDs will be produced at a cost of \$1076)

2) *Sample Letter to Editor*

3) *Sample Action Alert template*

4) *Sample public relations Fact Sheet template*

5) *PPT Presentation on CD* QTY 1500
(with hard copy of general presentation notes)
(screen print label in black, insert into paper sleeve)

6) *Mini-Flier on Top 10 Reasons We Need Urban & Community Forests*

7) *Statistics Sheet on the Value of Trees to a Community*

8) *Contacts/Reference Websites*

Collation/Kits Assembly QTY 1500 **\$500**

Miscellaneous Costs **\$1316**
(Deliveries, shipping, postage, long distance, reproductions, photography etc.)

Please note: Estimate assumes all kits will have the same contents.

PART I – THE SCHEDULE

SECTION B – SUPPLIES OR SERVICES AND PRICE/COSTS
SCHEDULE OF ITEMS

B. 1 DESCRIPTION OF REQUIREMENT

The contractor shall provide a cost proposal for work as described in Section C including a complete breakdown of costs. Proposals are to include all costs necessary for material, equipment, labor, transportation, supervision and miscellaneous incidents including postage. Contractor shall also provide detail information on staff that will be assigned to this project including at a minimum, their education and experience, their capability to perform the tasks, qualifications, past performance, etc.

QUOTERS PLEASE NOTE:

- A. This Solicitation will result in a professional service contract.
- B. Before preparing your quotation, carefully review Section K -Instructions, Conditions, and Notices to Offerors.
- C. Insert a price quote opposite each item for which a quantity appears above. Failure to do so may preclude consideration of the quotation.
- D. This project is set-aside for small businesses.
- E. Award will be to one quoter.

MID-ATLANTIC CENTER FOR URBAN AND COMMUNITY FORESTRY
Urban Appreciation Campaign Tool Kit

SECTION C. SCOPE OF WORK

C.1 Introduction

This requirement is for the technical support services of a marketing-design consultant to develop a toolkit of resources that will be used in marketing and promoting Urban and Community Forestry in the Mid-Atlantic Area.

C.2 Background

Funding for this project is provided by the USDA Forest Service, Northeastern Area, State and Private Forestry, through the Mid-Atlantic Center for Urban and Community Forestry at Keystone College.

C.3 Scope of Services

The Northeastern Area State and Private Forestry, a unit of the U.S. Department of Agriculture Forest Service that serves State agencies and private landowners in 20 Northeastern States and the District of Columbia, seeks a firm to develop an awareness campaign that will convince stakeholders to be more committed to, and supportive of, state urban and community forestry programs. The campaign must be one that can be shared, used and implemented by all six states and the District of Columbia.

Principal audiences for the campaign include:

- Urban Forestry Administration, District of Columbia
- Urban and Community Forestry Program, Maryland Department of Natural Resources
- Urban and Community Forestry Program, PA DCNR Bureau of Forestry
- Community Forestry Program, New Jersey Forest Service
- Urban Forestry Program, Delaware Department of Agriculture
- Urban Forestry Program, West Virginia Division of Forestry
- Urban Forestry Program, Ohio Department of Natural Resources
- State Urban and Community Forestry programs in the greater Northeastern Area
- USDA Forest Service staff

Target markets include state legislators, DNR heads, National Governors Associations, League of Municipalities, Mayors and other influential contacts in Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Washington, D.C., and West Virginia.

Other focus audiences include local ISA Chapters, the National Arborists Association, National Association of State Foresters, retail nurseries, local groups with environmental interests, members of Audubon Society, scout troops, birding societies, and citizen action groups.

C.4 Strategy

A kit of awareness materials will be developed to convey that the planning, planting, and maintenance of urban and community forests promotes quality of life. The toolkit will convey in a clear and effective manner that urban and community forestry programs-efforts are an efficient and valuable means to ensure community pride and participation while contributing to social opportunities, economic vitality and environmental improvements but success of such programs-efforts depends on administrative commitment.

The consultant will be required to create and produce a supply of kits for the above purpose. A total of 1,500 kits will be developed.

The consultant will distribute the finished product to the Mid-Atlantic Center for Urban and Community Forestry, Keystone College, PO Box 1466, La Plume, PA 18440

C.5 Specifications for the Kit Contents - Deliverables

1. Folders - Two-pocket paper folder with Forest Service required, campaign title, date and area for individual State program credits and 3" x 3" project logo (Provided - Bring Life to Your Community Logo Plant Trees – NUCFAC National Campaign)
2. Letter to the editor clearly stating the objective of the kit and its contents. (recycled paper)
3. Sample action alert template.
4. Sample template public relations fact sheet targeted at political representatives, department heads and professional organizations clearly stating the benefits of urban and community forestry with an area to highlight individual urban and community accomplishments, credit area and a minimum of three photos.
5. Powerpoint presentation on CD with hard copy to include general presentation notes with a minimum of 30 slides. Presentation shall focus on the ecological, social and economic benefits of urban and community forestry. Script text must be included with the presentation. Attractive label must be developed for the CD.
6. Mini flier on top 10 reasons we need urban & community forests (4.5 x 11")
7. Statistics sheet on the value of trees to a community
8. Contacts and reference websites.

C.6 Timeline:

Contract Execution - February 2003
Draft Review of Tool Kit – May 2003
Draft Review of Tool Kit – July 2003
Draft Review of Tool Kit – September 2003
Final approval of Tool Kit – October 2002
Final Printing - November 2003
Assimilation of Tool Kit - December 2003
Delivery to Mid-Atlantic Center - January 2004.

C.7 Consultant Requirements

The marketing consultant must be able to understand and ascertain the verbal directions and ideas of the client and translate those concepts into high quality original designs and art. The consultant shall be skilled at working closely with the client to develop the desired information products.

Consultant should understand the marketing concept and carry design through a series of collateral informational sessions.

Consultant must maintain frequent communication with the Mid-Atlantic Center for Urban and Community Forestry and Ohio Urban Forestry Program. Consultant shall be required to address any questions arising from the target audience. (Mid-Atlantic States)

Consultant should know the advantages and limitations of various market and printing options and be able to design and present products to fit the various objective identified for each product and its printing options.

Consultant must provide work examples showing ability to develop the tool kit products, show proficiency in traditional layout, graphics using computer graphics applications, included but not limited to Adobe Illustrator, Adobe Photoshop, Corel Draw, Adobe In Design, Adobe Acrobat.

C.8 PRODUCT SPECIFICATIONS:

1. Deliverables must be camera ready and made electronically available to the Mid-Atlantic Center for Urban and Community Forestry and Mid-Atlantic Urban and Community Forestry Programs and Morgantown Field Office.
2. Color deliverables must be on glossy colored print, size 8.5" x 11" with an area for individual state credit and logo.
3. Letter to the editor must be printed on recycled paper.
4. Clip art is not acceptable.
5. All material must contain credit for USFS and Mid-Atlantic Center. Forest Service corporate identity art will be provided and must appear on all documents.
6. All products must be edited, proofed and formally approved prior to printing.
7. A unit cost estimate must be provided for all products based on quantity of 1500.
8. Specifications for photographs must be provided by selected firm at time of bid.

C.9 Additional Notes:

- Photographs will be provided by the Mid-Atlantic Center for Urban and Community Forestry.
- At a cost printing can be done by the Forest Service through the Government Printing Office. If the selected firm recommends a specific printer for this job, the printer would be invited to contact G.P.O. to be included on G.P.O.'s bid list. This action is encouraged.

SECTION D - PACKAGING AND MARKING

D. 1 All deliverables are to be sent to:

Mid-Atlantic Center for Urban and Community Forestry,
ATTN: DONNA MURPHY
Keystone College
PO Box 1466,
La Plume, PA

SECTION E - INSPECTION AND ACCEPTANCE

E.1 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.arnet.gov/far>

<http://www.usda.gov/da/procure/agar>

FAR/AGAR

CLAUSE

52.246-4

Inspection of Services – Fixed Price

E.2 INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performed under this contract shall be by the Contracting Officer's Technical Representative or her designee. This designation will be made at time of award.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 Period of Performance

Date of award through January 2004.

Estimated Timeline:

Contract Execution - February 2003
Draft Review of Tool Kit – May 2003
Draft Review of Tool Kit – July 2003
Draft Review of Tool Kit – September 2003
Final approval of Tool Kit – October 2002
Final Printing - November 2003
Assimilation of Tool Kit - December 2003
Delivery to Mid-Atlantic Center - January 2004.

SECTION G – CONTRACT ADMINISTRATION DATA

G-1 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE

The Contracting Officer designates the Contracting Officer's Representative (COR). The COR is responsible for administering the performance of work under this contract. In no event, however, will any understanding, agreement, modification, change order, or other matter deviating from the terms of this contract be effective or binding upon the Government unless formalized by proper contractual documents executed by the Contracting Officer prior to completion of the contract.

The Contracting Officer should be informed, as soon as possible, of any actions or inactions by the Contractor or the Government which will change the required delivery or completion times stated in the contract, and the contract will be modified accordingly. (This does not apply to individual task assignments which were issued by the COR, provided they do not affect the delivery schedule or performance period stated in the contract.)

On all matters that pertain to the contract terms, the Contractor must communicate with the Contracting Officer. Whenever, in the opinion of the Contractor, the COR requests effort outside the scope of the contract, the Contractor should so advise the COR. If the COR persists and there still exists a disagreement as to proper contractual coverage, the Contracting Officer should be notified immediately, preferably in writing if time permits. Proceeding with work without proper contractual coverage could result in nonpayment or necessitate submittal of a contract claim.

G.2 PROJECT MANAGER

The offeror is requested to designate a Project Manager to be contacted for prompt contract administration:

Cindy Byington
cbyington@murphyepson.com
151 E. Nationwide Blvd, Columbus, OH 43215
Telephone Number: 614.221.2885 x13

The contractor shall provide a Project Manager who shall have the authority to make any no-cost contract technical, hiring and dismissal decisions, or special arrangements regarding this contract. This individual shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the Government. The Project Manager, or a designated representative, shall have full authority to act for the Contractor in the performance of the required services. The Project Manager, or a designated representative, shall meet with the Contracting Officer's Representative (COR) to discuss problem areas as they occur. The Project Manager or his/her representative shall respond within four hours after notification of the existence of a problem. The Project Manager shall be able to fluently read, write, and speak the English language.

G.3 INVOICE REQUIREMENTS

Monthly progress payments, in areas, are authorized. The COR will inspect and accept work. Once a month Contractor is to forward an original and one copy of a proper invoice to the Contracting Officer.

PART II - CONTRACT CLAUSES

SECTION I – CONTRACT CLAUSES

I.1 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.arnet.gov/far>

<http://www.usda.gov/da/procure/agar>

<u>FAR/AGAR</u>	<u>CLAUSE</u>
52.202-1	Definitions
52.203-3	Gratuities
52.203-4	Covenant Against Contingent Fees
52.203-5	Restrictions on Subcontractor Sales to the Government
52.203-7	Anti-Kickback Procedures
52.209-6	Protecting the Governments Interests when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment, and Other Responsibility Matters
52.232-34	Payments by Electronic Funds Transfer—Other Than Central Contractor Registration
52.233-1	Disputes, Alt 1
52.233-3	Protests after Award
52.243-4	Changes
52.249-2	Termination for the Convenience of the Government (Fixed Price)
52.249-10	Default (Fixed-Price Construction)
452.228-71	Insurance Coverage

INVOICE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0070	2. TYPE SHIPMENT (CHECK ONE) <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 10 18 04	4. DATE INVOICE RECEIVED MONTH DAY YEAR 10 18 04
5. VENDOR INVOICE NUMBER 2889	6. VENDOR NAME MURPHY EPSON, INC		
		VID CODE 311263605 A	

I certify the items billed were received, and accepted as complying with this order except as noted below.
Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/UNIT ISSUE	10. DOLLAR AMOUNT
01	CONTRACTOR IS TO PROVIDE ALL NECESSARY MATERIAL, EQUIPMENT, TRANSPORTA		8,237.98

20. RECEIPT EXCEPTION	+ Non-Merchandise Charge	11.
	+ Freight	12.
	+ Federal Excise Tax	13.
	- State or Local Tax	14.
	Sub-Total	15.
	- Trade-In	16.
	- Discount	17.
	- Credit	18.
	TOTAL	19.
		\$ 8,237.98

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional)	AUTHORIZED OFFICIAL PATRICIA PIERCE
USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160	21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073
	22. SIGNATURE <i>Patricia Pierce</i>
	23. DATE 10/26/04
	24. PHONE (Area Code and Number) 610-557-4248

		Hours	Amount
2/27/04	PPT design, folder design & scanning	5.00	375.00
3/1/04	Edit pieces for kit, produce mock ups for review	1.75	131.25
3/4/04	Changes to folder and powerpoint, scanning, meeting	3.00	225.00
4/7/04	Collect and transfer files, coordination re: edits	0.50	37.50
4/20/04	Urban forestry folder, powerpoint and folder materials	6.50	487.50
9/3/04	Find images for ppt	0.25	18.75
	Subtotal:[27.75	2,081.25]
10/6/03	Productionntax Edit letter to the editor and top 10	0.25	18.75
12/3/03	Meet internally re: material changes needed	0.50	37.50
12/17/03	Edit documents	0.25	18.75
2/25/04	Organize images for PPT	0.25	18.75
	Coordination re: edits	0.25	18.75
2/26/04	Coordinate on job and freelancer.	0.75	56.25
3/3/04	Download files and transfer	0.25	18.75
3/4/04	Download files, alter, produce mock up, edit other pieces again, produce mock ups, create pdfs of all download and alter powerpoint files, burn cd and produce mock ups for review, scan image	3.00	225.00
3/23/04	Coordination re: presentation edits	0.25	18.75
3/24/04	Image coordination, ppt edits	0.50	37.50
	Coordination re: changes to pieces, and re quotes from printer, write up and send	1.50	112.50
3/25/04	Edit presentation	0.25	18.75
4/5/04	Phone conf w/DM re: image changes to PPT, copy revisions to final materials	1.75	131.25
4/6/04	PPT image coordination	0.50	37.50
4/7/04	Reviewchanges to PPT and print materials w/art director, conf w/DM re: PPT images and CD ROM format needed	0.50	37.50
4/8/04	Edit all materials and produce mock ups and pdfs for review	1.00	75.00
4/9/04	Edit presentation file, and transfer to powerpoint, create pdfs of other pieces and transfer files.	2.25	168.75
4/12/04	Edit folder file and transfer pdf	0.50	37.50
4/30/04	Review emails and files for DMuprhy	0.25	18.75
5/10/04	Create CD label for kit, number all pieces and produce mock ups for review	0.75	56.25
	Create CD label for kit, number all pieces and produce mock ups for review	1.00	75.00
6/9/04	Research editable pdfs and coordination re: changes	0.50	37.50
7/12/04	Revisions to kit materials.	0.50	37.50

		Hours	Amount
7/12/04	Collect and transfer files for review and editing	0.50	37.50
7/16/04	Edits to kit copy	1.75	131.25
7/27/04	Edits to kit copy	1.25	93.75
	Subtotal:[21.00	1,575.00]
9/8/04	Production* Revisions to Urban Forestry PowerPoint	2.00	150.00
9/13/04	Edits to Urban Forestry Tool Kit	1.50	112.50
9/14/04	Edits to Urban Forestry Tool Kit	4.00	300.00
9/21/04	Edits to Urban Forestry Tool Kit	3.25	243.75
9/22/04	Edits to the Urban Forestry Tool Kit and Power Point presentation; prep disk and send out	4.25	318.75
9/27/04	Edits to Urban Forestry Tool Kit Materials; collect for print and save to disk	1.50	112.50
	Subtotal:[16.50	1,237.50]
10/6/03	Writing Revisions to Stat Sheet, initial draft of PR Factsheet, coordinate bigger font size on Ltr to Editor	2.00	150.00
10/7/03	Revisions to Stat and PR fact sheet, forward to DMurphy for review	0.50	37.50
	Review kit folder concepts and specifications w/graphic designers	0.50	37.50
10/14/03	Revise Action Alert, forward to DM	0.75	56.25
11/7/03	Conf w/DM re: stat sheet, pr factsheet, ppt direction	0.75	56.25
11/26/03	Review and select photos, revisions, NJ factoid, sources on PR factsheet, statistic sheet	3.50	262.50
12/4/03	Mtg w/graphics to review all images and pieces needing layout for kit, review kit name comments	0.25	18.75
12/16/03	Edits to layouts of PR factsheet, stat sheet, ltr to editor, action alert, top 10 flier	0.50	37.50
1/5/04	Draft PPT, review images, proof & edit all materials	1.00	75.00
1/6/04	Draft PPT, forward PPT and other materials to DM for review	3.50	262.50
1/14/04	Conf w/DM, lookup stats and forward	1.00	75.00
1/23/04	Conf w/DMurphy re: collating contradictory comments on kit materials, next steps, brief review of Jim Geiger comments	0.25	18.75
2/20/04	Conf w/DM re: final faxed changes to PPT and kit materials, collate 1/6/04 comments, forward to art director, ppt revisions	2.50	187.50
2/23/04	Revisions to PPT in preparation to handing off to designer for layout	0.50	37.50
3/2/04	Proof kit materials, folder	0.50	37.50
3/3/04	Proof all materials, folder, review PPT images needing changed w/arti director	2.00	150.00
3/4/04	Review PPT and folder, conf w/art director about images needed changed, proof edits, prepare Fed Ex pack, draft Memo, forward to DM for approval	2.00	150.00

		Hours	Amount
3/22/04	Conf w/DMurphy re: final edits to folder and kit inserts, first edits to PPT, review faxed changes as well	2.00	150.00
3/23/04	Draft instruction sheet, revise PPT per DM edits	7.00	525.00
3/24/04	Coordinate final kit materials for final printing, coordinate requotes on CDROM and kit printed inserts, forward instructions draft to DM for review	1.50	112.50
3/25/04	Changes to instruction sheet, CD ROM label, etc per article replacement by DM, proof PPT edits, email DM re: approvals needed and image problems, review print quotes, conf w/DM re: contract changes, email her approval of terms and dates	2.25	168.75
4/7/04	Revise folder flap copy and instruction sheets, review layouts w/art director	1.75	131.25
4/8/04	Proof PPT revisions, proof all kits materials copy edits	1.00	75.00
4/14/04	Proof folder final source edits, NA number, forward to DM	0.50	37.50
7/13/04	Forestry citations	0.50	37.50
7/14/04	Coordinate changes for DM	0.25	18.75
	Subtotal:[38.75	2,906.25]
		<hr/>	<hr/>
		110.00	\$8,200.00

Reimbursables

4/11/04	Deliveries		6.30
	Subtotal:[6.30]
3/11/04	Fed Ex		8.94
	Subtotal:[8.94]
10/21/03	Long Distance*		0.29
10/31/03			0.31
11/30/03			0.05
1/31/04			1.59
2/29/04			1.50
4/21/04			0.86
4/30/04			1.01
5/31/04			0.09
6/30/04			0.15
7/31/04			0.04
	Subtotal:[5.89]

Patricia Pierce

Page 5

	Amount
7/14/04 Postage*	1.85
Subtotal:[1.85]
12/17/03 Scan*	15.00
Subtotal:[15.00]
	<hr/>
	\$37.98
	<hr/>
Total	\$8,237.98
	<hr/>
Balance Due	<u><u>\$8,237.98</u></u>

Terms: Due upon receipt. *Taxable items and services. Thank you.
MurphyEpson, Inc. will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. MurphyEpson, Inc. is an EOE and are required by law to periodically send out this notice. Please contact Cindy Byington 614/221-2885 x13 for a complete copy of the EOC.

INV DE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0070	2. TYPE SHIPMENT (CHECK ONE) <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 12 2 03	4. DATE INVOICE RECEIVED MONTH DAY YEAR 12 2 03
5. VENDOR INVOICE NUMBER 2508	6. VENDOR NAME MURPHY EPSON, INC		VID CODE 311263605 A

I certify the items billed were received, and accepted as complying with this order except as noted below.
Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/ UNIT ISSUE	10. DOLLAR AMOUNT
01	CONTRACTOR IS TO PROVIDE ALL NECESSARY MATERIAL, EQUIPMENT, TRANSPORTA		3,130.66

20. RECEIPT EXCEPTION	+ Non-Merchandise Charge	11.
	+ Freight	12.
	+ Federal Excise Tax	13.
	- State or Local Tax	14.
	Sub-Total	15.
	- Trade-In	16.
	- Discount	17.
	- Credit	18.
	TOTAL	19. \$ 3,130.66

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160	AUTHORIZED OFFICIAL PATRICIA PIERCE 21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 22. SIGNATURE <i>Patricia Pierce</i> 23. DATE 1/12/04 24. PHONE (Area Code and Number) 610-557-4248
--	---

MurphyEpson

MURPHYEPSON, INC.
 151 EAST NATIONWIDE BLVD
 COLUMBUS, OHIO 43215

614.221.2885
 614.221.2889 FAX

Invoice 2508

September 30, 2003

In Reference To: Mid-Atlantic Center for Urban & Community Forestry Toolkits Development and Production (PO# 43-3604-3-0070) (VID 311263605 A)

Patricia Pierce
 United States Dept. of Agriculture
 11 Campus Blvd., Ste 200
 Newtown Square, PA 19073

Professional Services

		Hours	Amount
7/8/03	Account Service Conf w/DMurphy re: Action Alert, Stat sheet, Ref sheet, Ltr to Editor revisions and suggestions	1.25	93.75
	Subtotal:[1.25	93.75]
6/6/03	Design Meet re: the forestry project	0.75	56.25
6/12/03	Meet re: layouts, review material	0.50	37.50
6/16/03	Layout top 10 sheet and letter to editor, convert and place logos	2.25	168.75
	Subtotal:[3.50	262.50]
6/16/03	Production ntax Create pdf's to transfer	0.25	18.75
7/21/03	Download, alter and save logo files	0.25	18.75
7/31/03	Edit top 10, produce mock up for review	0.25	18.75
8/12/03	Edit top 10 and letterx2, produce mock up for review and create pdf's to send	0.75	56.25
8/13/03	Edit top 10 and letter, produce pdfs for review	0.25	18.75
8/14/03	Edit top 10 and letter, produce mock up for review	0.50	37.50
	Subtotal:[2.25	168.75]
6/16/03	Production* Edit copy and revise layout	0.50	37.50
	Subtotal:[0.50	37.50]
6/4/03	Writing Review online research for kits, begin drafting folder copy	2.00	150.00
6/10/03	Begin drafting Ltr to Editor		

Patricia Pierce

Page 2

		Hours	Amount
6/11/03	Conf w/DMurphy re: different versions of Ltrs to Editors, logo and photo use in kit materials, resources for statistics and urban forestry benefits, draft letters to editor, review Plant Seeds, and NUCFAC information for use in kit materials	2.50	187.50
6/12/03	Draft kit materials: Ltr to Editor, Statistic Sheet, Top 10 Reasons flyer, Reference sheet, revisions to Top 10 flyer, brief art director on layout of flyer	3.00	225.00
6/13/03	Draft all materials for kit	3.00	225.00
6/16/03	Review Action Alert, Ltr to Editor internally, draft, research government websites to provide contact information for Action Alerts	2.00	150.00
	action alerts - kit organization	0.75	75.00
6/17/03	Proof Mini Flyer and Ltr to Editor, forward to DM for review, draft Action Alert	1.00	75.00
	Conf w/Donna M re: feedback on kit materials mini-flyer and ltr to editor	1.00	75.00
6/19/03	Conf call w/DM, Rachel from PA, revise Ltr to Editor forward to DM for her approval	1.75	131.25
7/18/03	Draft and send action alert to DMurphy	0.50	37.50
7/21/03	Conf call w/DM to finalize changes to Alert, Ltr to Editor, Top 10 flier	0.50	37.50
7/29/03	Revisions to ltr to editor, review materials mailed by DM	0.50	37.50
7/30/03	Review all emails from DMurphy, use new heat-island stat, review mailed materials from DMurphy for stats to include in materials	5.00	375.00
7/31/03	Review all the resource material emailed and mailed by DMurphy for statistics and info to use in PR factsheet, and PPT. Track statistic sources, replace stats with new stats based on materials, edit copy, proof revisions, draft email to DMurphy cataloguing changes, next steps on project	5.25	393.75
8/12/03	Edits to Top 10 flier, Ltr to editor	0.50	37.50
8/14/03	Revisions to Top 10, Ltr to Editor forward to DM	0.50	37.50
9/2/03	Revisions to Stat Sheet, adding dates and moving Donna's stats under appropriate section, draft email re: budget constraints, new size for stat sheet, etc.	1.50	112.50
9/23/03	Conf w/DMurphy re: Stat Sheet revisions, moving info into PR Fact Sheet	1.50	112.50
	Subtotal:[33.75	2,550.00]
		<hr/>	<hr/>
		41.25	\$3,112.50

Reimbursables

6/12/03	Burned CDs*		10.00
	Subtotal:[10.00]
6/7/03	Long Distance*		1.06
7/7/03			6.98
8/7/03			0.12

Patricia Pierce

Page 3

	Amount
Subtotal:[8.16]
	<u>\$18.16</u>
Total	\$3,130.66
	<u> </u>
Balance Due	<u><u>\$3,130.66</u></u>

Terms: Due upon receipt. *Taxable items and services. Thank you.
 MurphyEpson, Inc. will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. MurphyEpson, Inc. is an EOE and are required by law to periodically send out this notice. Please contact Jamie Weiner @ 614/221-2885 x22 for a complete copy of the EOC.



RIF
30995

CLIENT: USDA Forest Service/Northeastern Research
 ORDERED BY: Lynn Campbell Wingert
 CLIENT JOB NO.:
 TITLE: Visual expression boards, logo refresh and tag line development

ESTIMATE
 JOB NUMBER: FOR-5886
 DATE: 10/31/02

ASSIGNMENT DESCRIPTION

Concept, design and layout through client's approval for an overall look and feel to represent the new tonality of the USDA Forest Service/Northeastern Research Division. The selected graphic direction will be executed on several collateral pieces TBD. Objective is to establish a cohesive, consistent design which will represent this division of forestry exclusively. MCP to update existing "microscope" logo as well and apply to boards. Tag line development for the Northeastern Research division also to be explored. **Deadline for final approval of conceptual board: no later than Mid November, 2003.** Printed deliverables due by February, 2003. All creative submissions to be presented in full color for review and selection. This estimate does not include revisionary phases to original presentation. Estimate does not include legal clearance for use of tagline (registration of phrase.) Costs include complete and total buyout rights pertaining to new logo. This estimate does not include costs for stock photography usage. If applicable, this will appear on the estimates that follow.

PHASE IAA - INITIAL DESIGN CONCEPTS/LOGO SUBMISSIONS/ALTERNATE TAG LINES MCP to present (2-3) visual expression boards for client's review and selection. MCP also to present (4-6) alternate logo updates based on existing logo. Tag lines also to be submitted for review. (8-10 total).

- Concept, design, layout, meeting time and coordination.....	\$1,900.00
- Copywriting (tag line development and meeting time - <i>includes one round of revisions</i>).....	760.00
- Photo/illustration research.....	380.00
- Materials and PDF transmittal.....	200.00
- Project administration.....	285.00
Subtotal.....	\$3,525.00
 GRAND TOTAL.....	 \$3,525.00

Approved By Lynn Campbell Wingert Date 12.10.02
 Estimate Initiated By: Jami Tryer Special cc's: Judy Munroe, Michael Licata, Rob Armstrong

All estimated costs plus or minus 10%, plus tax and shipping. If the scope of this project should change, requiring Munroe Creative Partners to spend additional design or coordination time, standard studio hourly rates will be charged. The cost for this option will be furnished if desired. Estimate does not include logo conversion to PC format.



CLIENT: USDA Forest Service/Northeastern Research
 ORDERED BY: Lynn Campbell Wingert
 CLIENT JOB NO.:
 TITLE: Congressional Briefing Package (Folder & Step-downs)

ESTIMATE
 JOB NUMBER: FOR-5887
 DATE: 10/31/02

ASSIGNMENT DESCRIPTION

Concept, design and layout through to final Mac disk prep for the USDA Forest Service Northeastern Research division. This package is comprised of one housing folder and approximately 6 two-sided, two-color step-down inserts. All final copy to be submitted to MCP in digital format by client. MCP to recommend paper stocks, however, all printing to be handled by GOP. Newly refreshed logo/tag line and new visual look and feel selected in estimate FOR-5886 to be implemented. Final deadline for printed deliverable: Feb. 2003. All specs to be confirmed.

PHASE IA - INITIAL DESIGN CONCEPTS Presentation to include: (2) alternate comprehensives of typical folder cover and insert to be shown for review and selection. All client-supplied copy to be shown in place with suggested visuals. Further refinement and rollout of all other inserts to take place in Phase IB.

– Concept, design, layout, meeting time and coordination.....	\$1,235.00
– Photo/illustration research.....	190.00
– Materials and PDF transmittal.....	250.00
– Project administration.....	190.00
Subtotal.....	\$1,865.00

PHASE IB - DESIGN DEVELOPMENT/REVISIONS Presentation to include: Based upon selection of direction in Phase IA, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Paper stock selection is solidified. All remaining inserts are created.

– Design, layout, meeting time and coordination.....	\$1,140.00
– Initial type composition.....	285.00
– Materials and PDF transmittal.....	300.00
– Project administration.....	190.00
Subtotal.....	\$1,915.00

PHASE II - PRODUCTION Presentation to include: B/W laser prints for final approval (includes 1 round of author alterations).

– Production coordination and final type composition.....	\$570.00
– Mac disk prep, production specs, laser proofs and color breaks.....	475.00
– Project archival stored on disk.....	100.00
– Materials and PDF transmittal.....	150.00
– Proofreading.....	190.00
– Project administration.....	190.00
Subtotal.....	\$1,675.00

PHASE III - PRINTING (Provided by client)

GRAND TOTAL (not including items on page 2)..... **\$5,455.00**

(Continued on the following page)

OPTIONAL PHOTOGRAPHY/ILLUSTRATION - Add to Grand Total if necessary to enhance overall concept.

- MCP in-house CD-ROM imagery (royalty-free, non-exclusive) cost per image.....	\$300.00
- Original art or illustration (maps/charts/graphs) per request.....	\$400.00
Subtotal.....	TBD

Approved By *Jean Campbell Wright* 12-10-02

Estimate Initiated By: Jami Tryer cc's: Judy Munroe, Michael Licata

All estimated costs plus or minus 10%, plus tax and shipping. If the scope of this project should change, requiring Munroe Creative Partners to spend additional design or coordination time, standard studio hourly rates will be charged. Prices above do not include exclusive ownership rights unless otherwise noted. The cost for this option will be furnished if desired.



CLIENT: USDA Forest Service/Northeastern Research
 ORDERED BY: Lynn Campbell Wingert
 CLIENT JOB NO.:
 TITLE: R&D Highlights Booklet

ESTIMATE
 JOB NUMBER: FOR-5888
 DATE: 10/31/02

ASSIGNMENT DESCRIPTION

Concept, design and layout of R&D Highlights Booklet. Overall look and feel to be based on selected visual expression board (FOR-5886). Booklet to be approximately 18-pages/Self-cover. Annual book to be created in full color, MCP to suggest bindery method. Client to supply all final copy to MCP in digital format. See Optional Phase for costs relating to stock imagery usage fees and original graphics. Deadline for printed deliverable: Feb. 2003. Client to print through GOP. All final specs to be confirmed.

PHASE IA - INITIAL DESIGN CONCEPTS Presentation to include: (2) alternate directions of booklet to be depicted by typical front cover and internal spread. Copy headlines and subheadlines to be shown in place with suggested visuals. Client to select one direction for further refinement and pagination in Phase IB. Paper stock recommendations are made at this time.

– Concept, design, layout, meeting time and coordination.....	\$1,805.00
– Photo/illustration research.....	285.00
– Materials and PDF transmittal.....	250.00
– Project administration.....	285.00
Subtotal.....	\$2,625.00

PHASE IB - DESIGN DEVELOPMENT/REVISIONS Presentation to include: Based upon selection of direction in Phase IA, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Paper stock selection is solidified.

– Design, layout, meeting time and coordination.....	\$2,090.00
– Initial type composition.....	760.00
– Materials and PDF transmittal.....	350.00
– Project administration.....	475.00
Subtotal.....	\$3,675.00

PHASE II -PRODUCTION Presentation to include: Laser prints for final approval (includes 1 round of author alterations).

– Production coordination and final type composition.....	\$855.00
– Mac disk prep, production specs, laser proofs and color breaks.....	760.00
– Project archival stored on disk.....	100.00
– Materials and PDF transmittal.....	300.00
– Proofreading.....	380.00
– Project administration.....	285.00
Subtotal.....	\$2,680.00

PHASE III - PRINTING (Provided by client)

GRAND TOTAL.....	\$8,980.00
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(Continued on the following page)

OPTIONAL PHOTOGRAPHY/ILLUSTRATION - Add to Grand Total if necessary to enhance overall concept.

- MCP in-house CD-ROM imagery (royalty-free, non-exclusive) cost per image.....	\$300.00
- Original art or illustration (maps/charts/graphs) per request.....	\$400.00
Subtotal.....	TBD

Approved By Jami Tryer Date 12-10-02
Estimate Initiated By: Jami Tryer Special cc's: Judy Munroe, Michael Licata

All estimated costs plus or minus 10%, plus tax and shipping. If the scope of this project should change, requiring Munroe Creative Partners to spend additional design or coordination time, standard studio hourly rates will be charged. Prices above do not include exclusive ownership rights unless otherwise noted. The cost for this option will be furnished if desired.

P015 PURCHASE ORDER INVOICE DETAILS DATE: 06/13/03
 TIME: 11:39 AM
 PO NUMBER: 43 - 3604 - 3 - 0042 REPORT TYPE: SUMMARY REFERENCE 007
 INVOICE NUMBER: 14494 PO STATUS: ACTIVE
 INVOICE DATE: 04/30/03 VENDOR
 BATCH AND SEQUENCE: 3149N3331-008 MUNROE CREATIVE PARTNERS
 DATE RECEIVED: 04/30/03 1435 WALNUT ST STE 600
 DATE ENTERED: 06/01/03 VID232532746 A
 NFC PROCESS DATE: PHILADELPHIA PA 19102
 DISCOUNT TERMS: 0.00% 00 DAYS
 0.00% 00 DAYS
 NET 00 DAYS 0.00% 00 DAYS
 REGISTER NUMBER: FUND CODE: GOVERNMENT CODE:
 INVOICE STATUS: SUSPENDED OPERATOR CODE: 22
 RELEASE CODE:
 EXCISE TAX: \$0.00 OTHER TAX: \$0.00 FREIGHT: \$0.00
 TRADE IN \$0.00 CREDIT PAID \$0.00
 INVOICED AMT \$2,831.80 AMOUNT PAID \$0.00
 ***** DIFFERENCE AMOUNT AND REASON *****

6/13/03 I called + asked NFC to proceed

INVOICE IN SUSPENSE - FOR INFO CALL 504-255-4724 OR 1-800-421-0323
 CLEAR = EXIT PF1 = MENU PF3 = UPDATE PF8 = NEXT INVOICE ENTER =INQUIRE

4-© 1 Sess-1 199.130.205.17 IFSB0032 3/13

INVO -RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0042	2. TYPE SHIPMENT (CHECK ONE) <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> COMPLETE	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 5 15 03	4. DATE INVOICE RECEIVED MONTH DAY YEAR 4 30 03
5. VENDOR INVOICE NUMBER 14494	6. VENDOR NAME MUNROE CREATIVE PARTNERS		VID CODE 232532746 A

I certify the items billed were received, and accepted as complying with this order except as noted below.
 Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/UNIT ISSUE	10. DOLLAR AMOUNT
01	PO IS HEREBY MODIFIED TO ADD \$7000.00		2,831.80

20. RECEIPT EXCEPTION	+ Non-Merchandise Charge	11.	
	+ Freight	12.	
	+ Federal Excise Tax	13.	
	- State or Local Tax	14.	
	Sub-Total	15.	
	- Trade-In	16.	
	- Discount	17.	
	-Credit	18.	
	TOTAL	19.	

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160 <div style="text-align: right; font-size: 1.5em; font-family: cursive;">FAY</div>	AUTHORIZED OFFICIAL PATRICIA PIERCE 21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 22. SIGNATURE <i>Patricia Pierce</i> 23. DATE 5/23/03 24. PHONE (Area Code and Number) 610-557-4248
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MUNROE
creative
PARTNERS

INVOICE

Lynn Campbell Wingert
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14494
DATE: 4/30/2003
JOB NUMBER: FOR-5888

CLIENT JOB NUMBER: 43-3604-3-0042
TITLE: R&D Highlights Booklet/Additional 4-page layout

ASSIGNMENT DESCRIPTION

Additional 4-pp design & layout for R&D Highlights Booklet. Final book size is 20-pp PLUS cover (24-pp.). Client to supply all final copy to MCP in digital format. See Optional Phase for costs relating to stock imagery usage fees and original graphics. Client to print through GOP. All final specs to be confirmed.

PHASE IB - DESIGN DEVELOPMENT/REVISIONS Presentation to include: Based upon selection of direction in Phase IA, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Paper stock selection is solidified.

- Design, layout, meeting time and coordination.....	\$807.50
- Initial type composition.....	380.00
- Materials and PDF transmittal.....	150.00
- Project administration.....	190.00
Subtotal.....	\$1,527.50

PHASE II - PRODUCTION Presentation to include: Laser prints for final approval (includes 1 round of author alterations).

- Production coordination and final type composition.....	\$380.00
- Mac disk prep, production specs, laser proofs and color breaks.....	285.00
- Project archival stored on disk.....	100.00
- Materials and PDF transmittal.....	100.00
- Proofreading.....	190.00
- Project administration.....	190.00
Subtotal.....	\$1,245.00

Lynn Campbell Wingert
 OK to pay 5-15-03

SUBTOTAL:	\$2,772.50
SALES TAX (PA):	TAX EXEMPT
TRAVEL	30.50
FED EX:	28.80
TOTAL:	\$2,831.80

P015

PURCHASE ORDER INVOICE DETAILS

DATE: 06/13/03

TIME: 11:39 AM

PO NUMBER: 43 - 3604 - 3 - 0042

REPORT TYPE:

SUMMARY REFERENCE 006

INVOICE NUMBER: 14447

PO STATUS: ACTIVE

INVOICE DATE: 03/31/03

V E N D O R

BATCH AND SEQUENCE: 3149N3331-009

MUNROE CREATIVE PARTNERS

DATE RECEIVED: 03/31/03

1435 WALNUT ST STE 600

DATE ENTERED: 06/01/03

VID232532746 A

NFC PROCESS DATE:

PHILADELPHIA PA 19102

DISCOUNT TERMS: 0.00% 00 DAYS

0.00% 00 DAYS

NET 00 DAYS 0.00% 00 DAYS

REGISTER NUMBER:

INVOICE STATUS: SUSPENDED

FUND CODE: GOVERNMENT CODE:

RELEASE CODE:

OPERATOR CODE: 22

EXCISE TAX: \$0.00 OTHER TAX: \$0.00 FREIGHT: \$0.00

TRADE IN \$0.00 CREDIT PAID \$0.00

INVOICED AMT \$3,770.00 AMOUNT PAID \$0.00

***** DIFFERENCE AMOUNT AND REASON *****

INVOICE IN SUSPENSE - FOR INFO CALL 504-255-4724 OR 1-800-421-0323

CLEAR = EXIT PF1 = MENU PF3 = UPDATE PF8 = NEXT INVOICE ENTER = INQUIRE

4-©

1

Sess-1

199.130.205.17

IFSB0032

3/13

6/13 Called NFC to unsuspend

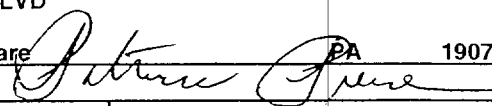
INVO RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0042		2. TYPE SHIPMENT (CHECK ONE) <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE			3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 5 15 03			4. DATE INVOICE RECEIVED MONTH DAY YEAR 3 31 03		
5. VENDOR INVOICE NUMBER 14447		6. VENDOR NAME MUNROE CREATIVE PARTNERS			VID CODE 232532746 A					

I certify the items billed were received, and accepted as complying with this order except as noted below.
Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/ UNIT ISSUE	10. DOLLAR AMOUNT
01	NOT - TO - EXCEED \$25,000		3770.00

20. RECEIPT EXCEPTION	+ Non-Merchandise Charge	11.
	+ Freight	12.
	+ Federal Excise Tax	13.
	- State or Local Tax	14.
	Sub-Total	15.
	- Trade-In	16.
	- Discount	17.
	- Credit	18.
	TOTAL	19.
		\$ 3770.00

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional)		AUTHORIZED OFFICIAL PATRICIA PIERCE	
USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160 FAX		21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073	
		22. SIGNATURE 	
		23. DATE 5/23/03	24. PHONE (Area Code and Number) 610-557-4248



INVOICE

Lynn Campbell Wingert
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14447
 DATE: 3/31/2003
 JOB NUMBER: FOR-5888

POSTED

CLIENT JOB NUMBER: 43-3604-3-0042

TITLE: R&D Highlights Booklet

ASSIGNMENT DESCRIPTION

Concept, design and layout of R&D Highlights Booklet. Overall look and feel to be based on selected visual expression board (FOR-5886). Booklet to be approximately 18-pages/Self-cover. Annual book to be created in full color, MCP to suggest bindery method. Client to supply all final copy to MCP in digital format. Client to print through GOP.

PHASE IB - DESIGN DEVELOPMENT/REVISIONS Presentation to include: Based upon selection of direction, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Paper stock selection is solidified. 100

- Design, layout, meeting time and coordination.....	\$2,185.00 ✓
- Initial type composition.....	760.00
- Materials and PDF transmittal.....	350.00
- Project administration.....	475.00
Subtotal.....	\$3,770.00

SUBTOTAL: \$3,770.00
 SALES TAX (PA): TAX EXEMPT
 COURIER SERVICE:
 FED EX:
TOTAL: \$3,770.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa

Lynn C. Wingert
oke to pay

1435 WALNUT STREET SUITE 600 PHILADELPHIA, PA 19102 TELEPHONE (215) 563-8080 FACSIMILE (215) 563-1270

NEVER REC'D

5.15.03

DUPLICATE ORIGINAL ✓

P015 PURCHASE ORDER INVOICE DETAILS DATE: 06/13/03
 TIME: 11:37 AM
 PO NUMBER: 43 - 3604 - 3 - 0042 REPORT TYPE: SUMMARY REFERENCE 005
 INVOICE NUMBER: 14337 PO STATUS: ACTIVE
 INVOICE DATE: 01/31/03 VENDOR
 BATCH AND SEQUENCE: 3149N3331-010 MUNROE CREATIVE PARTNERS
 DATE RECEIVED: 01/31/03 1435 WALNUT STE 600
 DATE ENTERED: 06/01/03 VID232532746 A
 NFC PROCESS DATE: PHILADELPHIA PA 19102
 DISCOUNT TERMS: 0.00% 00 DAYS
 0.00% 00 DAYS
 0.00% 00 DAYS
 REGISTER NUMBER: 340931 NET 00 DAYS
 INVOICE STATUS: SUSPENDED FUND CODE: GOVERNMENT CODE:
 RELEASE CODE: OPERATOR CODE: 22
 EXCISE TAX: \$0.00 OTHER TAX: \$0.00 FREIGHT: \$0.00
 TRADE IN \$0.00 CREDIT PAID \$0.00
 INVOICED AMT \$2,625.00 AMOUNT PAID \$0.00
 ***** DIFFERENCE AMOUNT AND REASON *****

INVOICE IN SUSPENSE - FOR INFO CALL 504-255-4724 OR 1-800-421-0323
 CLEAR = EXIT PF1 = MENU PF3 = UPDATE PF8 = NEXT INVOICE ENTER = INQUIRE

4-© 1 Sess-1 199.130.205.17 IFSB0032 3/13

6/13/03 called NFC to unsuspend


INVO : -RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0042	2. TYPE SHIPMENT (CHECK ONE) <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 2 11 03	4. DATE INVOICE RECEIVED MONTH DAY YEAR 1 31 03
5. VENDOR INVOICE NUMBER 14337	6. VENDOR NAME MUNROE CREATIVE PARTNERS		VID CODE 232532746 A

I certify the items billed were received, and accepted as complying with this order except as noted below.
Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/UNIT ISSUE	10. DOLLAR AMOUNT
01	PO IS HEREBY MODIFIED TO ADD \$7000.00		2625.00

20. RECEIPT EXCEPTION	+ Non-Merchandise Charge	11.
	+ Freight	12.
	+ Federal Excise Tax	13.
	- State or Local Tax	14.
	Sub-Total	15.
	- Trade-In	16.
	- Discount	17.
	-Credit	18.
TOTAL	19.	\$ 2625.00

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160 <div style="text-align: right; font-size: 24px; font-weight: bold;">FAX</div>	AUTHORIZED OFFICIAL PATRICIA PIERCE 21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 22. SIGNATURE  23. DATE 5/23/03 24. PHONE (Area Code and Number) 610-557-4248
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M U N R O E
c r e a t i v e
P A R T N E R S

INVOICE

Patti Pierce
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14337
DATE: 1/31/2003
JOB NUMBER: FOR-5888

CLIENT JOB NUMBER:
TITLE: R&D Highlights Booklet


ASSIGNMENT DESCRIPTION

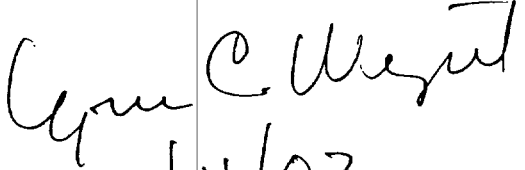
Concept, design and layout of R&D Highlights Booklet. Overall look and feel to be based on selected visual expression board (FOR-5886). Booklet to be approximately 18-pages/Self-cover. Annual book to be created in full color, MCP to suggest bindery method. Client to supply all final copy to MCP in digital format. Client to print through GOP.

PHASE IA - INITIAL DESIGN CONCEPTS Presentation to include: (2) alternate directions of booklet to be depicted by typical front cover and internal spread. Copy headlines and subheadlines to be shown in place with suggested visuals. Client to select one direction for further refinement and pagination in Phase IB. Paper stock recommendations are made at this time.

- Concept, design, layout, meeting time and coordination.....	\$1,805.00
- Photo/illustration research.....	285.00
- Materials and PDF transmittal.....	250.00
- Project administration.....	285.00
Subtotal.....	\$2,625.00 <i>ok</i>

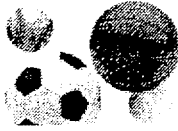
SUBTOTAL: \$2,625.00
SALES TAX (PA): TAX EXEMPT
COURIER SERVICE:
FED EX: _____
TOTAL: \$2,625.00

5/15/03
 WAS STABBLED BEHIND
 INVOICE 14336



 2/11/03

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa



Patty Pierce

02/12/03 09:24 AM

To: Lynn C Wingert/NE/USDAFS@FSNOTES
cc: Catherine D Geller/NE/USDAFS@FSNOTES, Patty
Pierce/NE/USDAFS@FSNOTES
Subject: Munroe

Hi Lynn, I called again questioning Munroe's invoice and Erol called me back stating that they went an hour over their estimate (\$95) and charged \$21.60 travel cost because we asked them to come here. On their estimate sheet at the bottom they have a statement "All estimated costs plus or minus 10%." They are within the 10% tolerance. Erol further stated if their estimate was over the 10% they would call and discuss.

Before the end of this project we may have to add a couple hundred \$'s to this PO. I will let you know.

As you work with them on the remaining parts of the contract, please be aware of their estimates if you want to stay within the original estimates. I know it is hard and they are doing such a great job..it's your call.

I will process 2nd invoice for payment today. Patty

PATRICIA PIERCE
Acquisition Management Group
Northeastern Research Station
Northeastern Area State & Private Forestry
610-557-4248 (fax) 610-557-4224

ACTION: R TABLEID: IVCH USERID: UPPI

*** INVOICE - PAYMENT VOUCHER - CHECK/EFT CROSS-REF INQUIRY TABLE ***
 KEY IS VENDOR CODE, INVOICE NUMBER, INVOICE DATE, TC, NUMBER,
 TRAVEL ADV NUMB, LN, DIS OFFC, FISC YR, SCHD CAT, SCHD TYPE,
 SCHD NUMBER, NUMBER

VENDOR CODE: 232532746 A INV NUMBER: 14396

INV DATE: 02 28 03

VOUCHER DATA				SCHEDULE DATA				
TC	NUMBER	TRAVEL ADV NUMB LN		DISB OFFC	FISC YR	SCHD CAT	SCHD TYP	SCHD NUMBER
01-	VD 03035A02604	001	03					
	NUMBER: 57085191	DATE: 04 11 03		CAN	IND: N	AMT	PD:	6,550.00
02-	NUMBER:	DATE:		CAN	IND:	AMT	PD:	
03-	NUMBER:	DATE:		CAN	IND:	AMT	PD:	
04-	NUMBER:	DATE:		CAN	IND:	AMT	PD:	
02-	*L009 HEADER CHANGE							

4-© 1 Sess-1 199.130.205.17 IFSB0057 1/10

I OICE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0042		2. TYPE SHIPMENT (CHECK ONE) <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE		3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 03 12 03			4. DATE INVOICE RECEIVED MONTH DAY YEAR 03 12 03			
5. VENDOR INVOICE NUMBER 14396		6. VENDOR NAME MUNROE CREATIVE PARTNERS						VID CODE 232532746 A		
I certify the items billed were received, and accepted as complying with this order except as noted below. Bill amounts are to be charged to corresponding line items on purchase order as follows:										
7. P.O. Line Item	8. DESCRIPTION						9. QUANTITY/ UNIT	ISSUE	10. DOLLAR AMOUNT	
01	NOT - TO - EXCEED \$25,000								6,550.00	
20. RECEIPT EXCEPTION						+ Non-Merchandise Charge		11.		
						+ Freight		12.		
						+ Federal Excise Tax		13.		
						- State or Local Tax		14.		
						Sub-Total		15.		
						- Trade-In		16.		
						- Discount		17.		
						- Credit		18.		
						TOTAL		19. \$ 6550.00		
25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160				AUTHORIZED OFFICIAL PATRICIA PIERCE						
				21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073						
				22. SIGNATURE <i>Patricia Pierce</i>						
				23. DATE 4/2/03		24. PHONE (Area Code and Number) 610-557-4248				


MUNROE
creative
PARTNERS

INVOICE

Patti Pierce
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14396
DATE: 2/28/2003
JOB NUMBER: FOR-6035

CLIENT JOB NUMBER:
TITLE: State Briefing Reports

ASSIGNMENT DESCRIPTION

Concept, design and layout of State Briefing Reports for (13) NE Research Station states. Overall look and feel to be based on design of inserts. Reports to range from 1-page to 8-page documents. Photography to be picked-up from other materials and purchased stock imagery. Client to print through GOP.

PHASE IA - INITIAL DESIGN CONCEPTS Presentation to include: Reports to be completely paginated. All copy to be shown in place with suggested visuals. Client to make revisions to be completed in Phase IB.

- Concept, design, layout, meeting time and coordination.....	\$1,425.00
- Materials and PDF transmittal.....	350.00
- Project administration.....	190.00
Subtotal.....	\$1,965.00

PHASE IB - DESIGN DEVELOPMENT/REVISIONS Presentation to include: Based upon selection of direction in Phase IA, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Paper stock selection is solidified.

- Design, layout, meeting time and coordination.....	\$950.00
- Materials and PDF transmittal.....	350.00
- Project administration.....	190.00
Subtotal.....	\$1,490.00

PHASE II - PRODUCTION Presentation to include: Laser prints for final approval.

- Production coordination and final type composition.....	\$760.00
- Mac disk prep, production specs, laser proofs and color breaks.....	1,045.00
- Project archival stored on disk.....	100.00
- Materials and PDF transmittal.....	300.00
- Proofreading.....	570.00
- Project administration.....	285.00
Subtotal.....	\$3,060.00

4/2/03
 See invoice #
 14395
 both invoices
 were attached
 Lynn signed top
 one

SUBTOTAL:	\$6,515.00
SALES TAX (PA):	TAX EXEMPT
COURIER SERVICE:	35.00
FED EX:	_____
TOTAL:	\$6,550.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you. client #21453

ACTION: R TABLEID: IVCH USERID: UPPI

*** INVOICE - PAYMENT VOUCHER - CHECK/EFT CROSS-REF INQUIRY TABLE ***
 KEY IS VENDOR CODE, INVOICE NUMBER, INVOICE DATE, TC, NUMBER,
 TRAVEL ADV NUMB, LN, DIS OFFC, FISC YR, SCHD CAT, SCHD TYPE,
 SCHD NUMBER, NUMBER

VENDOR CODE: 232532746 A INV NUMBER: 14395

INV DATE: 02 28 03

VOUCHER DATA				SCHEDULE DATA				
TC	NUMBER	TRAVEL ADV NUMB LN	DISB OFFC	FISC YR	SCHD CAT	SCHD TYP	SCHD NUMBER	
01-	VD 03035A02603	001	03					
	NUMBER: 57075920	DATE: 04 10 03	CAN	IND: N	AMT	PD:		1,259.90
02-	NUMBER:	DATE:	CAN	IND:	AMT	PD:		
03-	NUMBER:	DATE:	CAN	IND:	AMT	PD:		
04-	NUMBER:	DATE:	CAN	IND:	AMT	PD:		
02- *L009 HEADER CHANGE								
4-©	1	Sess-1	199.130.205.17				IFSB0057	1/10

INVOICE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0042	2. TYPE SHIPMENT (CHECK ONE) <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 03 12 03	4. DATE INVOICE RECEIVED MONTH DAY YEAR 03 12 03
5. VENDOR INVOICE NUMBER 14395	6. VENDOR NAME MUNROE CREATIVE PARTNERS VID CODE 232532746 A		

I certify the items billed were received, and accepted as complying with this order except as noted below.
Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/ UNIT ISSUE	10. DOLLAR AMOUNT
01	NOT - TO - EXCEED \$25,000		1259.90

20. RECEIPT EXCEPTION	+ Non-Merchandise Charge	11.	
	+ Freight	12.	
	+ Federal Excise Tax	13.	
	- State or Local Tax	14.	
	Sub-Total	15.	
	- Trade-In	16.	
	- Discount	17.	
	- Credit	18.	
	TOTAL	19.	\$ 1259.90

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160	AUTHORIZED OFFICIAL PATRICIA PIERCE <hr/> 21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 <hr/> 22. SIGNATURE <i>Patricia Pierce</i> <hr/> 23. DATE 4/2/03 24. PHONE (Area Code and Number) 610-557-4248
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MUNROE
creative
PARTNERS

INVOICE

Patti Pierce
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14395
DATE: 2/28/2003
JOB NUMBER: FOR-5887

CLIENT JOB NUMBER: 43-3604-3-0042

TITLE: Stock Photography

ASSIGNMENT DESCRIPTION

Stock imagery for marketing materials. All photography is royalty-free and once purchased is owned by the NE Research station for use on other projects. Recommended photography is purchased as either individual images or by disc, specified below.

OPTIONAL PHOTOGRAPHY/ILLUSTRATION - Add to Grand Total if necessary to enhance overall concept.	
- Image: leaves/folder cover.....	\$180.00
- Image: researcher/folder cover.....	60.00
- Disc: Trees/Brand X.....	480.00
- Disc: Research & Development/Creatas.....	480.00
Subtotal.....	\$1,200.00

SUBTOTAL:	\$1,200.00
SALES TAX (PA):	TAX EXEMPT
COURIER SERVICE:	27.50
FED EX (2):	32.40
TOTAL:	\$1,259.90

Guy Caprice Wright
 4.2.03
 OK

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa

ACTION: R TABLEID: IVCH USERID: UPPI

*** INVOICE - PAYMENT VOUCHER - CHECK/EFT CROSS-REF INQUIRY TABLE ***
 KEY IS VENDOR CODE, INVOICE NUMBER, INVOICE DATE, TC, NUMBER,
 TRAVEL ADV NUMB, LN, DIS OFFC, FISC YR, SCHD CAT, SCHD TYPE,
 SCHD NUMBER, NUMBER

VENDOR CODE: 232532746 A INV NUMBER: 14336

INV DATE: 01 31 03

VOUCHER DATA

SCHEDULE DATA

TC	NUMBER	TRAVEL ADV NUMB LN	DISB OFFC	FISC YR	SCHD CAT	SCHD TYP	SCHD NUMBER
01-	VD 03035A02602	001	03				
	NUMBER: 06844521	DATE: 03 04 03	CAN IND: N	AMT PD:			5,571.60
02-	NUMBER:	DATE:	CAN IND:	AMT PD:			
03-	NUMBER:	DATE:	CAN IND:	AMT PD:			
04-	NUMBER:	DATE:	CAN IND:	AMT PD:			
02-	*L009 HEADER CHANGE						

4-© 1 Sess-1 199.130.205.17 IFSB0057 1/10

POIN PURCHASE ORDER INVOICE DETAILS DATE: 02/25/03
 TIME: 01:44 PM
 PO NUMBER: 42 - 2604 - 2 - 0047 REPORT TYPE: SUMMARY REFERENCE 001
 INVOICE NUMBER: 10136 PO STATUS: APPROVED
 INVOICE DATE: 02/21/03 VENDOR
 BATCH AND SEQUENCE: 000000000001 MONROE CREATIVE PARTNERS
 DATE RECEIVED: 02/04/03 1335 WALNUT ST STE 600
 DATE ENTERED: 02/21/03 91022502016 A
 NFC PROCESS DATE: 03/01/03 PHILADELPHIA PA 19104
 DISCOUNT TERMS: 0.00% 00 DAYS
 0.00% 00 DAYS
 SCHEDULE NUMBER: 9878 NET 00 DAYS 0.00% 00 DAYS
 INVOICE STATUS: 9900 FUND CODE: 00 GOVERNMENT CODE:
 RELEASE CODE: OPERATOR CODE:
 EXCISE TAX: \$0.00 OTHER TAX: \$0.00 FREIGHT: \$0.00
 TRADE IN \$0.00 CREDIT PAID \$0.00
 INVOICED AMT \$5,571.00 AMOUNT PAID \$5,571.00
 ***** DIFFERENCE AMOUNT AND REASON *****

CLEAR = EXIT PF1 = MENU PF3 = UPDATE PF8 = NEXT INVOICE ENTER = INQUIRE
 4-© 1 Sess-1 199.130.205.17 IFSB0062 3/13


M U N R O E
c r e a t i v e
P A R T N E R S

INVOICE

Patti Pierce
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14336
DATE: 1/31/2003
JOB NUMBER: FOR-5887

CLIENT JOB NUMBER:

TITLE: Congressional Briefing Package (Folder & Step-downs)

ASSIGNMENT DESCRIPTION

Concept, design and layout through to final Mac disk prep for the USDA Forest Service Northeastern Research division. This package is comprised of one housing folder and approximately 6 two-sided, two-color step-down inserts. All final copy to be submitted to MCP in digital format by client. MCP to recommend paper stocks, however, all printing to be handled by GOP. Newly refreshed logo/tag line and new visual look and feel selected in job FOR-5886 to be implemented.

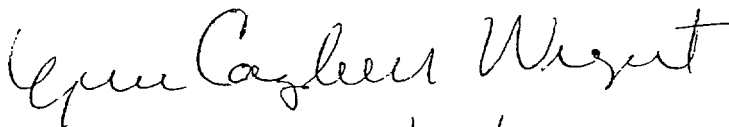
PHASE IA - INITIAL DESIGN CONCEPTS Presentation to include: (2) alternate comprehensives of typical folder cover and insert to be shown for review and selection. All client-supplied copy to be shown in place with suggested visuals. Further refinement and rollout of all other inserts to take place in Phase IB.

- Concept, design, layout, meeting time and coordination.....	\$1,330.00
- Photo/illustration research.....	190.00
- Materials and PDF transmittal.....	250.00
- Project administration.....	190.00
Subtotal.....	\$1,960.00

PHASE IB - DESIGN DEVELOPMENT/REVISIONS Presentation to include: Based upon selection of direction in Phase IA, client's suggested modifications to be incorporated into selected layout. All actual visuals and copy to appear in color for client review. Paper stock selection is solidified. All remaining inserts are created.

- Design, layout, meeting time and coordination.....	\$1,140.00
- Initial type composition.....	285.00
- Materials and PDF transmittal.....	300.00
- Project administration.....	190.00
Subtotal.....	\$1,915.00

Please see Page 2.


 2/11/03

INVOICE NO.: 14336

DATE: 1/31/2003

JOB NUMBER: FOR-5887

Page 2

PHASE II - PRODUCTION Presentation to include: B/W laser prints for final approval.

- Production coordination and final type composition.....	\$570.00
- Mac disk prep, production specs, laser proofs and color breaks.....	475.00
- Project archival stored on disk.....	100.00
- Materials and PDF transmittal.....	150.00
- Proofreading.....	190.00
- Project administration.....	190.00
Subtotal.....	\$1,675.00

SUBTOTAL:	\$5,550.00
SALES TAX (PA):	TAX EXEMPT
TRAVEL:	21.60
FED EX:	
TOTAL:	\$5,571.60

5455.00

 116.60
 over
 estimate

Cyril C. Wiegert
 2/11/03

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa

ACTION: R TABLEID: IVCH USERID: UPPI

*** INVOICE - PAYMENT VOUCHER - CHECK/EFT CROSS-REF INQUIRY TABLE ***
 KEY IS VENDOR CODE, INVOICE NUMBER, INVOICE DATE, TC, NUMBER,
 TRAVEL ADV NUMB, LN, DIS OFFC, FISC YR, SCHD CAT, SCHD TYPE,
 SCHD NUMBER, NUMBER

VENDOR CODE: 232532746 A INV NUMBER: 14280

INV DATE: 12 31 02

VOUCHER DATA				SCHEDULE DATA			
TC	NUMBER	TRAVEL ADV NUMB LN	DISB OFFC	FISC YR	SCHD CAT	SCHD TYP	SCHD NUMBER
01-	VD 03035A02601	001	03				
	NUMBER: 56839964	DATE: 02 11 03	CAN	IND: N	AMT	PD:	3,241.91
02-	NUMBER:	DATE:	CAN	IND:	AMT	PD:	
03-	NUMBER:	DATE:	CAN	IND:	AMT	PD:	
04-	NUMBER:	DATE:	CAN	IND:	AMT	PD:	
02-	*L009 HEADER CHANGE						
4-©	1	Sess-1	199.130.205.17			IFSB0057	1/10

DATE: 02/25/03
 TIME: 01:43 PM
 SUMMARY REFERENCE 002

PURCHASE ORDER INVOICE DETAILS

PO NUMBER: 42 - 3604 - 3 - 0042 REPORT TYPE: PO STATUS: OPEN
 INVOICE NUMBER: 4458 VENDOR
 INVOICE DATE: 12/17/02
 BATCH AND SEQUENCE: 00000001-004
 DATE RECEIVED: 01/06/03
 DATE ENTERED: 02/01/03
 NFC PROCESS DATE: 02/05/03

SCHEDULE NUMBER: PPTG NET 00 DAYS 0.000 00 DAYS
 INVOICE STATUS: OPEN FUND CODE: GOVERNMENT CODE: 19
 RELEASE CODE: OPERATOR CODE:

EXCISE TAX: 50.00 OTHER TAX: 90.00 FREIGHT: 50.00
 TRADE IN 50.00 CREDIT PAID 50.00
 INVOICED AMT 58,240.00 AMOUNT PAID 58,240.00
 ***** DIFFERENCE AMOUNT AND REASON *****

CLEAR = EXIT PF1 = MENU PF3 = UPDATE PF8 = NEXT INVOICE ENTER = INQUIRE
 4-© 1 Sess-1 199.130.205.17 IFSB0062 3/13

INVOICE-RECEIPT CERTIFICATION

1. PURCHASE ORDER NUMBER 43-3604-3-0042	2. TYPE SHIPMENT (CHECK ONE) <input checked="checked" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE MONTH DAY YEAR 1 6 03	4. DATE INVOICE RECEIVED MONTH DAY YEAR 1 6 03
5. VENDOR INVOICE NUMBER 14280	6. VENDOR NAME MUNROE CREATIVE PARTNERS		
			VID CODE 232532746 A

I certify the items billed were received, and accepted as complying with this order except as noted below.
 Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item	8. DESCRIPTION	9. QUANTITY/UNIT ISSUE	10. DOLLAR AMOUNT
01	NOT - TO - EXCEED \$25,000		3240.00

20. RECEIPT EXCEPTION	+ Non-Merchandise Charge	11.	
	- Freight	12.	
	+ Federal Excise Tax	13.	
	- State or Local Tax	14.	
	Sub-Total	15.	
	- Trade-In	16.	
	- Discount	17.	
	-Credit	18.	
	TOTAL	19.	\$ 3240.00

25. Attach Invoice(s) and mail to: (Use of Windows Envelope is Optional) USDA Office of Finance & Management NATIONAL FINANCE CENTER P.O. Box 60075 New Orleans, Louisiana 70160 FAX	AUTHORIZED OFFICIAL PATRICIA PIERCE 21. ADDRESS USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 22. SIGNATURE <i>Patricia Pierce</i> 23. DATE 2/3/03 24. PHONE (Area Code and Number) 610-557-4248
---	---


 M U N R O E
 c r e a t i v e
 P A R T N E R S

Rec'd
1/23/03

REVISED INVOICE

Lynn Campbell Wingert
 USDA Forest Service
 11 Campus Boulevard
 Suite 200
 Newtown Square, PA 19073

INVOICE NO.: 14280
 DATE: 12/31/2002
 JOB NUMBER: FOR-5886

CLIENT JOB NUMBER:

TITLE: Visual expression boards, logo refresh and tag line development

ASSIGNMENT DESCRIPTION

Concept, design and layout through client's approval for an overall look and feel to represent the new tonality of the USDA Forest Service/Northeastern Research Division. The selected graphic direction will be executed on several collateral pieces. Objective is to establish a cohesive, consistent design which will represent this division of forestry exclusively. MCP to update existing "microscope" logo as well and apply to boards. Tag line development for the Northeastern Research division also to be explored. All creative submissions to be presented in full color for review and selection. Costs include complete and total buyout rights pertaining to new logo.

PHASE IAA - INITIAL DESIGN CONCEPTS/LOGO SUBMISSIONS/ALTERNATE TAG LINES MCP to present (2-3) visual expression boards for client's review and selection. MCP also to present (4-6) alternate logo updates based on existing logo. Tag lines also to be submitted for review. (8-10 total).

- Concept, design, layout, meeting time and coordination.....	\$1,995.00
- Copywriting (tag line development and meeting time - <i>includes one round of revisions</i>) - partial billing.....	380.00
- Photo/illustration research.....	380.00
- Materials and PDF transmittal.....	200.00
- Project administration.....	285.00
Subtotal.....	\$3,240.00

SUBTOTAL:	\$3,240.00
SALES TAX (PA):	TAX EXEMPT
COURIER SERVICE:	
FED EX:	
TOTAL:	\$3,240.00

Payment due upon receipt of invoice. Interest charge of 1.5% per month accrued after 30 days.
 Thank you.

client #21453
 pa