

FOR AGENCY USE ONLY
COMM-03-05

PAGE 1 OF 3	REC OFF 3604	CONTRACT NUMBER	ORDER DATE 27-MAY-2003	SF-281 22	UNIT CODE 23	FUND CODE TN	ORDER NUMBER 43-3604-3-0042	SUB 01
TYPE PURCHASE PURCHASE ORDER						FORM 1099	TAXPAYER'S IDENT. NO. 23-2532746	

TO: MUNROE CREATIVE PARTNERS 435 WALNUT STREET, STE 600 FFIS VID NUMBER: PHILADELPHIA PA US 19102 PHONE: 215-563-8080 EXT: 31 FAX: EXT: EMAIL-ADDRESS	SHIP TO ▶	CONSIGNEE USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA US 19073 PHONE: 610-557-4254 EXT: FAX: 610-557-4224 EXT:
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LINE ITEM	ACT CODE	DESCRIPTION	BUDGET OBJECT	ACC LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
01		VENDOR NOTES PO IS HEREBY MODIFIED TO ADD \$7000.00 NOT - TO - EXCEED \$25,000 CONTRACTOR IS TO PROVIDE CREATIVE & GRAPHIC DESIGN SERVICES FOR COMMUNICATIONS GROUP/NER STATION IN ACCORDANCE WITH ESTIMATED COSTS SUBMITTED UNDER RFQ NEAT-02-255. COSTS ARE TO INCLUDE ALL NECESSARY MATERIAL, EQUIPMENT, TRANSPORTATION, PERSONNEL AND OUT OF POCKET EXPENSES REQUIRED TO PROVIDE PROFESSIONAL SERVICES. ESTIMATE - JOB 5886 - Inital Design Concepts - Logo Submissions/Alternate Tag Lines (\$3,525.00) Estimate - Job 5887 - Initial Design Concepts - Design Development/Revisions, Production, Copying (if not required by GPO) - Congressional Briefing Package (\$5455.00) Estimate - Job 5888 - Initial Design Concepts, Design Development/Revisions, Production, Copying (if not required by GPO) - R&D Highlilghts Booklet (\$8980.00)	2540	01	1.000	JB	\$25,000.0000	\$25,000.00

FOB POINT	DISCOUNT AND/OR NET PAYMENT TERMS	NET	TYPE COMMODITY/PAYMENT	Sub-Total	\$25,000.00
DESTINATION	DAYS DAYS DAYS	30	▶ 0	TOTAL	\$25,000.00
REQUIRED DELIVERY DATE	SHIP VIA	ESTIMATED FREIGHT			
30-SEP-2003	Best Method				

ACCOUNTING CLASSIFICATION					DIST. %	AMOUNT
ACC	A	B	C	D	E	
01					FRRE10	00 \$25,000.00

ISSUING OFFICE USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 PHONE: 610-557-4254 EXT: FAX: 610-557-4224 EXT:	ORDERED BY (NAME AND TITLE) PATRICIA PIERCE Contracting Officer PHONE: 610-557-4248 EXT: FAX: EXT:
PRINTED BY OPS\$PIERCE	AUTHORIZED SIGNATURE <i>P. Pierce</i>

PAGE 1 OF 3 REC OFF 3604 CONTRACT NUMBER ORDER DATE 17-FEB-2004 SF-281 22 UNIT CODE 23 FUND CODE TN ORDER NUMBER 43-3604-3-0117 SUB 03

TYPE PURCHASE
 PURCHASE ORDER

FORM 1099

TAXPAYER'S IDENT. NO.
 23-2532746

TO:
 MUNROE CREATIVE PARTNERS
 435 WALNUT STREET, STE 600

CONSIGNEE
 USDA Forest Service

SHIP
 TO

11 CAMPUS BLVD
 STE 200
 Newtown Square PA US 19073
 PHONE: 610-557-4248 EXT:
 FAX: 610-557-4224 EXT:

FFIS VIDNUMBER:
 PHILADELPHIA PA US 19102
 PHONE: 215-563-8080 EXT: 31
 FAX: EXT:
 EMAIL ADDRESS:

LINE ITEM	ACT CODE	DESCRIPTION	BUDGET ACC. OBJECT LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
01		VENDOR NOTES CONTRACT IS HEREBY MODIFIED TO ADD LINE ITEM 04. THIS INCREASES CONTRACT BY \$1,862.50. CONTRACT IS HEREBY MODIFIED TO ADD LINE ITEM 03. THIS INCREASES PO BY \$1,612.50. CONTRACT IS HEREBY MODIFIED TO ADD LINE ITEM 02. THIS INCREASE PO BY \$2,778.00 CONTRACTOR IS TO PROVIDE CREATIVE & GRAPHIC DESIGN SERVICES FOR COMMUNICATIONS GROUP/NER STATION IN ACCORDANCE WITH ATTACHED ESTIMATED COSTS SUBMITTED 4/28/02. COSTS ARE TO INCLUDE ALL NECESSARY MATERIAL, EQUIPMENT, TRANSPORTATION, PERSONNEL AND OUT OF POCKET EXPENSES REQUIRED TO PROVIDE PROFESSIONAL SERVICES FOR BROCHURE: 80 YEARS OF EXCELLENCE. ESTIMATE - JOB FOR-6131 REVISED #2 - Phase IB - Design Development/Revisions (\$1750) Phase II - Production (\$1250) Phase III - Printing - Provided by Gov't through GPO	2540 01	1.000	JB	\$3,000.0000	\$3,000.00 124.00 3000

FORPOINT	DISCOUNT AND/OR NET PAYMENT TERMS	NET	TYPE COMMODITY/PAYMENT	Sub-Total	\$9,253.00
DESTINATION	DAYS DAYS DAYS	30	0	TOTAL	\$9,253.00
REQUIRED DELIVERY DATE	SHIP VIA	ESTIMATED FREIGHT			
19-FEB-2004	Best Method				

ACCOUNTING CLASSIFICATION					DIST. %	AMOUNT
ACC	A	B	C	D	E	
01					FRRE10H	00 \$7,390.5
07					FRRE06	00 \$1,862.5

ISSUING OFFICE
 USDA Forest Service
 11 CAMPUS BLVD
 STE 200
 NEWTOWN SQUARE PA 19073
 PHONE: 610-557-4248 EXT:
 FAX: 610-557-4224 EXT:

ORDERED BY (NAME AND TITLE)

PATRICIA PIERCE
 Contracting Officer

PHONE: 610-557-4248 EXT:
 FAX: EXT:

PREPARED BY OPSS PPIERCE

AUTHORIZED SIGNATURE



UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE / R

FOR AGENCY USE ONLY
COMM-03-05

PAGE 2 OF 3	REC OFF 3604	CONTRACT NUMBER	ORDER DATE 27-MAY-2003	SF-281 22	UNIT CODE 23	FUND CODE TN	ORDER NUMBER 43-3604-3-0042	SUB 01
TYPE PURCHASE PURCHASE ORDER					FORM 1099		TAXPAYER'S IDENT. NO. 23-2532746	

TO:
MUNROE CREATIVE PARTNERS
435 WALNUT STREET, STE 600

FFIS VID NUMBER:
PHILADELPHIA PA US 19102
PHONE: 215-563-8080 EXT: 31
FAX: EXT:
EMAIL-ADDRESS

SHIP
TO
▶

CONSIGNEE
USDA Forest Service

11 CAMPUS BLVD
STE 200
Newtown Square PA US 19073
PHONE: 610-557-4254 EXT:
FAX: 610-557-4224 EXT:

LINE ITEM	ACT CODE	DESCRIPTION	BUDGET OBJECT	ACC LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
		SHIPPING INSTRUCTIONS: Inside Delivery						

FOB POINT	DISCOUNT AND/OR NET PAYMENT TERMS DAYS DAYS DAYS	NET 30	TYPE COMMODITY/ PAYMENT ▶ 0	Sub-Total ▶	\$25,000.00
DESTINATION	SHIP VIA Best Method		ESTIMATED FREIGHT	TOTAL ▶	\$25,000.00
REQUIRED DELIVERY DATE 30-SEP-2003					

ACCOUNTING CLASSIFICATION					DIST. %	AMOUNT
ACC	A	B	C	D	E	

ISSUING OFFICE
USDA Forest Service
11 CAMPUS BLVD
STE 200
Newtown Square PA 19073
PHONE: 610-557-4254 EXT:
FAX: 610-557-4224 EXT:

ORDERED BY (NAME AND TITLE)

PATRICIA PIERCE
Contracting Officer

PHONE: 610-557-4248 EXT:
FAX: EXT:

PRINTED BY OPSSPPIERCE

AUTHORIZED SIGNATURE 

COMB: 02-05

PAGE	REC OFF	CONTRACT NUMBER	ORDER DATE	SF-281	UNIT CODE	FUND CODE	ORDER NUMBER	SUB
1 OF 3	3604		15-JAN-2003	22	23	TN	43-3604-3-0042	

TYPE PURCHASE
PURCHASE ORDER

FORM 1099

TAXPAYER'S IDENT. NO.
23-2532746

MUNROE CREATIVE PARTNERS
435 WALNUT STREET, STE 600

CONSIGNEE
USDA Forest Service

SHIP
TO

11 CAMPUS BLVD
STE 200
Newtown Square PA US 19073
PHONE: 610-557-4254 EXT:
FAX: 610-557-4224 EXT:

FFIS VID NUMBER:
PHILADELPHIA PA US 19102
PHONE: 215-563-8080 EXT: 31
FAX: EXT:
EMAIL-ADDRESS

LINE ITEM	ACT CODE	DESCRIPTION	BUDGET OBJECT	ACC LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
01		VENDOR NOTES	2540	01	1.000	JB	\$18,000.0000	\$18,000.00
<p>CONTRACTOR IS TO PROVIDE CREATIVE & GRAPHIC DESIGN SERVICES FOR COMMUNICATIONS GROUP/NER STATION IN ACCORDANCE WITH ESTIMATED COSTS SUBMITTED UNDER RFQ NEAT-02-255. COSTS ARE TO INCLUDE ALL NECESSARY MATERIAL, EQUIPMENT, TRANSPORTATION, PERSONNEL AND OUT OF POCKET EXPENSES REQUIRED TO PROVIDE PROFESSIONAL SERVICES.</p> <p>ESTIMATE - JOB 5886 - Initial Design Concepts - Logo Submissions/Alternate Tag Lines (\$3,525.00)</p> <p>Estimate - Job 5887 - Initial Design Concepts - Design Development/Revisions, Production, Copying (if not required by GPO) - Congressional Briefing Package (\$5455.00)</p> <p>Estimate - Job 5888 - Initial Design Concepts, Design Development/Revisions, Production, Copying (if not required by GPO) - R&D Highlights Booklet (\$8980.00)</p>								

FOB POINT	DISCOUNT AND/OR NET PAYMENT TERMS	NET	TYPE COMMODITY/PAYMENT	Sub-Total
DESTINATION	DAYS DAYS DAYS	30	0	\$18,000.00
REQUIRED DELIVERY DATE	SHIP VIA		ESTIMATED FREIGHT	TOTAL
30-SEP-2003	Best Method			\$18,000.00

ACCOUNTING CLASSIFICATION						DIST. %	AMOUNT
ACC	A	B	C	D	E		
01					FRRE10	00	\$18,000.00

ISSUING OFFICE
USDA Forest Service
11 CAMPUS BLVD
STE 200
Newtown Square PA 19073
PHONE: 610-557-4254 EXT:
610-557-4224 EXT:

ORDERED BY (NAME AND TITLE)

PATRICIA PIERCE
Contracting Officer

PHONE: 610-557-4248 EXT:
FAX: EXT:



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AUTHORIZED SIGNATURE

03-05

AGE OF 3	REC OFF 3604	CONTRACT NUMBER	ORDER DATE 15-JAN-2003	SF-281 22	UNIT CODE 23	FUND CODE TN	ORDER NUMBER 43-3604-3-0042	SUB
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TYPE PURCHASE PURCHASE ORDER	FORM 1099	TAXPAYER'S IDENT. NO. 23-2532746
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MUNROE CREATIVE PARTNERS
435 WALNUT STREET, STE 600

CONSIGNEE
USDA Forest Service

SHIP
TO

FFIS VID NUMBER:
PHILADELPHIA PA US 19102
PHONE: 215-563-8080 EXT: 31
FAX: EXT:
EMAIL-ADDRESS

11 CAMPUS BLVD
STE 200
Newtown Square PA US 19073
PHONE: 610-557-4254 EXT:
FAX: 610-557-4224 EXT:

LINE ITEM	ACT CODE	DESCRIPTION	BUDGET ACC OBJECT LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
SHIPPING INSTRUCTIONS: Inside Delivery							

FOB POINT	DISCOUNT AND/OR NET PAYMENT TERMS	NET	TYPE COMMODITY/ PAYMENT	Sub-Total	\$18,000.00
DESTINATION	DAYS DAYS DAYS	30	0	TOTAL	\$18,000.00
REQUIRED DELIVERY DATE	SHIP VIA		ESTIMATED FREIGHT		
30-SEP-2003	Best Method				

ACCOUNTING CLASSIFICATION					DIST. %	AMOUNT
ACC	A	B	C	D	E	

ISSUING OFFICE
USDA Forest Service
11 CAMPUS BLVD
STE 200
Newtown Square PA 19073
PHONE: 610-557-4254 EXT:
610-557-4224 EXT:

ORDERED BY (NAME AND TITLE)
PATRICIA PIERCE
Contracting Officer
PHONE: 610-557-4248 EXT:
FAX: EXT:

PRINTED BY OPSS PPIERCE

AUTHORIZED SIGNATURE



FOR AGENCY USE ONLY
 CONN-03-13

UNITED STATES DEPARTMENT OF AGRICULTURE
 PURCHASE ORDER

PAGE 2 OF 3 REC OFF 3604 CONTRACT NUMBER ORDER DATE SF-281 UNIT CODE FUND CODE ORDER NUMBER SUB
 17-FEB-2004 22 23 TN 43-3604-3-0117 03

TYPE PURCHASE
 PURCHASE ORDER

FORM 1099

TAXPAYER'S IDENT. NO.
 23-2532746

TO:
 MUNROE CREATIVE PARTNERS
 435 WALNUT STREET, STE 600

CONSIGNEE
 USDA Forest Service

SHIP TO

FFIS VID NUMBER:
 PHILADELPHIA PA US 19102
 PHONE: 215-563-8080 EXT: 31
 FAX: EXT:
 EMAIL-ADDRESS

11 CAMPUS BLVD
 STE 200
 Newtown Square PA US 19073
 PHONE: 610-557-4248 EXT:
 FAX: 610-557-4224 EXT:

LINE ITEM	ACT CODE	DESCRIPTION	BUDGET OBJECT	ACC LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
Grand Total: \$3,000								
02		Technical Contact Person: Lynn Wingert ADD'L WORK UNDER JOB 5888, CONCEPT, DESIGN AND LAYOUT OF R&D HIGHLIGHTS BOOKLET.	2540	01	1.000	JB	\$2,778.0000	\$2,778.00 ✓
03		PHASE II PRODUCTION TOTAL COST \$2,778.00 ADD'L WORK UNDER JOB NUMBER FOR-6238, PHASE IA - INITIAL DESIGN AS DESCRIBED ON ATTACHED REVISED ESTIMATE DATED 8/4/03. PLEASE NOTE THE GOV'T IS ONLY CONTRACTING FOR WORK UNDER PHASE IA. PHASE IB AND PHASE II IS NOT NEEDED AT THIS TIME. ANY QUESTIONS PLEASE CALL CONTRACTING OFFICER.	2540	01	1.000	JB	\$1,612.5000	\$1,612.50 ✓
04		ADD'l work under FOR-6238 - Phase IB - Design Roll-out Design, layout, meeting time and coordination \$1200; Initial type composition \$450; Materials and PDF transmittal \$100; project admin \$112. Total \$1,862.50	2540	02	1.000	JB	\$1,862.5000	\$1,862.50 ✓

SHIPPING INSTRUCTIONS:
 Inside Delivery

FOB POINT	DISCOUNT AND/OR NET PAYMENT TERMS			NET	TYPE COMMODITY/PAYMENT	Sub-Total	\$9,253.00
DESTINATION	DAYS	DAYS	DAYS	30	0		
REQUIRED DELIVERY DATE	SHIP VIA			ESTIMATED FREIGHT		TOTAL	\$9,253.00
19-FEB-2004	Best Method						

ACCOUNTING CLASSIFICATION					DIST. %	AMOUNT
ACC	A	B	C	D	E	

ISSUING OFFICE
 USDA Forest Service
 11 CAMPUS BLVD
 STE 200
 Newtown Square PA 19073
 PHONE: 610-557-4248 EXT:
 FAX: 610-557-4224 EXT:

ORDERED BY (NAME AND TITLE)
 PATRICIA PIERCE
 Contracting Officer
 PHONE: 610-557-4248 EXT:
 FAX: EXT:

Patricia Pierce

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AUTHORIZED SIGNATURE

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

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COMM-04-38&39

PAGE 1 OF 2	REC OFF 3604	CONTRACT NUMBER	ORDER DATE 09-SEP-2004	SF-281 22	UNIT CODE 23	FUND CODE TN	ORDER NUMBER 43-3604-4-0415	SUB
TYPE PURCHASE PURCHASE ORDER						FORM 1099	TAXPAYER'S IDENT. NO. 23-2532746	

MUNROE CREATIVE PARTNERS
1435 WALNUT STREET, STE 600

FFIS VID NUMBER:
PHILADELPHIA PA US 19102
PHONE: 215-563-8080 EXT: 31
FAX: EXT:
EMAIL-ADDRESS

SHIP TO

CONSIGNEE
USDA Forest Service
Attn: NE, Research, Lynn Wingert
11 CAMPUS BLVD
STE 200
Newtown Square PA US 19073
PHONE: 610-557-4248 EXT:
FAX: 610-557-4224 EXT:

LINE ITEM	ACT CODE	DESCRIPTION	BUDGET OBJECT	ACC LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
01		<p>VENDOR NOTES</p> <p>Contractor is to provide creative and graphic design services for communications group. Job# 6655---Client Job Number: Ordered by Lynn Campbell Wingert--Title: 8-Page LMP Brochure Total \$5,493.00 See attached for Breakdown Job# 6655--Title: additional revisions to 8-Page LMP brochure Total \$975.00 See attached for breakdown</p> <p>Job# 6577--Client# 21453--title: Newsletter Spring Total: \$725.00 See attached for Breakdown</p> <p>SHIPPING INSTRUCTIONS: Inside Delivery</p> <p><i>Become summer newsletter due to slow down in production</i></p>	2540	01	1.000	JB	\$7,193.0000	\$7,193.00

FOB POINT	DISCOUNT AND/OR NET PAYMENT TERMS	NET	TYPE COMMODITY/PAYMENT	Sub-Total	\$7,193.00
DESTINATION	DAYS DAYS DAYS	30	0		
REQUIRED DELIVERY DATE	SHIP VIA	ESTIMATED FREIGHT	TOTAL	\$7,193.00	
09-SEP-2004	Best Method				

ACCOUNTING CLASSIFICATION						DIST. %	AMOUNT
ACC LINE	A	B	C	D	E		
01					FRRE07K	00	\$7,193.00

<p>ISSUING OFFICE USDA Forest Service 11 CAMPUS BLVD STE 200 Newtown Square PA 19073 PHONE: 610-557-4248 EXT: AX: 610-557-4224 EXT:</p>	<p>ORDERED BY (NAME AND TITLE) Rosemary Barbagiovanni Contracting Officer PHONE: 610-557-4254 EXT: FAX: 610-557-4224 EXT:</p>
---	---

PRINTED BY OPSSRBARBAGI AUTHORIZED SIGNATURE *Rosemary Barbagiovanni*

PURCHASING NOTES

RECIPTOR NOTES

REMIT ADDRESS

VID: 232532746 A
MUNROE CREATIVE PARTNERS
1435 WALNUT STREET, STE 600
PHILADELPHIA PA 19102

PROCUREMENT REQUEST <small>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</small>	TO: (Procurement Office) PURCHASING	1. REQUESTING OFFICE Communications
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RECEIVING OFFICE NO.	3. CONTRACT NUMBER <small>(If Applicable)</small>	4. ORDER DATE	6. UNIT CODE	7. FUND CODE	8. PURCHASE/DELIVERY ORDER NUMBER	9. SUB	1A. PROCUREMENT REQUEST NO. Comm-04-38
							1B. DATE 09-02-04

CHECK ONE <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order	10. TO: (Seller) Munroe Creative Partners 1435 Walnut St. Philadelphia, PA 19102	11. SHIP TO: (Cosignee and Destination) USDA Forest Svc – Communications 11 Campus Blvd. Ste 200 Newtown Square, PA 19073
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PHONE (A/C & No.)	215-563-8080	215-563-1270	PHONE (A/C & No.)		INSIDE DELIVERY REQUESTED
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12. LINE ITEM	13. ACT. CODE	14. DESCRIPTION	15. BUDGET OBJECT	16. ACC LINE	17. QUANTITY	18. UNIT ISSUE	19. UNIT PRICE	20. AMOUNT
01		Job # 6655 8 Page LMP Brochure Phase 1A – Design & Concept, Layout, Etc. See attached invoice for cost breakdown Phase 1B – Presentation, Etc. See attached invoice for cost breakdown Phase 1B – Design layout, project admin & Coordination						 3,250 00 2,225 00 975 00
		<i>For additional information, please contact:</i> <div style="display: flex; justify-content: space-between;"> Cathy Geller 610-557-4021 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TECHNICAL CONTACT TELEPHONE NO. </div>						

21. F.O.B. POINT	22. DISCOUNT AND/OR NET PAYMENT TERMS	25. Sub-Total 0
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23. REQUIRED DELIVERY <small>(Do not use ASAP)</small>	23A. NEGOTIATED DELIVERY	24. SHIP VIA	26. ESTIMATED FREIGHT	27. TOTAL 0	6,468 00
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FORWARD TO: U.S. DEPARTMENT OF AGRICULTURE, National Finance Center, P.O. Box 60,000. New Orleans, LA 70160

28. ACC LINE	29. ACCOUNTING CLASSIFICATION										30. DISTRIBUTION	31. AMOUNT
2	A 5	B 10	C 5	3	D 4	1	4	1	2	E	4	
		FRRE07K										

31a. ISSUING OFFICE NAME AND ADDRESS USDA Forest Svc.- 11 Campus Blvd. Ste 200 Newtown Square, PA 19073 ATTN:Procurement	I certify that the above items are necessary for use in the public service. TITLE Communications Director SIGNATURE OF AUTHORIZED REPRESENTATIVE
--	--

PROCUREMENT REQUEST <small>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</small>	TO: (Procurement Office) PURCHASING	1. REQUESTING OFFICE Communications
--	--	---

RECEIVING OFFICE NO.	3. CONTRACT NUMBER <small>(If Applicable)</small>	4. ORDER DATE	6. UNIT CODE	7. FUND CODE	8. PURCHASE/DELIVERY ORDER NUMBER	9. SUB	1A. PROCUREMENT REQUEST NO. Comm-04-39
							1B. DATE 09-02-04

CHECK ONE <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order	10. TO: (Seller) Munroe Creative Partners 1435 Walnut St. Philadelphia, PA 19102	11. SHIP TO: (Cosignee and Destination) USDA Forest Svc - Communications 11 Campus Blvd. Ste 200 Newtown Square, PA 19073
--	--	---

PHONE (A/C & No.) 215-563-8080	PHONE (A/C & No.) 215-563-1270	INSIDE DELIVERY REQUESTED
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12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT	
01		Job # 6577 Spring Newsletter Phase 1I - Production See attached invoice for cost breakdown <i>Be come summer newsletter due to slow down in production</i>						725 00	
		<i>For additional information, please contact:</i> Cathy Geller TECHNICAL CONTACT TELEPHONE NO. 610-557-4021							

21. F.O.B. POINT	22. DISCOUNT AND/OR NET PAYMENT TERMS	25. Sub-Total \emptyset
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23. REQUIRED DELIVERY (Do not use ASAP)	23A. NEGOTIATED DELIVERY	24. SHIP VIA	26. ESTIMATED FREIGHT	27. TOTAL \emptyset	725 00
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FORWARD TO: U.S. DEPARTMENT OF AGRICULTURE, National Finance Center, P.O. Box 60,000. New Orleans, LA 70160

28 ACC LINE	29. ACCOUNTING CLASSIFICATION								30 DISTRIBUTION	31 AMOUNT	
2	A 5	B 10	C 5	3	D 4	1	E 4	1	2	4	
	FRRE07K										

31a. ISSUING OFFICE NAME AND ADDRESS USDA Forest Svc.- 11 Campus Blvd. Ste 200 Newtown Square, PA 19073 ATTN:Procurement	I certify that the above items are necessary for use in the public service. TITLE Communications Director SIGNATURE OF AUTHORIZED REPRESENTATIVE
--	--

PROCUREMENT REQUEST <small>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</small>	TO: (Procurement Office) PURCHASING	1. REQUESTING OFFICE Communications
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RECEIVING OFFICE NO.	3. CONTRACT NUMBER <small>(If Applicable)</small>	4. ORDER DATE	6. UNIT CODE	7. FUND CODE	8. PURCHASE/DELIVERY ORDER NUMBER	9. SUB	1A. PROCUREMENT REQUEST NO. Comm-05-12
							1B. DATE 12-16-04

CHECK ONE <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order	10. TO: (Seller) Munroe Creative Partners 1435 Walnut St. Philadelphia, PA 19102	11. SHIP TO: (Cosignee and Destination) USDA Forest Svc - Communications 11 Campus Blvd. Ste 200 Newtown Square, PA 19073
--	--	---

12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
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01		Job # 6481 Revitalizing Baltimore Brochure Add Phase 1B -Design/Layout. Etc. Phase II-Production See attached invoice #15328 <i>Request was approved to B1 contract p.c. 43-3604-5-0042 Attached.</i>					1,900 00	975 00		
		For additional information, please contact: Cathy Geller TECHNICAL CONTACT 610-557-4021 TELEPHONE NO.								

21. F.O.B. POINT	22. DISCOUNT AND/OR NET PAYMENT TERMS		25. Sub-Total	2,875 00
23. REQUIRED DELIVERY <small>(Do not use ASAP)</small>	23A. NEGOTIATED DELIVERY	24. SHIP VIA	26. ESTIMATED FREIGHT	27. TOTAL
			TOTAL	2,965 80

28. ACC LINE 2										29. ACCOUNTING CLASSIFICATION										30. DISTRIBUTION		31. AMOUNT	
A		B		C		D		E															
5		10		5 3		4		1 4 1 2															
		FRRE07																					

31a. ISSUING OFFICE NAME AND ADDRESS USDA Forest Svc.- 11 Campus Blvd. Ste 200 Newtown Square, PA 19073 TTN:Procurement	I certify that the above items are necessary for use in the public service. TITLE Communications Director SIGNATURE OF AUTHORIZED REPRESENTATIVE
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COMM-05-01

PAGE 1 OF 2	REC OFF 3604	CONTRACT NUMBER	ORDER DATE 18-NOV-2004	SF-281 CM	UNIT CODE 23	FUND CODE TN	ORDER NUMBER 43-3604-5-0042	SUB
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TYPE PURCHASE PURCHASE ORDER	FORM 1099	TAXPAYER'S IDENT. NO. 23-2532746
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O:
MUNROE CREATIVE PARTNERS
1435 WALNUT STREET, STE 600

FFIS VID NUMBER:
PHILADELPHIA PA US 19102
PHONE: 215-563-8080 EXT: 31
FAX: EXT:
EMAIL-ADDRESS

SHIP TO
▶

CONSIGNEE
USDA Forest Service

11 CAMPUS BLVD
STE 200
Newtown Square PA US 19073
PHONE: 610-557-4248 EXT:
FAX: 610-557-4224 EXT:

Released

LINE ITEM	ACT CODE	DESCRIPTION	BUDGET OBJECT	ACC LINE	QUANTITY	UNIT ISSUE	UNIT PRICE	AMOUNT
01		<p>VENDOR NOTES</p> <p>GRAPHIC SERVICES FROM OUR COMMUNICATIONS STAFF ON A CASE-BY-CASE BASIS NOT TO EXCEED \$25,000</p> <p>FOR THE PERIOD: OCTOBER 1, 2004 - SEPTEMBER 30, 2005</p> <p>SHIPPING INSTRUCTIONS: Inside Delivery</p>	2540	01	1.000	JB	\$25,000.0000	\$25,000.00

FOB POINT	DISCOUNT AND/OR NET PAYMENT TERMS	NET	TYPE COMMODITY/PAYMENT	Sub-Total	\$25,000.00
DESTINATION	DAYS DAYS DAYS	30	▶ 0		

REQUIRED DELIVERY DATE	SHIP VIA	ESTIMATED FREIGHT	TOTAL	\$25,000.00
30-SEP-2005	BEST METHOD		▶	

ACCOUNTING CLASSIFICATION						DIST. %	AMOUNT
ACC LINE	A	B	C	D	E		
01					FRRE07	00	\$25,000.00

ISSUING OFFICE
USDA Forest Service
11 CAMPUS BLVD
STE 200
Newtown Square PA 19073
PHONE: 610-557-4248 EXT:
X: 610-557-4224 EXT:

PRINTED BY OPSSPPIERCE

ORDERED BY (NAME AND TITLE)
Patty Pierce
Contracting Officer

PHONE: 610-557-4248 EXT:
FAX: 610-557-4224 EXT:

AUTHORIZED SIGNATURE *P. Pierce*

PROCUREMENT REQUEST	TO: (Procurement Office) PURCHASING	1. REQUESTING OFFICE Communications
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INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.

RECEIVING OFFICE NO.	3. CONTRACT NUMBER <i>(If Applicable)</i>	4. ORDER DATE	6. UNIT CODE	7. FUND CODE	8. PURCHASE/DELIVERY ORDER NUMBER	9. SUB	1A. PROCUREMENT REQUEST NO. Comm-05-01
							1B. DATE 10-06-05

CHECK ONE <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order	10. TO: (Seller) Munroe Creative Partners 1435 Walnut St. Philadelphia, PA 19102	11. SHIP TO: (Cosignee and Destination) USDA Forest Svc – Communications 11 Campus Blvd. Ste 200 Newtown Square, PA 19073
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PHONE (A/C & No.) 215-563-8080	PHONE (A/C & No.) 215-563-1270	INSIDE DELIVERY REQUESTED
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12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
		<p>This is a blanket purchase order for graphic Services provided by Munroe for FY 05</p> <p><i>For additional information, please contact:</i></p> <p style="text-align: center;">Cathy Geller 610-557-4021</p> <p style="text-align: center;">TECHNICAL CONTACT TELEPHONE NO.</p>						25,000 00

21. F.O.B. POINT	22. DISCOUNT AND/OR NET PAYMENT TERMS	25. Sub-Total 0
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23. REQUIRED DELIVERY (Do not use ASAP)	23A. NEGOTIATED DELIVERY	24. SHIP VIA	26. ESTIMATED FREIGHT	27. TOTAL 0 25,000 00
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FORWARD TO: U.S. DEPARTMENT OF AGRICULTURE, National Finance Center, P.O. Box 60,000, New Orleans, LA 70160

28 ACC LINE	29. ACCOUNTING CLASSIFICATION										30 DISTRIBUTION	31 AMOUNT
	A	B	C		D	E						
2	5	10	5	3	4	1	4	1	2	4		
	FRRE07											

31a. ISSUING OFFICE NAME AND ADDRESS USDA Forest Svc.- 11 Campus Blvd. Ste 200 Newtown Square, PA 19073 ATTN:Procurement	I certify that the above items are necessary for use in the public service. TITLE Communications Director SIGNATURE OF AUTHORIZED REPRESENTATIVE
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