



Order No : PO458775 -Susan Baerg Epstein, Ltd.

Issued on Fri, 22 Mar, 2013

Supplier:

SUSAN BAERG EPSTEIN, LTD
1992 LEMNOS DRIVE
COSTA MESA , CA 92626-2626
Phone: 503.706.5781
Fax:
Contact: SUSAN BAERG EPSTEIN

Ship To:

MLK Library - Director's Office
901 G Street, NW; Room 400
Washington, DC 20001
United States

Bill To:

DC Public Library - Chief Financial Officer
901 G Street NW Room 441
Washington, DC 20001
United States
Phone: 1(202) 727-1198

Deliver To:

Katherine Thomas

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Susan Baerg Epstein will consult on ...		each	18,000	Mon, 11 Mar, 2013	\$1.00USD	\$18,000.00USD
Susan Baerg Epstein will consult on procedures for an ILL service that reflects current standards and practices for borrowing and lending, uses appropriate technology and meets DCPL customer service standards.							
If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of Contract Number: NA							
Bill To Contact: Accounts Payable							
Requester: Katherine Thomas							
Form:							
Delivery Date: Mon, 11 Mar, 2013							
PR No.: RQ802161							
Total							\$18,000.00USD

Comments

- SUBMITTED by Katherine Thomas on Friday, March 8, 2013 at 11:46 AM with comment (1 document attached)
Please see attached quote and scope of work. (Katherine Thomas, Fri, 08 Mar, 2013)
- COMMENT by aribasystem on Friday, March 22, 2013 at 8:19 AM
****GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOV****
(aribasystem, Fri, 22 Mar, 2013)
- COMMENT by aribasystem on Friday, March 22, 2013 at 8:19 AM
FOB is Destination unless specified otherwise (aribasystem, Fri, 22 Mar, 2013)
- COMMENT by aribasystem on Friday, March 22, 2013 at 8:19 AM
ALL INVOICES SHALL BE SUBMITTED TO THE 'BILL TO' ADDRESS INDICATED ON THIS PURCHASE ORDER. INVOICES SHALL INCLUDE THE PURCHASE ORDER NUMBER, CONTRACT NUMBER (IF APPLICABLE), CONTRACTOR'S NAME AND ADDRESS, INVOICE DATE, QUANTITY AND DESCRIPTION OF GOOD(S) OR SERVICE(S) FOR WHICH PAYMENT IS BEING REQUESTED, REMITTANCE ADDRESS, AND CONTACT PERSON NAME AND PHONE NUMBER IF THERE IS A PROBLEM WITH THE INVOICE. INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS

STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribasystem, Fri, 22 Mar, 2013)
