



Order No : PO481583 -Bookletters Renewal 2013

Issued on Fri, 20 Sep, 2013

Supplier:
 BOOKLETTERS, LLC
 2143 belcourt avenue
 nashville , TN 37212-7212
 Phone: 615.292.8926.14
 Fax:
 Contact: KAY MORREALE

Ship To:
 MLK Library - Collection Development and Management
 901 G Street, NW, Room 417
 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:
 Elissa Miller

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	BookLetters subscription renewal September ...		each	5,700	Thu, 05 Sep, 2013	\$1.00 USD	\$5,700.00 USD
BookLetters subscription renewal September 2013-2014. Online marketing service and website enhancement tool with database of 4 million books and media titles.							
Bill To Contact: Accounts Payable If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of Contract Number: n/a Requester: Elissa Miller Delivery Date: Thu, 5 Sep, 2013 PR No.: RQ818735							
Total							\$5,700.00 USD

Comments

- COMMENT by **aribasystem** on 09/20/2013
 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, 20 Sep, 2013)
- COMMENT by **aribasystem** on 09/20/2013
 FOB is Destination unless specified otherwise (aribasystem, Fri, 20 Sep, 2013)
- COMMENT by **aribasystem** on 09/20/2013
 ****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, 20 Sep, 2013)