"C" SERIES

CONTRACT

PRINTING, BINDING, PACKAGING, AND DELIVERING THE 2014 IOWA ACTS AND THE 2015 IOWA CODE

C-3
APPENDICES FORM

Standards and Specifications, Delivery Instructions and Schedules, and Contact Information

---

Legislative Services Agency
Legal Services Division
State Capitol
Des Moines, Iowa 50319

Mr. Glen Dickinson, Director
Mr. Richard Johnson, Legal Services Division Director
Ms. Leslie Hickey, Iowa Code Editor

Initials:				
	Glen Dickinson	7/17/2014 Date	Elton Gillespie	7/10/14 Date

TABLE OF CONTENTS

APPENDIX A PRODUCTION STANDARDS 3
TABLE A-1 GENERAL 3
TABLE A-2 PAPER STOCK 4
TABLE A-3 PAGE COMPOSITION AND PRINTING 5
APPENDIX B CONSTRUCTION STANDARDS 6
TABLE B-1 PRODUCTION ITEMS (OTHER THAN SETS OF ASSEMBLED PAGES) 6
TABLE B-2 PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES) 7
TABLE B-3 PUBLICATIONS (BINDING) 7
TABLE B-4 PUBLICATIONS (COVERS) 8
TABLE B-5 PUBLICATIONS (DECORATION) 9
APPENDIX C DELIVERY INSTRUCTIONS 11
TABLE C-1 DELIVERY OF AGENCY PRODUCTS 11
TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS 12
TABLE C-3 DESTINATION FOR PRODUCTION ITEMS 13
TABLE C-4 NUMBER OF PUBLICATIONS TO BE DELIVERED 14
TABLE C-5 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO WAREHOUSE) 14
TABLE C-6 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO STATE CAPITOL) 15
TABLE C-7 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO JUDICIAL BUILDING) 15
TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS) 16
TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS) 17
APPENDIX D PRODUCTION AND DELIVERY SCHEDULES 25
TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS) 25
TABLE D-2 KEY DEADLINES FOR DELIVERABLES (BOOKS) 27
TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT) 28
APPENDIX E LIQUIDATED DAMAGES FORMULAS 28
TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS CALCULATED AS LATE FOR A PUBLICATION 28
TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATIONS 29
TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS (OTHER THAN A SET OF ASSEMBLED PAGES) ASSOCIATED WITH A PUBLICATION 29
TABLE E-4 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS (SET OF ASSEMBLED PAGES) ASSOCIATED WITH A PUBLICATION 30
TABLE E-5 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR A PUBLICATION AND PRODUCTION ITEMS ASSOCIATED WITH A PUBLICATION 30
APPENDIX F CONTACT INFORMATION 31
TABLE F-1 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SAMPLE COVERS) 31
TABLE F-2 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SET OF DIGITAL PROOFS) 31
TABLE F-3 CONTACT INFORMATION FOR THE AGENCY DELIVERY OF PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES) 32
TABLE F-4 CONTACT INFORMATION FOR THE AGENCY DELIVERY OF PUBLICATIONS 32
TABLE F-5 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES) 33
TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS) 34
TABLE F-7 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER) 34

APPENDIX A PRODUCTION STANDARDS

TABLE A-1 GENERAL

PUBLICATION	BOOK SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS			
			AGGREGATE TOTAL		PER PUBLICATION	
Acts	7 1/2" x 10 3/4" For Page Size *See Table A-2.*	1,200	Pages	825,600	All Pages Per Publication (Book)	688
			Signatures	25,800	All Signatures Per Publication (Book)	21.5
Code	7 1/2" x 10 1/2" For Page Size *See Table A-2.*	3,800	Pages	44,870,400	All Pages Per Publication (Code)	11,808
			Signatures	1,402,200	All Signatures Per Publication (Code)	369

For paper specifications, see Table A-2

CODE	PUBLICATION ITEM						
	STATUTORY VOLUMES SET						TABLES AND GENERAL INDEX VOLUME
	I	II	III	IV	V	VI	
All Pages Per Publication	2,016	1,984	2,096	1,520	2,224	1,648	320
All Signatures Per Publication	63	62	65.5	47.5	69.5	51.5	10

APPENDIX A PRODUCTION STANDARDS
TABLE A-2 PAPER STOCK

PUBLICATION		BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT-NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
Acts		Thor Offset™	7 1/4" x 10 1/2" Finished	Blue White	Smooth Eggshell	92	88	40#	Ideal 690 Range of 650-725	pH neutral (content of 7-7.5) Resistant to oxidation and of archival quality	Preferred but not required[i]
Code	**Statutory Volumes Sets**	Featherweight Opaque™	7 1/4" x 10 1/8" Finished and trimmed to leave as much margin as possible	Cream White	English	85	90	30#	Ideal 943 Range of 900-950	↑	↑
Code	**Tables and General Index**	Offset Text™	↑	Blue White	Smooth Eggshell	92	92	60#	Ideal 440	↑	↑

[i] The recycled content must derive from postconsumer materials. To be considered recycled, the paper stock must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended (42 U.S.C. §6962); and set forth in 40 C.F.R. pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.

APPENDIX A PRODUCTION STANDARDS
TABLE A-3 PAGE COMPOSITION AND PRINTING

		IMAGE AREA FOR TYPE	FONT/ POINT SIZE	ART-WORK	INK		BLEED BARS			
					Ratio (After Conversion)	Biorenewable Products *Minimum*	Placement		Width	Number of Pages *Minimum*
PUBLICATION	**Acts**	One Column 5 1/2" x 9" with folio	Font: Imperial BT Point: Various	Minimal (Image of the State Seal)	1/1 black ink on two sides. No color (brown/light or faded black unacceptable).	10%-15%	Right side of right-hand pages	Runs entire length of the page	9/16"	Regular Session: **(1)** Tables: 1 **(2)** Index: 1 Extraordinary Session: 2 for each Extra. Sess.
	Code Statutory Volumes Sets	One Column: Generally ↑ Two Columns: **(1)** Analysis ↑ **(2)** Skeleton Index ↑	↑	↑	↑	↑	↑	**(1)** Generally ↑ **(2)** Skeleton Index: 1 7/8" long	7/16"	**(1)** Titles: 16 **(2)** Skeleton Index: 21 **(3)** Code Editor's Notes: 1 **(4)** Others possible
	Code Tables and General Index Volumes	**(1)** Tables: Multiple Columns **(2)** General Index: 1 Column ↑	↑	↑	↑	↑	↑	Runs entire length of the page	↑	**(1)** Tables: 50 **(2)** General Index: 336

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-1 PRODUCTION ITEMS (OTHER THAN SETS OF ASSEMBLED PAGES)

ITEM	PERIODS	PUBLICATION	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	Trial Performance	**Acts**	**(1) Preliminary Paper Proof Cover.** Must be a laser proof or equivalent paper proof approved by the Agency which illustrates how the publications' covers will appear when the publications are bound, including all lettering and numbering, and the location of the required impressions and foil pieces. **(2) Virtual Replica.** Lettering and numbering, and the location of the impressions, stampings, and foil pieces must be identical to those used in the production of the publications. **(3) Trimmed.** Must be trimmed to size or marked to illustrate the trim size.	1 Proof
		Code	↑	↑
	Standard Performance	**Acts**	**(1) Finished Sample.** Cover for hardbound book. *See Table B-4.* **(2) Exact Replica.** Must include the same material, blanking, stamping of impressions, and attachment of foil pieces that will be used in the production of the books. Lettering and numbering and impressions. Stamping and the foil pieces must be identical to those used in the production of the publications. **(3) Dyes.** Must be produced using the same dyes that will be used in the production of the publications unless otherwise provided by the Agency. **(4) Corners.** Inside corners must be folded in the same manner as the publications. **(5) Trimmed.** Must be trimmed to size.	1 Cover
		Code	↑	↑
SET OF DIGITAL PROOFS	Trial Performance*	**Acts**	**(1) Equivalency.** "Digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency. **(2) Exact Replica.** Must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered (by markup or replacement page) by the Agency. The Agency will review corrected pages. Contractor is not required to deliver a new set of digital proofs. **(3) Paper Size.** Paper size must not exceed 8 1/2" x 11". **(4) Print.** Must be printed in black, clearly legible type (no faded text). **(5) Assembly.** Must be assembled in the order that the Agency delivered test composed pages to the Contractor. **(6) Format.** Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and delivered to the Agency in one of the following forms: **(a) First Preference.** Printed on both sides of each sheet and stapled or folded by signature in book form. **(b) Alternative Preference.** Printed on one side of each sheet and stapled by signature at the top left-hand corner.	1 Set
		Code	↑	↑
	Standard Performance	**Acts**	**(1), (3), (4), (5), and (6)** ↑ *See Box for Trial Performance Period.* **(2) Exact Replica.** Must be exact replica of the composed pages delivered by the Agency to the Contractor in the same format as the digital proofs required to be approved by the Agency during the trial performance period.	1 Set
		Code	↑	↑

* The Agency waives this requirement.

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-2 PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

		SPECIAL INSTRUCTIONS	NUMBER
PUBLICATION	Acts	(1) **Exact Replica.** Must be sets of digital or press proofs approved by the Agency during the standard performance period (is not required to be cut to the appropriate publication size). (2) **Page Order.** Must be in sequential order by page number and signatures as required by the Agency. (3) **3-Hole Punched.** Must be 3-hole punched along the left-hand side for insertion into standard 3-ring binders.	5 Sets
	Code	↑	↑

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-3 PUBLICATIONS (BINDING)

		CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
					Type	Construction
PUBLICATION	Acts	Book block thoroughly glued, smashed, and assembled as part of casing (lined with one or more supers and gauze tape) in a manner that ensures the book block is sturdily constructed and bound to the casing.	(1) **General.** First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets. (2) **Thoroughly Glued.** The entire cambric must be completely glued to the book block (up to the head band and down to the foot band) in a manner that ensures the signatures are permanently bound.	Color must be alternating red and gold checkerboard pattern.	(1) **Full.** Full 32-page or split (e.g., half 16-page) as approved by the Agency. (2) **Prohibition.** Signatures having more than 32 pages or less than 16 pages are prohibited.	Burst bound
	Code	↑	↑	↑	↑	↑

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-4 PUBLICATIONS (COVERS)

PUBLICATION	CONSTRUCTION	MATERIALS			
		Back Line	Binder's Board	End Sheets	Cover Material
Acts	**(1) Case Bound Book.** Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary. **(2) Attached Signatures.** Signatures must be securely attached to the book block. *See Table B-3.* **(3) Corners.** For the top corner, the top fabric must be folded down and glued down before the side fabric is folded over, glued down, and trimmed at an angle. For the bottom corner, the bottom fabric must be folded up and glued down before the side fabric is folded over, glued down, and trimmed at an angle. The corner folds must be thoroughly smashed and mitered in a manner that prevents the fabric from fraying. **(4) Loose Rounded Spine.** Spine must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must not be glued to the back of the book block. **(5) Blank Pages.** The use of blank pages other than delivered to the Contractor by the Agency must be approved by the Agency. **(6) Dies.** All type and bars must be set from the sampling die on the spine.	Heavy 90# kraft on the spine area	Davey red label binder's board with .097" thickness	80# publisher white	Fabric. Tan color. Same Buckram grain commonly known as the type and variety designated as Roxite F taupe #69564, and produced by ICG-Holliston, or an equivalent cover approved by the Agency.
Code Statutory Volumes Sets	↑	↑	↑	↑	↑
Code Tables and General Index Volume	↑	↑	↑	↑	Fabric. Blue color. Same Buckram grain commonly known as the type and variety designated as Roxite Record Buckram #63043-K02, and produced by ICG-Holliston.

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-5 PUBLICATIONS (DECORATION)*

PUBLICATION	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
Acts	**Blind Stamping (Bars).** All of the following: **(1) General.** One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and sides of the book. **(2) Dies.** A die must be one piece.	**(1) Blind Stamping:** None. **(2) Type.** All of the following: **(a) Appearance and Color.** Crisp and distinct black. **(b) Location.** Centered and equal distance between the red and black foil pieces. *See Foil Pieces Box.* **(c) Content and Point Size.** Bold. The number "2". Approx. 80 pts. **(d) Font.** Times New Roman. **(e) Spacing.** N/A. **(3) Dies.** All of the following: **(a) Setting.** Type must be set from the sampling die. **(b) One Piece.** A die must be one piece.	**(1) Red Foil Piece.** All of the following: **(a) Affixed.** Affixed in a manner that is permanently attached to the book. **(b) Alignment.** Straight. **(c) Dimensions.** Approx. 1 7/8" high and wrapped to the gutter of the spine. **(d) Appearance and Color.** Type is crisp and distinct gold leaf. **(e) Location.** The top edge approx. 1 7/8" from the top edge of the book. **(f) Type.** All of the following: **(i) Location.** Centered between the sets of gold bars. **(ii) Content.** The content depends upon whether the General Assembly meets in regular session or regular session and one or more extraordinary sessions. **Regular Session Alone. 1st Line:** the word "ACTS" and the number "2014", **2nd Line:** the word "REGULAR", **3rd Line:** the word "SESSION", and **4th Line:** the number "85" and the abbrev. "G.A." **Regular and Extraordinary Session(s). 1st Line:** the word "ACTS" and the number "2014", **2nd Line:** the word "REGULAR", **3rd Line:** the word "SESSION", and **4th Line:** the words "AND EXTRA", **5th Line:** the word "SESSION" or "SESSIONS", and **6th Line:** the number "85" and the abbrev. "G.A." **(iii) Point Size.** Approx. 11 pts. **(iv) Font.** Times New Roman. **(v) Spacing.** Uniform spacing for letters, words, and numbers. **(vi) Capital Letters.** All. **(g) Bars.** Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows: **(i) Size.** For each set of bars, all of the following: **Wide Top Bars.** Approx. the size of a 12 pt. line of rule. **Thin Bottom Bars.** Not thicker than a 6 pt. line of rule. **(ii) Distance.** The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. **(iii) Placement.** For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece. **(2) Black Foil Piece.** All of the following: **(a), (b), (c), (d), and (g).** ↑ **(e) Location.** The bottom approx. 3 1/2" from the bottom edge of the book. **(f) Text.** ↑ Except **(ii)** **(ii) Content and Point Size (Various).** All of the following: **1st Line.** The word "IOWA". Approx. 12 pts. **2nd Line.** The number "85". Approx. 70 pts. **3rd Line.** The number "2014". Approx. 12 pts.

* Upon request, the Agency will deliver sample publications to the Contractor. Except for the text provided in quotation marks, the specifications are intended as a guide.

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-5 PUBLICATIONS (DECORATION) *Continued*

		FRONT AND BACK COVERS	SPINE	
			Stamping	Foil Pieces
PUBLICATION	Code Statutory Volumes Set	**(1) Blind Stamping (Bars):** ↑ **(2) Type (Front Cover).** All of the following: **(a) Appearance and Color.** Crisp and distinct black. **(b) Location.** Centered and on the top half of the book. **1st Line.** From the top of the letter "V" to the top edge cover, approx. 2". **4th Line.** From the bottom of the letters to the bottom edge of the book, approx. 5 1/2". **(c) Content and Point Size (Various).** Bold. All of the following: **1st Line.** The word "VOLUME" and the Roman numeral designating the volume number. Approx. 30 pts. with the letter "V" and the Roman numeral, approx. 42 pts. **2nd Line.** The words "CODE OF IOWA". Approx. 46 pts. **3rd Line.** The number "2015". Approx. 30 pts. **4th Line.** The word "CHAPTERS" and the Arabic numerals referring to the chapters expressed as a range (e.g., "CHAPTERS 123 to 255A"). Approx. 24 pts. **(d) Font.** Times New Roman. **(e) Spacing.** Standard spacing for letters and words in "CODE OF IOWA" and nonstandard spacing for lines (approx. 7/16" between 1st and 2nd line, 1/2" between 2nd and 3rd lines, and 9/16" between the 4th and 5th lines). **(f) Capital Letters.** All. **(3) Dies.** All of the following: **(a) Setting.** Type and bars must be set from the sampling die on the spine. **(b) One Piece.** A die must be one piece.	**(1) Blind (Bars).** Six evenly spaced. **1st.** From the top to the top edge of the book, approx. 1/4". **2nd.** From the bottom to the top of the red foil piece, approx. 1/4". **3rd.** Immediately below the red foil piece. **4th.** Immediately above the black foil piece. **5th.** From the top to the bottom of the black foil piece, approx. 1/4". **6th.** From the bottom to the bottom edge of the book, approx. 1/4". **(2) Type.** All of the following: **(a) Appearance.** Crisp and distinct black. **(b) Location.** Lines 1-3 centered and equal distance between the red and black foil pieces; immediately below the 3rd bar and immediately above the 4th bar. *See Foil Pieces Box.* For Volume VI, line 4 centered 7/8" from the bottom of the black foil. **(c) Content and Point Size (approx. 19 pts.).** All of the following: **1st Line.** The word "VOLUME" and a Roman numeral designating the volume number. **2nd Line.** The word "CHAPTERS". **3rd Line.** The chapters designation. *See Front and Back Covers Box.* **(d) Font.** Times New Roman. **(e) Spacing.** Standard spacing for letters, words, digits, and numbers. **(f) Capital Letters.** All. **(3) Dies.** All of the following: **(a) Setting.** Type and bars must be set from the sampling die. **(b) One Piece.** A die must be one piece.	**(1) Red Foil Piece.** All of the following: **(a), (b), (c), (d), and (g)** ↑ **(e) Location.** The top edge approx. 2 1/4" from the top edge of the book. **(f) Type.** All of the following: **(i) Location.** Centered between the sets of gold bars. **(ii) Content and Point Size (Various).** All of the following: **1st Line.** The word "CODE". Approx. 34 pts. **2nd Line.** The word "OF". Approx. 18 pts. **3rd Line.** The word "IOWA". Approx. 34 pts. **(iii) Font.** *See Stamping Box.* **(iv) Spacing.** Extra spacing between the letters "CODE" and "IOWA" and uniform spacing between lines (approx. 1/8"). **(v) Capital Letters.** All. **(2) Black Foil Piece.** All of the following: **(a), (b), (c), (d), and (g).** ↑ **(e) Location.** From the bottom to the bottom edge of the book, approx. 2 5/8". **(f) Type.** All of the following: **(i) Location.** Centered between the sets of bars. **(ii) Content and Point Size.** The number "2015". Approx. 28 pts. **(iii) Font.** Times New Roman. **(iv) Spacing.** Standard spacing for numbers. **(v) Capital Letters.** N/A.

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-5 PUBLICATIONS (DECORATION) *Continued*

PUBLICATION	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
Code Tables and General Index Volume	**(1) Blind Stamping (Bars):** ↑ **(2) Type (Front Cover).** Bold. All of the following: **(a) Appearance and Color.** Crisp and distinct black. **(b) Location.** Centered and on the top half of the book. **1st Line.** From the top of the letters "TABLES" to the top edge of the book, approx. 1 1/2". **6th Line.** From the bottom of the number "2015" to the bottom edge of the book, approx. 3 1/4". **(c) Content and Point Size (Various).** All of the following: **1st Line.** The word "TABLES". Approx. 42 pts. **2nd Line.** The word "AND". Approx. 25 pts. **3rd Line.** The word "GENERAL". Approx. 42 pts. **4th Line.** The word "INDEX". Approx. 42 pts. **5th Line.** The words "TO THE". Approx. 28 pts. **6th Line.** The words "CODE OF IOWA". Approx. 50 pts. **7th Line.** The number "2015". Approx. 30 pts. **(d) Font.** Times New Roman. **(e) Spacing.** Extra spacing for letters "TABLES", "GENERAL", and "INDEX". Standard spacing for the letters, words, digits, and numbers "AND", "TO THE", "CODE OF IOWA", and "2015". Uniform spacing for lines (approx. 1/2" between lines). **(f) Capital Letters.** All. **(3) Dies.** ↑	**(1) Blind (Bars):** ↑ **(2) Type (Spine).** All of the following: **(a) Appearance.** Crisp and distinct black. **(b) Location.** All of the following: **1st Line.** The top of the letters approx. 3/8" from the bottom of the red foil piece. **2nd Line.** The bottom of the letters approx. 1 3/16" from the top of the black foil piece. **(c) Content and Point Size (Various).** Bold. All of the following: **1st Line.** The word "TABLES". Approx. 18 pts. **2nd Line.** The word "AND". Approx. 15 pts. **3rd Line.** The word "GENERAL". Approx. 18 pts. **4th Line.** The word "INDEX". Approx. 18 pts. **(d) Font.** Times New Roman . **(e) Spacing.** All letters and digits may be compressed to fit on the spine (approx. 1/8") so long as words and numbers are reasonably legible. Standard spacing between the words. **(f) Capital Letters.** All. **(3) Dies.** ↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-1 DELIVERY OF AGENCY PRODUCTS

PUBLICATION	SPECIAL INSTRUCTIONS
Acts	**(1) Sample Publication.** Upon request, the Agency will deliver a 2013 edition of the Iowa Acts to the Contractor. **(2) Composed Pages.** Agency will deliver composed pages to the Contractor as follows: **(a) Format.** The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor. **(b) Electronic Delivery.** The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's Internet website. **(c) Paper Copies.** The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency. **(d) Incremental Delivery.** During the standard performance period, the Agency may deliver composed pages to the Contractor in installments by groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.
Code	**(1) Sample Publication.** Upon request, the Agency will deliver a set of the 2013 edition of the Iowa Code and the 2011 Tables and Index Volume to the Contractor. **(2)** ↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS

		SPECIAL INSTRUCTIONS
PUBLICATION	**Acts**	**(1) Common Carrier Requirement.** If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) production items or books, the following apply: **(a) Courier.** The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency. **(b) Freight Company.** The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solution, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency. **(2) Courier and Freight Company.** All of the following apply: **(a) Less Weight.** A shipment of less than 800 lbs. may be made by a courier or a freight company. **(b) More Weight.** A shipment of 800 lbs. or more must only be made by a freight company. **(3) Publications.** For publications, all of the following apply: **(a) Contents Identified.** One side of each carton must reasonably indicate its contents: "2014 IOWA ACTS" and the number of books included. **(b) Bulk Packaging.** The publications must be packaged in bulk cartons with 5% (excluding overruns) placed in individual cartons. **(c) Errata or Information Sheet.** Each publication may contain an errata or information sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor. **(d) Weight.** A carton must not exceed 35 lbs. **(e) Loading.** All of the following: **(i) Skids.** Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap. **(ii) Pallets.** All of the following: Each package must fit on a 3' 4" x 5' pallet without overhang. A pallet must not be double stacked. **(4) F.O.B. and Risks.** The Contractor must deliver production items and publications free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and publications into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or publication. **(5) Specifications.** The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.
	Code	**(1), (2), (4), and (5)** ↑ **(3) Publications.** For publications, all of the following apply: **(a) Contents Identified.** One side of each box must reasonably indicate its contents: "2015 CODE OF IOWA" and the number of volumes "VOLUMES I-VI". Beneath the phrase "VOLUMES I-VI" shall be printed "TABLES AND GENERAL INDEX". Beneath the phrase "TABLES" and GENERAL INDEX" shall be printed "DVD to be mailed to you" . **(b) Volume Packaging.** Each set of volumes of a publication must be packaged in a single box. **(c) Errata or Information Sheet.** Each box may contain an errata or information sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor. **(d) Weight.** N/A. **(e) Loading.** ↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-3 DESTINATION FOR PRODUCTION ITEMS

PUBLICATION	PRODUCTION ITEM	ADDRESSEE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	SAMPLE COVER	Ms. Leslie Hickey Iowa Code Editor	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	**(1) Contact.** Contact the addressee one business day prior to delivery. *For contact information, see Appendix F.* **(2) Delivery Day.** Business Day. **(3) Delivery Time.** Generally, 8:00 a.m. - 4:30 p.m. Central Time. Delivery after 10:30 a.m. is considered delivery on the next business day. **(4) Contact Persons.** *See Tables F-1 through F-5.*
	SET OF DIGITAL PROOFS	Mr. Roger Karns Supervisor, Tables and Indexing Unit	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	
	SETS OF ASSEMBLED PAGES	Mr. Roger Karns Supervisor, Tables and Indexing Unit	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	
Code	SAMPLE COVER	↑	↑	↑
	SET OF DIGITAL PROOFS	↑	↑	↑
	SETS OF ASSEMBLED PAGES	↑	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-4 NUMBER OF PUBLICATIONS TO BE DELIVERED[ii]

PUBLICATION	TOTAL	NORMAL	SPECIAL
Acts	1,200	747	453
Code	3,800	2,937	863

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-5 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO WAREHOUSE)

PUBLICATION	NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	609	Grimes State Office Building (Warehouse) 400 East 14th St. and Grand Ave. Des Moines, Iowa 50319	(1) **General.** All of the following: (a) **Delivery Day.** Business Day. (b) **Delivery Time.** 8:00 a.m. - 4:30 p.m. (Central Time). (2) **Location.** The Warehouse is located off Walnut Ave between 13th and 14th Str. (3) **Low Dock.** The dock is inside the building, and there are no accommodations to unload by forklift. All pallets must be unloaded by pallet jacks located at the dock. The maximum clearance for the dock is 13' 4". A shipment by a truck that exceeds the 13' 4" clearance shall be deemed undelivered. (4) **Contact Person:** (a) **Agency's Contact Person.** Contact the Agency's contact person one business day prior to delivery. *See Table F-4.* (b) **Agency's Designee.** Contact the Agency's designee person one business day prior to delivery and when the shipment arrives at the Warehouse. The Agency's designee at the Warehouse is as follows: Mr. Danny Beck Telephone: (515) 281-5053 E-mail: Danny.Beck@iowa.gov
Code	2,508	↑	↑

[ii] The number of publications reserved for Normal Delivery and Special Delivery will be determined after the execution of the contract. The parties will adjust the contract price after the contract's execution.

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-6 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO STATE CAPITOL)

PUBLICATION	NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	53	State Capitol Building 1007 E Grand Ave, Des Moines Iowa 50319 Room G-01	**(1) General.** All of the following: **(a) Delivery Day.** Business Day. **(b) Delivery Time.** 8:00 a.m. - 4:30 p.m. (Central Time). **(2) Same Shipment.** Deliver as part of the same shipment to the Grimes State Office Building Warehouse. **(3) Location.** Deliver to the west side of the building (circular drive). **(4) No Dock.** It is customary to unload using truck equipped with a "Tommy lift" or "lift gate." **(5) Transport within Building.** Books must be delivered by handcart to Room G-01 on the ground floor (basement level). **(6) Contact Person.** Contact the Agency's contact person one business day prior to delivery and when the shipment arrives. *See Table F-4.* The Agency's principal contact person is as follows: Mr. Doug Adkisson Telephone: (515) 281-3884 E-mail: Doug.Adkisson@legis.iowa.gov
Code	344	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-7 DESTINATION FOR PUBLICATIONS (NORMAL DELIVERY TO JUDICIAL BUILDING)

PUBLICATION	NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Acts	85	Iowa Judicial Branch Building 1111 East Court Avenue Des Moines, IA 50319	**(1) General.** All of the following: **(a) Delivery Day.** Business Day. **(b) Delivery Time.** 8:00 a.m. - 4:30 p.m. (Central Time). **(2) Same Shipment.** Deliver as part of the same shipment to the Grimes State Office Building Warehouse and the State Capitol Building. **(3) Location.** Deliver in the parking lot area to the gate and push the button for security in order to access the unloading area. **(4) No Dock.** It is customary to unload using truck equipped with a "Tommy lift" or "lift gate." **(5) Contact Person:** **(a) Agency's Contact Person.** Contact the Agency's contact person one business day prior to delivery. *See Table F-4.* **(b) Agency's Designee.** Contact the Agency's designee person one business day prior to delivery and when the shipment arrives at the Judicial Building. The Agency's designee at the Judicial Building is as follows: Ms. Peggy Sullivan Telephone: (515) 242-0171 E-mail: peggy.sullivan@iowacourts.gov
Code	85	↑	↑

APPENDIX C DELIVERY INSTRUCTIONS

TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS)

DROP SHIPMENT TO THE 4TH, 7TH, AND 8TH JUDICIAL DISTRICTS

ADDRESSEE	ADDRESS		NUMBER	CONTACT INFORMATION		SPECIAL INSTRUCTIONS
				Acts	Code	
4th	Name	Kent Wirth	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502	41	41	Ship to the south side of the Courthouse, 5th Avenue (designated as the buildings and grounds garage).
	Telephone	712-328-5733				
	E-Mail	kent.wirth@iowacourts.gov				
7th	Name	Richard Brus	Scott County Courthouse 400 W. 4th Street Davenport, IA 52801	75	75	Contact Mr. Brus at least one business day prior to delivery.
	Telephone	563-326-8712				
	E-Mail	richard.brus@iowacourts.gov				
8th	Name	Chris Sinnott	Court Administration 211 E. 4th Street Ottumwa, IA 52501	120	120	**(1)** Ship to first floor. **(2)** Do not drive up the hill. **(3)** The truck can back in and use the side entrance door under the canopy.
	Telephone	641-684-6502				
	E-Mail	chris.sinnott@iowacourts.gov				

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
1ST JUDICIAL DISTRICT

ADDRESSEE		ADDRESS					NUMBER		CONTACT INFORMATION	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Elizabeth Nuss	Clerk of Court	Allamakee	110 Allamakee St. PO Box 248	Waukon	IA	52172	3	3	563-568-6351	elizabeth.nuss@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Fayette	114 N. Vine St. PO Box 458	West Union	IA	52175	5	5	563-382-2469	elizabeth.nuss@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Winneshiek	201 W. Main	Decorah	IA	52101	4	4	563-382-2469	elizabeth.nuss@iowacourts.gov
Waynette Saul	Clerk of Court	Buchanan	210 5th Ave. NE PO Box 259	Independence	IA	50644	3	3	319-833-3256	waynette.saul@iowacourts.gov
Waynette Saul	Clerk of Court	Grundy	706 G Ave.	Grundy Center	IA	50658	4	4	319-824-5229	waynette.saul@iowacourts.gov
Damian Baltes	Clerk of Court	Chickasaw	8 E. Prospect PO Box 467	New Hampton	IA	50659	3	3	641-394-2106	damian.baltes@iowacourts.gov
Damian Baltes	Clerk of Court	Howard	137 N. Elm St.	Cresco	IA	52136	3	3	641-394-2106	damian.baltes@iowacourts.gov
Linny Emrich	Clerk of Court	Clayton	111 High St. PO Box 418	Elkader	IA	52043	3	3	563-245-2204	linny.emrich@iowacourts.gov
Linny Emrich	Clerk of Court	Delaware	301 E. Main PO Box 527	Manchester	IA	52057	4	4	563-927-4942	linny.emrich@iowacourts.gov
Deb Calhoun	Court Administrator	Dubuque	720 Central Ave. PO Box 1220	Dubuque	IA	52004	14	14	563-589-4448	deb.calhoun@iowacourts.gov
Diane Lantz	Clerk of Court	Black Hawk	316 E. 5th St. PO Box 9500	Waterloo	IA	50704-9500	32	32	319-833-3332	diane.lantz@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
2ND JUDICIAL DISTRICT

ADDRESSEE		ADDRESS					NUMBER		CONTACT INFORMATION	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Patty Freund	Clerk of Court	Boone	201 State St.	Boone	IA	50036	1	5	(515) 433-0561	patty.freund@iowacourts.gov
Patty Freund	Clerk of Court	Greene	114 N. Chestnut	Jefferson	IA	50129	2	6	(515) 433-0561	patty.freund@iowacourts.gov
Julie Kneip	Clerk of Court	Bremer	415 E. Bremer Ave.	Waverly	IA	50677	2	7	(319) 352-5661	julie.kneip@iowacourts.gov
Julie Kneip	Clerk of Court	Floyd	101 S. Main St., Suite 305	Charles City	IA	50616	0	5	(319) 352-5661	julie.kneip@iowacourts.gov
Deb Bausman	Clerk of Court	Butler	428 6th St.	Allison	IA	50602	0	3	(641) 456-5626	debra.bausman@iowacourts.gov
Deb Bausman	Clerk of Court	Franklin	12 1st Ave., N.W.	Hampton	IA	50441	0	3	(641) 456-5626	debra.bausman@iowacourts.gov
Donna Geery	Clerk of Court	Calhoun	416 4th St., Suite 5	Rockwell City	IA	50579	0	3	(712) 662-7791	donna.geery@iowacourts.gov
Donna Geery	Clerk of Court	Sac	100 N.E. State St.	Sac City	IA	50583	0	3	(712) 662-7791	donna.geery@iowacourts.gov
Linda Frank	Clerk of Court	Carroll	114 E. 6th St.	Carroll	IA	51401	1	5	(712) 792-4327	linda.frank@iowacourts.gov
Karen Purcell	Clerk of Court	Mitchell	508 State St.	Osage	IA	50461	1	4	(641) 494-3637	karen.purcell@iowacourts.gov
Karen Purcell	Clerk of Court	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	5	12	(641) 494-3637	karen.purcell@iowacourts.gov
Scott Hand	Court Administrator	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	0	1	(641) 421-0990	scott.hand@iowacourts.gov
Diane Ryerson	Clerk of Court	Hardin	1215 Edgington Ave.	Eldora	IA	50627	0	3	(641) 858-3461	diane.ryerson@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
2ND JUDICIAL DISTRICT Continued

ADDRESSEE		ADDRESS					NUMBER		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Carolyn Haney	Clerk of Court	Marshall	17 E. Main St.	Marshalltown	IA	50158	3	10	(641) 754-1603	carolyn.haney@iowacourts.gov
Carol Williams	Clerk of Court	Pocahontas	99 Court Square, Ste. 6	Pocahontas	IA	50574	0	3	(712) 335-4208	carol.williams@iowacourts.gov
Diane Tott	Clerk of Court	Story	1315 S. B Ave.	Nevada	IA	50201	6	13	(515) 382-7410	diane.tott@iowacourts.gov
Diane Tott	Clerk of Court	Ames	515 Clark Ave.	Ames	IA	50010	0	4	(515) 382-7410	diane.tott@iowacourts.gov
Barb Lovick	Clerk of Court	Winnebago	126 S. Clark St., Suite 6	Forest City	IA	50436	0	3	(641) 585-4520	barbara.lovick@iowacourts.gov
Barb Lovick	Clerk of Court	Worth	1000 Central Ave.	Northwood	IA	50459	0	3	(641) 585-4520	barbara.lovick@iowacourts.gov
Barb Lovick	Clerk of Court	Hancock	855 State St.	Garner	IA	50438	1	4	(641) 585-4520	barbara.lovick@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Wright	115 N. Main	Clarion	IA	50525	0	3	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Hamilton	2300 Superior St., Suite 9	Webster City	IA	50595	2	6	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Humboldt	203 Main St.	Dakota City	IA	50529	1	4	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Janelle Groteluschen	Clerk of Court	Webster	701 Central, 2nd Floor	Fort Dodge	IA	50501	3	12	(515) 576-7115	janelle.groteluschen@iowacourts.gov
Bill Watson	Court Administrator	Webster	701 Central, 4th Floor	Fort Dodge	IA	50501	0	1	(515) 574-3751	bill.watson@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
3RD JUDICIAL DISTRICT

ADDRESSEE		ADDRESS					NUMBER		CONTACT INFORMATION	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Joann Kinnetz	Clerk of Court	Buena Vista	215 E. 5th St.	Storm Lake	IA	50588	0	7	712-749-2546	joann.kinnetz@iowacourts.gov
Cheryl Kaskey	Clerk of Court	Cherokee	520 W. Main St.	Cherokee	IA	51012	0	6	712-225-6744	cheryl.kaskey@iowacourts.gov
Laurie Janssen	Clerk of Court	Clay	215 W. 4th St., Ste. 4	Spencer	IA	51301	0	9	712-262-4335	laurie.janssen@iowacourts.gov
Karen Kahl	Clerk of Court	Crawford	1202 Broadway St., Ste. 1P	Denison	IA	51442	0	5	712-263-2242	karen.kahl@iowacourts.gov
Marcia Eckerman	Clerk of Court	Dickinson	1802 Hill Ave., Ste. 2506	Spirit Lake	IA	51360	0	7	712-336-1138	marcia.eckerman@iowacourts.gov
Cynthia Kelly	Clerk of Court	Emmet	609 1st Ave. N	Estherville	IA	51334	0	5	712-362-3325	cynthia.kelly@iowacourts.gov
Beth Farley	Leadworker/ Clerk of Court Office	Ida	401 Moorehead St.	Ida Grove	IA	51445	0	5	712-364-2628	beth.farley@iowacourts.gov
Anne Kiess	Judicial Clerk III	Kossuth	114 W. State St.	Algona	IA	50511	0	5	515-295-3240	anne.kiess@iowacourts.gov
Judy DeBoer	Leadworker/ Clerk of Court Office	Lyon	206 S. 2nd Ave.	Rock Rapids	IA	51246	0	5	712-472-8530	judy.deboer@iowacourts.gov
Jean Ulven	Leadworker/ Clerk of Court Office	Monona	610 Iowa Ave.	Onawa	IA	51040	0	5	712-472-2491	jean.ulven@iowacourts.gov
Kim Tewes	Judicial Clerk III/Clerk of Court	O'Brien	155 S. Hayes Ave.	Primghar	IA	51245	0	5	712-957-3255	kim.tewes@iowacourts.gov
Stephanie Wollmuth	Clerk of Court	Osceola	300 7th St.	Sibley	IA	51249	0	4	712-754-3595	stephanie.wollmuth@iowacourts.gov
Mary Ellen Munn	Clerk of Court	Palo Alto	1010 Broadway	Emmetsburg	IA	50536	0	4	712-852-3603	mary.munn@iowacourts.gov
Peggy Frericks	Clerk of Court	Plymouth	215 4th Ave. S.E.	Le Mars	IA	51031	0	6	712-546-4215	peggy.frericks@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
3RD JUDICIAL DISTRICT Continued

ADDRESSEE		ADDRESS					NUMBER		CONTACT INFORMATION	
							Acts	Code	Telephone	E-mail
Debra Fischer	Clerk of Court	Sioux	210 Central Ave. S.W.	Orange City	IA	51041	0	6	712-737-2286	deb.fischer@iowacourts.gov
Debbie Schmith	Account/ Auditor I/DCA Office	Woodbury	620 Douglas St., Ste. 210	Sioux City	IA	51101	0	30	712-279-6630	debbie.schmith@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
5TH JUDICIAL DISTRICT

ADDRESSEE		ADDRESS					NUMBER		CONTACT INFORMATION	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Stacey Armstrong	Clerk of Court	Adair	400 Public Square	Greenfield	IA	50849-0389	2	4	641-743-2445	stacey.armstrong@iowacourts.gov
Linda Graves	Clerk of Court	Clarke	100 S. Main St.	Osceola	IA	50213	2	4	641-342-6096	linda.graves@iowacourts.gov
Marsha McDermott	Clerk of Court	Dallas	801 Court St.	Adel	IA	50003-1485	6	17	515-993-6854	marsha.mcdermott@iowacourts.gov
Traci Tharp	Clerk of Court	Decatur	207 N. Main St.	Leon	IA	50144	2	6	641-446-4331	traci.tharp@iowacourts.gov
Traci Tharp	Clerk of Court	Wayne	101 Franklin Rd.	Corydon	IA	50060	2	5	641-872-2264	traci.tharp@iowacourts.gov
Leisa Imboden	Clerk of Court	Guthrie	200 N. 5th St.	Guthrie Center	IA	50115	2	4	641-747-3415	leisa.imboden@iowacourts.gov
Carol Sage	Clerk of Court	Jasper	101 1st St. N	Newton	IA	50208	5	13	641-792-3255	carol.sage@iowacourts.gov
Carol Sage	Clerk of Court	Marion	214 E. Main St.	Knoxville	IA	50138	4	12	641-828-2207	carol.sage@iowacourts.gov
Vicky Black	Clerk of Court	Lucas	916 Braden Ave.	Chariton	IA	50049	2	5	641-774-4421	vicky.black@iowacourts.gov
Janice Bowers	Clerk of Court	Madison	112 N. John Wayne Dr.	Winterset	IA	50273-0152	2	5	515-462-4451	janice.bowers@iowacourts.gov
Sherrie Schuck	Admin. Asst.	Polk	500 Mulberry St.	Des Moines	IA	50309-4238	62	110	515-286-3198	sherrie.schuck@iowacourts.gov
Jackie Saville	Clerk of Court	Adams	500 9th St.	Corning	IA	50841	2	4	712-523-2095	jackie.saville@iowacourts.gov
Jackie Saville	Acting Clerk of Court	Ringgold	109 W. Madison St.	Mount Ayr	IA	50854-0523	2	5	712-523-2095	jackie.saville@iowacourts.gov
Jackie Saville	Clerk of Court	Taylor	405 Jefferson St.	Bedford	IA	50833	2	4	712-523-2095	jackie.saville@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
5TH JUDICIAL DISTRICT Continued

ADDRESSEE		ADDRESS					NUMBER		CONTACT INFORMATION	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Allison Danilovich	Clerk of Court	Union	300 N. Pine St.	Creston	IA	50801	2	4	641-782-7315	allison.danilovich@iowacourts.gov
Cathie Hullinger	Clerk of Court	Warren	115 N. Howard St.	Indianola	IA	50125	5	10	515-961-1069	cathie.hullinger@iowacourts.gov

APPENDIX C DELIVERY INSTRUCTIONS
TABLE C-9 DESTINATIONS FOR PUBLICATIONS
(SPECIAL DELIVERY TO JUDICIAL DISTRICTS)
6TH JUDICIAL DISTRICT

Addressee		Address					NUMBER		Contact Information	
Name	Title	Courthouse	Street	City	State	Zip Code	Acts	Code	Telephone	E-mail
Cindy Forsyth	Clerk of Court	Benton	111 E. Fourth Street	Vinton	IA	52349	1	7	(319) 472-2766	cynthia.forsyth@iowacourts.gov
Cindy Forsyth	Clerk of Court	Iowa	901 Court Avenue	Marengo	IA	52301	1	7	(319) 472-2766	cynthia.forsyth@iowacourts.gov
Roxann Repstien	Clerk of Court	Linn	51 - 3rd Avenue Bridge	Cedar Rapids	IA	52401	1	35	(319) 398-3411	roxann.repstien@iowacourts.gov
Roxann Repstien	Clerk of Court	Linn County Juvenile Justice Center	211 8th Ave. SW	Cedar Rapids	IA	52404	1	11	(319) 398-3411	roxann.repstien@iowacourts.gov
Roxann Repstien	Clerk of Court	Jones	500 West Main Street	Anamosa	IA	52205	1	7	(319) 398-3411	roxann.repstien@iowacourts.gov
Connie Rohach	Clerk of Court	Tama	100 West High Street	Toledo	IA	52342	1	9	(641) 484-3721	connie.rohach@iowacourts.gov
Kim Halverson	Clerk of Court	Johnson	417 South Clinton Street	Iowa City	IA	52240	1	21	(319) 356-6060	kim.halverson@iowacourts.gov

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS)

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
TRIAL PERFORMANCE	Paper Proof Covers	Acts	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a paper proof cover to the Agency (State Capitol) for approval.	Within 10 calendar days after the Contractor delivers the paper proof cover, the Agency must deliver notice or marked up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
		Code Statutory Volumes	↑	↑
		Code Tables and General Index Volume	↑	↑
	Sets of Digital Proofs	Acts	Within 5 business days after the Agency delivers test composed pages to the Contractor, the Contractor must deliver 2 sets of digital proofs to the Agency (State Capitol) for approval (delivery by 10:30 a.m. Central Time).	Within 1 business day after the Contractor delivers the sets of digital proofs, the Agency must deliver notice or marked up sets of digital proofs (or parts of sets) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the sets of digital proofs to the Agency by 10:30 a.m. Central Time.
		Code Statutory Volumes	↑	↑
		Code Tables and General Index Volume	↑	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-1 KEY DEADLINES FOR DELIVERABLES (PRODUCTION ITEMS) *Continued*

PERIOD	TYPE	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	Finished Cover	Acts	Within 15 calendar days after the Agency delivers its final page count for the books to the Contractor, the Contractor must deliver 1 finished cover to the Agency (State Capitol) for approval.	Within 5 calendar days after the Contractor delivers the finished cover, the Agency must deliver notice or marked up finished cover to the Contractor (stating approval, qualified approval, or disapproval).
		Code Statutory Volumes Set	For each statutory volume of the Code ↑	For each statutory volume of the Code ↑
		Code Tables and General Index Volume	↑	↑
	Sets of Digital Proofs	Acts	Within 5 business days after the Agency delivers composed pages to the Contractor, the Contractor must deliver 2 sets of digital proofs to the Agency (State Capitol) for approval (delivery by 10:30 a.m. Central Time).	Within 1 business day after the Contractor delivers the sets of digital proofs to the Agency, the Agency must deliver notice or marked up sets of digital proofs (or parts of sets) to the Contractor (stating approval, qualified approval, or disapproval), assuming that the Contractor delivers the sets of digital proofs to the Agency by 10:30 a.m. Central Time. The Agency's approval or disapproval of 1 set of digital proofs is deemed as the approval or disapproval of both sets of digital proofs. If the Agency approves a set of digital proofs with qualification or disapproves a set of digital proofs, the Agency may return an entire set of digital proofs, or any part of the set of digital proofs, to the Contractor with markings indicating where any deficiencies were found.
		Code Statutory Volumes Set	For each statutory volume of the Code ↑	For each statutory volume of the Code ↑
		Code Tables and General Index Volume	↑	↑
	Sets of Assembled Pages	Acts	Within 4 business days after the Agency delivers its approval of the final sets of digital proofs for a book, the Contractor must deliver 5 sets of assembled pages to the Agency (State Capitol).	No response necessary.
		Code Statutory Volumes Set	For each statutory volume of the Code ↑	For each statutory volume of the Code ↑
		Code Tables and General Index Volume	↑	↑

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-2 KEY DEADLINES FOR DELIVERABLES (BOOKS)

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
STANDARD PERFORMANCE	**Acts**	Within 30 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver the total number of Acts ordered to the Agency, including as part of Normal Delivery and Special Delivery. *See Tables C-4 through C-9.*	Within 42 calendar days after the Contractor delivers all Acts to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following: **(1) Accept or Reject Publication Items (Books).** The Agency accepts or rejects any number of the publication items. **(2) Notice to Extend Time.** The Agency reserves a total of 70 calendar days to accept or reject any number of the publication items.
	Code **Statutory Volumes Sets and Tables and General Index Volumes**	Within 30 calendar days after the Agency delivers its approval of final sets of digital proofs, the Contractor must deliver the total number of Codes ordered to the Agency, including as part of Normal Delivery and Special Delivery. *See Tables C-4 through C-9.*	Within 42 calendar days after the Contractor delivers all Codes to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following: **(1) Accept or Reject Publication Items (Books).** The Agency accepts or rejects any number of publication items and may reject complete Codes if 3 or more statutory volumes in a statutory volumes set are rejected. **(2) Notice to Extend Time.** The Agency reserves a total of 70 calendar days to accept or reject any number of publication items, statutory volume sets, or Codes.

APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-3 KEY DEADLINES FOR DELIVERABLES (PAYMENT)

PERIOD	PUBLICATION	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
POST STANDARD PERFORMANCE	**Acts**	After the Agency delivers its approval of all Acts required to be delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (base amount subject to any adjustments as provided in the contract (C-1)). *See Table D-2.*	Generally, within 90 days of the Contractor's delivery of an invoice to the Agency for the contract price (base amount subject to any adjustments as provided in the contract), the Agency will approve the invoice and deliver payment of the contract price to the Contractor.
	Code **Statutory Volumes Sets and Tables and Index Volumes**	After the Agency delivers its approval of all Codes required to be delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (base amount subject to any adjustments as provided in the contract (C-1)). *See Table D-2.*	↑

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS CALCULATED AS LATE FOR A PUBLICATION

PUBLICATION ITEM			CAUSE	NUMBER OF DAYS
Acts	**Code**	**Volume or Statutory Volumes Set**	#1 Unsatisfactory.....	= 10.0
		Tables and General Index Volume	#2 Improperly Shipped or Loaded.....	= 3.0
Production Item Other than a Set of Assembled Pages			Late Delivery	
			#3 a. General.....	= 0.25
			b. Response.....	= 0.10
			#4 Unsatisfactory.....	= 0.15

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATIONS

			Predetermined Rate			Calendar Days Publication Item Delivered Late				Amount of Liquidated Damages Per Publication Item		Total Number of Publication Items Delivered		Total Liquidated Damages		
						Actual (if applicable)		Predetermined (if applicable)								
PUBLICATION	**Acts**		$0.20 Per Book			x	____	or	____	=	____	x	____	=	$	____
	Code Statutory Volumes Sets	Publication Item (Volume)	*Apply the Lesser Rate:*	$0.15 x Number of Publication Items (Volumes)	=	x	____	or	____	=	____	x	____	=	$	____
		Statutory Volumes Set		$0.45												
	Code Tables and General Index Volumes		$0.05 Per Publication Item (Book)			x	____	or	____	=	____	x	____	=	$	____

TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS (OTHER THAN A SET OF ASSEMBLED PAGES) ASSOCIATED WITH A PUBLICATION

			Predetermined Rate Per Publication			Actual Calendar Days Production Item Delivered Late (if Applicable)		Predetermined Number of Calendar Days Publication Delivered Late		Amount of Liquidated Damages Per Publication Delivered Late		Total Number of Publications Delivered Late		Total Liquidated Damages		
PUBLICATION	**Acts**		$0.20 Per Publication Item (Book)			x	____	x	____	=	____	x	____	=	$	____
	Code Statutory Volumes Sets	Publication Item (Volume)	*Apply the Lesser Rate:*	$0.15 x Number of Publication Items (Volumes) Associated with the Production Item	x	x	____	x	____	=	____	x	____	=	$	____
		Statutory Volumes Set		$0.45 Per Set												
	Code Tables and General Index Volumes		$0.05 Per Book			x	____	x	____	=	____	x	____	=	$	____

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-4 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES) ASSOCIATED WITH A PUBLICATION

PUBLICATION		Predetermined Rate Per Set of Assembled Pages		Actual Business Days One Set of Assembled Pages Delivered Late	Amount of Liquidated Damages One Set of Assembled Pages Delivered Late	Total Number of Sets of Assembled Pages Delivered Late	Total Liquidated Damages
Acts		$10.00		x ____	= ____	x ____	= $ ____
Code Statutory Volumes Sets	Publication Item (Volume)	*Apply the Lesser Rate:*	$5.00 x One Set of Assembled Pages Per Volume = ____	x ____	= ____	x ____	= $ ____
	Statutory Volumes Set		$20.00				
Code Tables and General Index Volumes		$2.50		x ____	= ____	x ____	= $ ____

TABLE E-5 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR A PUBLICATION AND PRODUCTION ITEMS ASSOCIATED WITH A PUBLICATION

	Item			Category of Breach	Maximum (Percent of Contract Price)
Publications	**Acts**			Late Deliveries	20.00%
	Code Statutory Volumes Sets and Tables and Index Volumes	**Apply the Lessor Rate**	**Total Number of Volumes in Statutory Volumes Sets**	Unsatisfactory Production or Materials or Workmanship	15.00%
			Statutory Volumes Sets		
		Tables and General Index Volumes		Improperly Packaging or Shipping	2.50%
Production Items	**All Production Items Other than Sets of Assembled Pages**			Late Deliveries	2.00%
				Unsatisfactory Production Materials or Workmanship	1.50%
				Late Deliveries of Responses	0.50%
	All Sets of Assembled Pages			Late Deliveries	0.50%

APPENDIX F CONTACT INFORMATION

TABLE F-1 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SAMPLE COVERS)

PUBLICATION		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Ms. Leslie Hickey Iowa Code Editor	Mr. Doug Adkisson Legal Counsel	**(1) Authorization.** Ms. Hickey is authorized to discuss any production and delivery issue. **(2) Contact.** Ms. Hickey is principally responsible for issues regarding the production and delivery of the sample covers. **(3) Procedure.** The following procedures apply: **(a) Alternatives.** If the Contractor cannot communicate with Ms. Hickey, the Contractor may communicate with Mr. Adkisson. **(b) E-Mails.** An e-mail addressed to Ms. Hickey is not required to be addressed to Mr. Adkisson. **(4) Other Persons.** Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 281-8871	(515) 281-3884	
	Fax	(515) 281-8027	(515) 281-8027	
	E-Mail	leslie.hickey@legis.iowa.gov	doug.adkisson@legis.iowa.gov	
Code	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-2 CONTACT INFORMATION FOR THE AGENCY PRODUCTION ITEMS (SET OF DIGITAL PROOFS)

PUBLICATION		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Mr. Roger Karns Supervisor, Tables and Indexing Unit	Ms. Leslie Hickey Iowa Code Editor	**(1) Authorization.** Ms. Hickey is authorized to discuss any production and delivery issue. **(2) Contact.** For issues regarding the review and approval of set of digital proofs, Mr. Karns is the primary contact person. **(3) Procedure.** The following procedures apply: **(a) Alternatives.** If the Contractor cannot communicate with Mr. Karns, the Contractor may communicate with Ms. Hickey. **(b) E-Mails.** The Contractor should address electronic messages to both contact persons. **(4) Other Persons.** Mr. Karns or Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 242-6459	(515) 281-8871	
	Fax	(515) 281-6625	(515) 281-8027	
	E-Mail	roger.karns@legis.iowa.gov	leslie.hickey@legis.iowa.gov	
Code	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-3 CONTACT INFORMATION FOR THE AGENCY DELIVERY OF PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

PUBLICATION		CONTACT INFORMATION		SPECIAL INSTRUCTIONS
		Primary	Alternative	
Acts	Name	Mr. Roger Karns Supervisor, Tables and Indexing Unit	Mr. Doug Adkisson Legal Counsel	(1) **Authorization.** Mr. Karns and Mr. Adkisson are authorized to discuss any delivery issue. (2) **Procedure.** The following procedures apply: (a) **Alternatives.** If the Contractor cannot communicate with Mr. Karns, the Contractor may communicate with Mr. Adkisson. (b) **E-Mails.** An e-mail addressed to Mr. Karns is required to be addressed to Ms. Hickey and Mr. Adkisson. (3) **Other Persons.** Mr. Karns or Mr. Adkisson may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	Ground Floor (G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 242-6459	(515) 281-3884	
	Fax	(515) 281-6625	(515) 281-8027	
	E-Mail	roger.karns@legis.iowa.gov	doug.adkisson@legis.iowa.gov	
Code	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-4 CONTACT INFORMATION FOR THE AGENCY DELIVERY OF PUBLICATIONS

PUBLICATION		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Mr. Doug Adkisson Legal Counsel	Ms. Leslie Hickey Iowa Code Editor	(1) **Authorization.** Mr. Adkisson and Ms. Hickey are authorized to discuss any delivery issue. (2) **Contact.** For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person. (3) **Procedure.** The following procedures apply: (a) **Alternatives.** If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Ms. Hickey. (b) **E-Mails.** An e-mail addressed to Mr. Adkisson is required to be addressed to Ms. Hickey. (4) **Other Persons.** Mr. Adkisson or Ms. Hickey may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (G-01) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 281-3884	(515) 281-8871	
	Fax	(515) 281-8027	(515) 281-8027	
	E-Mail	doug.adkisson@legis.iowa.gov	leslie.hickey@legis.iowa.gov	
Code	↑	↑	↑	↑

APPENDIX F CONTACT INFORMATION

TABLE F-5 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES)

		CONTACT INFORMATION		SPECIAL GUIDANCE
		Primary	Alternative	
Acts	Name	Mr. Doug Adkisson Legal Counsel	Mr. Richard Johnson Director, Legal Services Division	**(1) Authorization.** Mr. Adkisson and Mr. Johnson are authorized to discuss any legal issue relating to the contract, including: **(a) Compliance.** Compliance with a term or condition of the contract relating to production or delivery. **(b) Payment.** The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson. **(2) Contact.** The Contractor must make contact as follows: **(a) Procedure.** If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Johnson. The Contractor may always communicate with Ms. Hickey. **(b) E-Mails.** The Contractor should address electronic messages to both contact persons. **(3) Other Persons.** Mr. Johnson may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (Room G-23) State Capitol Building Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Building Des Moines, Iowa 50319	
	Telephone	(515) 281-3884	(515) 281-3566	
	Fax	(515) 281-8027	(515) 281-8027	
	E-Mail	doug.adkisson@legis.iowa.gov	richard.johnson@legis.iowa.gov	
Code	↑	↑	↑	↑

PUBLICATION

APPENDIX F CONTACT INFORMATION

TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

PUBLICATION	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Acts	Name Title	Ms. Nancy Roth Account Representative - Manufacturing and Client Services	Ms. Mary Kay Peterson Account Representative - Manufacturing and Client Services	**(1) Authorization.** The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract. **(2) Availability.** One of the Contractor's contact persons must be available on all days during which the publications are being produced for or delivered to the Agency. **(3) Production Items.** For production items, the following apply: **(a) Set of Digital Proofs.** For a set of digital proofs, if an Agency's contact person delivers a message regarding the production or delivery of a set of digital proofs, the Contractor's contact person must respond not later than 4 hours after the Agency's contact person delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day. **(b) Not a Set of Digital Proofs.** For a production item other than a set of digital proofs, if the Agency's contact person delivers a message, other than a message regarding the production or delivery of a set of digital proofs, the contact person must respond by not later than noon on the next business day.
	Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123	
	Telephone	(651) 687-6964	(651) 687-5221	
	Fax	N/A	N/A	
	E-Mail	nancy.roth@thomsonreuters.com	mary.kay.peterson@thomsonreuters.com	
	Pager	N/A	N/A	
Code	↑	↑	↑	↑

TABLE F-7 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

PUBLICATION	CONTACT INFORMATION			SPECIAL INSTRUCTIONS
Acts	Name Title	Ms. Jackie Wrolstad Contract Administration Specialist	Ms. Ellen Gillespie Senior Director, Customer Contract Management	The Contractor's contact person is the contract manager for the Contractor and is authorized to discuss any issue relating to the interpretation of a provision of the contract.
	Address	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123	
	Telephone	(651) 848-3623	(651) 687-5888	
	Fax	N/A	N/A	
	E-Mail	jackie.wroldstad@thomsonreuters.com	ellen.gillespie@thomsonsreuters.com	
Code	↑	↑	↑	↑

g:/Legal Services/Contracts/Acts and Code/2014/C-3 Appendix 2014.doc