# EXHIBIT A – SCOPE OF WORK

**Contract Number:** 08101  
**Agency Name:** Automation Printing Co.  
**Project Name:** Public Affairs Marketing Materials  
**Project Length:** Nine (9) Months

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include who, what, when, where, how and how much for each objective.</td>
<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
</tbody>
</table>

Over the course of the contract, Automation Printing Co. will deliver printing services and any additional secondary services (mailing, shipping for example) for a variety of projects on an “as needed” basis for First 5 LA.

| Objective status: | 1. Evaluate print job requests, make suggestions on revisions to job, and cost out various quotes for completion of work. | Francisco Oaxaca  
Dir. of Public Affairs, First5 LA  
Larry Renick  
Assistant Dir. of Public Affairs, First5 LA  
Violet Gonzalez  
Marketing Manager, First 5 LA  
Ben Gibbs  
Webmaster/Designer, First5LA  
Gustavo Muniz  
Graphic Designer, First 5 LA  
Aileen F. Platon  
CEO  
Automation Printing Co.  
David Tobman  
President  
Automation Printing Co.  
Gerhard Runken  
Senior Account Executive  
Automation Printing Co. |
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<tbody>
<tr>
<td>□ IN-PROCESS</td>
<td>2. Be in contact with First 5 LA representative, either F5LA project manager, F5LA designer or any First 5 LA contracted design firms, to define the parameter of the print needs and a schedule for delivery of items.</td>
<td>Since there are many projects to be created as part of this contract, each project timeline will be determined and agreed upon by project manager, design lead and Automation Printing Co. representative over the course of the contract period.</td>
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<tr>
<td>□ COMPLETE</td>
<td>3. Work in concert with F5LA representatives to create a product that all parties have approved.</td>
<td>A variety of deliverables will be included in this contract on a project by project basis.</td>
</tr>
<tr>
<td>□ DELAYED</td>
<td>4. Produce the requested materials in a timely and high quality manner to the agreed upon budget and schedule.</td>
<td>Therefore, individual project deliverables will be determined by project manager, design lead and Automation Printing Co. representative over the course of the contract period.</td>
</tr>
</tbody>
</table>