**EXHIBIT A – SCOPE OF WORK**

Contract Number: 08089  
Agency Name: Diversified Printers, Inc.  
Project Name: Public Affairs Marketing Materials  
Project Length: Ten (10) 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, Diversified Printers 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.

<table>
<thead>
<tr>
<th>Objective status:</th>
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| □ IN-PROCESS  
□ COMPLETE  
□ DELAYED |

1. Evaluate print job requests, make suggestions on revisions to job, and cost out various quotes for completion of work.  
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.  
3. Work in concert with F5LA representatives to create a product that all parties have approved.  
4. Produce the requested materials in a timely and high quality manner to the agreed upon budget and schedule.

Larry Renick  
Assistant Dir. of Public Affairs, First 5 LA  
Francisco Oaxaca  
Dir of Public Affairs, First5 LA  
Ben Gibbs  
Graphic Designer, First5LA  
Rick Rainey  
Account Executive, Diversified Printers, Inc.

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 Diversified representative over the course of the contract period.  
A variety of deliverables will be included in this contract on a project by project basis. Therefor, individual project deliverables will be determined by project manager, design lead and Diversified representative over the course of the contract period.