Nikhel Sus
Citizens for Responsibility and Ethics of Washington
1101 K St., NW Suite 201
Washington, DC 20005

Dear Mr. Sus:

As we noted in our letter dated December 29, 2020, we are processing your request for material under the Freedom of Information Act (“FOIA”), 5 U.S.C. § 552. Thus far, the Department has identified an additional 18 responsive records subject to the FOIA. We have determined that 2 documents may be released in full and 16 in part. The processing of your request is ongoing.

An enclosure explains the FOIA exemptions and other grounds for withholding material. Where we have made redactions, the applicable FOIA exemptions are marked on each document. All non-exempt material that is reasonably segregable from the exempt material has been released and is enclosed.

We will keep you informed as your case progresses. If you have any questions, your attorney may contact Assistant United States Attorney Benton Peterson at Benton.Peterson@usdoj.gov or (202) 252-2534. Please refer to the case number, FL-2020-00134, and the civil action number, 20-cv-02076, in all correspondence about this case.

Sincerely,

Jeanne Miller
Chief, Programs and Policies Division
Office of Information Programs and Services

Enclosures: As stated.
The Freedom of Information Act (5 USC 552)

FOIA Exemptions

(b)(1) Information specifically authorized by an executive order to be kept secret in the interest of national defense or foreign policy. Executive Order 13526 includes the following classification categories:

1.4(a) Military plans, systems, or operations
1.4(b) Foreign government information
1.4(c) Intelligence activities, sources or methods, or cryptology
1.4(d) Foreign relations or foreign activities of the US, including confidential sources
1.4(e) Scientific, technological, or economic matters relating to national security, including defense against transnational terrorism
1.4(f) U.S. Government programs for safeguarding nuclear materials or facilities
1.4(g) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to US national security, including defense against transnational terrorism
1.4(h) Weapons of mass destruction

(b)(2) Related solely to the internal personnel rules and practices of an agency

(b)(3) Specifically exempted from disclosure by statute (other than 5 USC 552), for example:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARMSEXP</td>
<td>Arms Export Control Act, 50a USC 2411(c)</td>
</tr>
<tr>
<td>CIA PERS/ORG</td>
<td>Central Intelligence Agency Act of 1949, 50 USC 403(g)</td>
</tr>
<tr>
<td>EXPORT CONTROL</td>
<td>Export Administration Act of 1979, 50 USC App. Sec. 2411(c)</td>
</tr>
<tr>
<td>FS ACT</td>
<td>Foreign Service Act of 1980, 22 USC 4004</td>
</tr>
<tr>
<td>INA</td>
<td>Immigration and Nationality Act, 8 USC 1202(f), Sec. 222(f)</td>
</tr>
<tr>
<td>IRAN</td>
<td>Iran Claims Settlement Act, Public Law 99-99, Sec. 505</td>
</tr>
</tbody>
</table>

(b)(4) Trade secrets and confidential commercial or financial information

(b)(5) Interagency or intra-agency communications forming part of the deliberative process, attorney-client privilege, or attorney work product

(b)(6) Personal privacy information

(b)(7) Law enforcement information whose disclosure would:
   (A) interfere with enforcement proceedings
   (B) deprive a person of a fair trial
   (C) constitute an unwarranted invasion of personal privacy
   (D) disclose confidential sources
   (E) disclose investigation techniques
   (F) endanger life or physical safety of an individual

(b)(8) Prepared by or for a government agency regulating or supervising financial institutions

(b)(9) Geological and geophysical information and data, including maps, concerning wells

Other Grounds for Withholding

NR Material not responsive to a FOIA request excised with the agreement of the requester
## INVOICE REVIEW FORM

Please check the box below that pertains to your invoice:

- [ ] CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS (Include # of Guests)
- [x] GENERAL ENTERTAINMENT
- [ ] OFFICIAL GIFTS
- [ ] OFFICIAL VISITS
- [ ] PRESIDENTIAL DELEGATIONS
- [ ] PAY USING GIFT FUNDS

<table>
<thead>
<tr>
<th>STAFF CONTACT:</th>
<th>[b][6]</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT / PURPOSE:</td>
<td>U.S. Foreign Policy Discussion Dinner Series with non U.S. Government Officials hosted by the Secretary of State</td>
</tr>
<tr>
<td>DATE OF SERVICE:</td>
<td>09/30/2019</td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE:</td>
<td>Purchased food and beverage items that were prepared and served during the official event</td>
</tr>
<tr>
<td>AMOUNT SPENT:</td>
<td>$843.32</td>
</tr>
<tr>
<td>AMOUNT BUDGETED:</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>JUSTIFICATION IF OVER BUDGET:</td>
<td>N/A</td>
</tr>
<tr>
<td>INVOICE #:</td>
<td>Individual Store Receipts (Whole Foods $431.27 and Costco $412.05)</td>
</tr>
<tr>
<td>DATE INVOICE RECEIVED:</td>
<td>09/30/2019</td>
</tr>
<tr>
<td>DATE INVOICE SUBMITTED:</td>
<td>09/30/2019</td>
</tr>
<tr>
<td>PAYMENT DUE DATE:</td>
<td>10/01/2019</td>
</tr>
<tr>
<td>NAME OF VENDOR:</td>
<td>[b][6]</td>
</tr>
</tbody>
</table>

(Exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)

## APPROVED FOR PAYMENT:

Assistant Chief of Protocol

(signature) (date)

## APPROVED BY:

Executive Director of Management

(signature) (date)

## PAID BY:

Budget Analyst

(signature) (date)
Thank you!!
Office of the Chief of Protocol of the United States of America

**INVOICE REVIEW FORM**

Please check the box below that pertains to your invoice:

- [ ] CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS (Include # of Guests)
- [ ] GENERAL ENTERTAINMENT
- [x] OFFICIAL GIFTS
- [ ] OFFICIAL VISITS
- [ ] PRESIDENTIAL DELEGATIONS
- [ ] PAY USING GIFT FUNDS

<table>
<thead>
<tr>
<th>STAFF CONTACT:</th>
<th>(b)(6)</th>
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<tbody>
<tr>
<td>EVENT / PURPOSE:</td>
<td>S Inventory</td>
</tr>
<tr>
<td>DATE OF SERVICE:</td>
<td>3/07/2020</td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE:</td>
<td>150 Pens</td>
</tr>
<tr>
<td>AMOUNT SPENT:</td>
<td>$4,387.50</td>
</tr>
<tr>
<td>AMOUNT BUDGETED:</td>
<td></td>
</tr>
<tr>
<td>JUSTIFICATION IF OVER BUDGET:</td>
<td></td>
</tr>
<tr>
<td>INVOICE #:</td>
<td>18156-1</td>
</tr>
<tr>
<td>DATE INVOICE RECEIVED:</td>
<td>3/10/2020</td>
</tr>
<tr>
<td>DATE INVOICE SUBMITTED:</td>
<td>3/18/2020</td>
</tr>
<tr>
<td>PAYMENT DUE DATE:</td>
<td>4/18/2020</td>
</tr>
<tr>
<td>NAME OF VENDOR:</td>
<td>Madden Branded Goods</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROVED FOR PAYMENT:</th>
<th>Assistant Chief of Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>(signature)</td>
<td>(b)(6)</td>
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</table>

<table>
<thead>
<tr>
<th>APPROVED BY:</th>
<th>Executive Director of Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>(signature)</td>
<td>(date)</td>
</tr>
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<table>
<thead>
<tr>
<th>PAID BY:</th>
<th>Budget Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>(signature)</td>
<td>(date)</td>
</tr>
</tbody>
</table>
**INVOICE**

**Number**
18156-1

**Date**
07/11/2019

**Client ID**
812850

**Rep**
Collins Zaban

---

**INVOICE TO**
U.S. Department of State (b)(6)
2201 C St NW
Washington DC 20520

**SHIP TO**
U.S. Department of State (b)(6)
2201 C St NW
Washington DC 20520

---

<table>
<thead>
<tr>
<th>Ship Via</th>
<th>FOB</th>
<th>Customer Order No.</th>
<th>Terms</th>
<th>Tax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Discretion</td>
<td>Factory</td>
<td></td>
<td>Net 20 Days</td>
<td>0099397-001</td>
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<table>
<thead>
<tr>
<th>Qty Shipped</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
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<tbody>
<tr>
<td>150</td>
<td>Calais™ Ballpoint Pen CHROME/BLUE LACQUER</td>
<td>$29.25</td>
<td>$4,387.50</td>
</tr>
<tr>
<td>150</td>
<td>IMPRINT ON CLIP: --- Screen Print --- Madison Dinners (Logo) --- 3-Colors: White, Red 1795C, Blue 7700C --- Custom Shape</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>150</td>
<td>IMPRINT ON BARREL --- Deep Template Engraving --- <del>Madison Dinners</del> (Text) --- Colorfill: Red 485C</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1</td>
<td>Setup</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1</td>
<td>REPEAT Artwork</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*Box Included*

**REPEAT Order #15818 & #16104**
Please Ship Ground on UPS #: X6X228

---

**Terms & Conditions**
2% service charge per month (24% per annum) on overdue accounts. All claims for shortages or damaged goods must be made in writing within seven days of receipt of goods or invoice. Thank you for your business!

---

**Artwork** $0.00
**S & H** $0.00
**Sub-Total** $4,387.50

**Tax** $0.00

**TOTAL** $4,387.50
**Deposit** $0.00
**Balance Due** $4,387.50

---

Madden Branded Goods, 6810 New Tampa Hwy, Suite 200
Lakeland, FL, United States 33815
Tel: (863) 682-0013  Fax: (863) 582-9565  Toll Free: (888) 678-3267
Website: catalog.shopmadden.com  Email: info@shopmadden.com
Please let me know if you have any questions.

Thanks much!

Thank you in advance for reviewing and processing the 2 attached invoice review forms.
**Invoice**

No: 1473

Date: 12/23/19

Customer PO: Madison Dinner_Tour Tickets

Customer No: 1430

External Ref No: USDS

---

**Ship To:**

(b)(6)

U.S. DEPARTMENT OF STATE - OFFICE OF PRO

ATTN: (b)(6) (b)(6)

2201 C STREET, NW ROOM 1238

WASHINGTON DC 20520

Phone: (b)(6)

E-Mail: (b)(6)

**Bill To:**

U.S. DEPARTMENT OF STATE - OFF

U.S. DEPARTMENT OF STATE - OFFICE OF PRO

ATTN: (b)(6) (b)(6)

2201 C STREET, NW ROOM 1238

WASHINGTON DC 20520

Phone: (b)(6)

---

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Tour tickets-Madison Dinners hosted by Sec. of State &amp; Mrs. Pompeo - 7.5 x 4.5 Classic Crest Natural White 130# cover, 7.5 x 4.5 Classic Natural White Classic Crest Cover-130-26 x 40-Classic Natural White, digitally printed on 1 side</td>
<td>$122.67</td>
</tr>
<tr>
<td>250</td>
<td>Classic Crest Writing -Natural White Smooth_80 lb. Text_11x17, QTY: 250 SHEETS(BLANKS)</td>
<td>$84.22</td>
</tr>
</tbody>
</table>

**Sales Rep:**

(b)(6)

**Taken by:**

(b)(6)

---

**SUBTOTAL**

$206.89

**TAX**

$0.00

**SHIPPING**

$0.00

**TOTAL**

$206.89

**AMOUNT DUE**

$206.89
## Invoice

**No:** 1579  
**Date:** 1/15/20  
**Customer PO:** Condolence Book Paper  
**Customer No:** 1430  
**External Ref No:** USDS

### Ship To:
- **U.S. DEPARTMENT OF STATE - OFFICE OF PRO**
- **ATTN:** (b)(6)  
- **2201 C STREET, NW ROOM 1238**  
- **WASHINGTON DC 20520**  
- **Phone:** (b)(6)  
- **E-Mail:** (b)(6)

### Bill To:
- **U.S. DEPARTMENT OF STATE - OFF**
- **ATTN:** (b)(6)  
- **2201 C STREET, NW ROOM 1238**  
- **WASHINGTON DC 20520**  
- **Phone:** (b)(6)

### Description

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1,500    | CONDOLENCE BOOK PAPER(blank sheets)\_8.5X11\_COUGAR NATURAL 80 LB. COVER(TOTAL QTY: 1500)  
1250 SHEETS - with 3 HOLE DRILL & 250 SHEETS - no holes. |

### Amount

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBTOTAL</td>
<td>$149.55</td>
</tr>
<tr>
<td>TAX</td>
<td></td>
</tr>
<tr>
<td>SHIPPING</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$149.55</td>
</tr>
<tr>
<td>AMOUNT DUE</td>
<td>$149.55</td>
</tr>
</tbody>
</table>

**CONDOLENCE BOOK PAPER(blank)**

**Sales Rep:**  
**Taken by:** (b)(6)
Office of the Chief of Protocol of the
United States of America

INVOICE REVIEW FORM

Please check the box below that pertains to your invoice:

☐ CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS (Include # of Guests)
☒ GENERAL ENTERTAINMENT
☐ OFFICIAL GIFTS
☐ OFFICIAL VISITS
☐ PRESIDENTIAL DELEGATIONS
☐ PAY USING GIFT FUNDS

<table>
<thead>
<tr>
<th>STAFF CONTACT:</th>
<th>(b)(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT / PURPOSE:</td>
<td>Condolence Book paper for official memorial services</td>
</tr>
<tr>
<td>DATE OF SERVICE:</td>
<td>1/16/2020</td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE:</td>
<td>1500 sheets of natural white cover weight with 3 drilled holes</td>
</tr>
<tr>
<td>Number of Guests:</td>
<td></td>
</tr>
<tr>
<td>AMOUNT SPENT:</td>
<td>$149.55</td>
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<tr>
<td>AMOUNT BUDGETED:</td>
<td>$200.00</td>
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<tr>
<td>JUSTIFICATION IF OVER BUDGET:</td>
<td></td>
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<tr>
<td>INVOICE #:</td>
<td>#1579</td>
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<tr>
<td>DATE INVOICE RECEIVED:</td>
<td>2/21/2020</td>
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<tr>
<td>DATE INVOICE SUBMITTED:</td>
<td>3/11/2020</td>
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<tr>
<td>PAYMENT DUE DATE:</td>
<td>3/21/2020</td>
</tr>
<tr>
<td>NAME OF VENDOR:</td>
<td>Mosaic Express</td>
</tr>
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<tr>
<th>APPROVED FOR PAYMENT:</th>
<th>(b)(6)</th>
</tr>
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<tbody>
<tr>
<td>Assistant Chief of Protocol</td>
<td></td>
</tr>
<tr>
<td>(signature)</td>
<td>3/24/2020</td>
</tr>
<tr>
<td>(date)</td>
<td></td>
</tr>
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</table>

<table>
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<th>APPROVED BY:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director of Management</td>
<td></td>
</tr>
<tr>
<td>(signature)</td>
<td></td>
</tr>
<tr>
<td>(date)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAID BY:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Analyst</td>
<td></td>
</tr>
<tr>
<td>(signature)</td>
<td></td>
</tr>
<tr>
<td>(date)</td>
<td></td>
</tr>
</tbody>
</table>
Office of the Chief of Protocol of the United States of America

INVOICE REVIEW FORM

Please check the box below that pertains to your invoice:

☐ CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS (Include # of Guests)
☒ GENERAL ENTERTAINMENT
☐ OFFICIAL GIFTS
☐ OFFICIAL VISITS
☐ PRESIDENTIAL DELEGATIONS
☐ PAY USING GIFT FUNDS

<table>
<thead>
<tr>
<th>STAFF CONTACT:</th>
<th>(b)(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT / PURPOSE:</td>
<td>Madison Dinners Stock item for Madison Dinners hosted by the Secretary of State and the Chief of Protocol (tour tickets and menu insert paper)</td>
</tr>
<tr>
<td>DATE OF SERVICE:</td>
<td>1/16/2020</td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE:</td>
<td>200 tour tickets; 250 sheets natural white menu insert paper</td>
</tr>
<tr>
<td>AMOUNT SPENT:</td>
<td>$206.89</td>
</tr>
<tr>
<td>AMOUNT BUDGETED:</td>
<td>$250.00</td>
</tr>
<tr>
<td>JUSTIFICATION IF OVER BUDGET:</td>
<td></td>
</tr>
<tr>
<td>INVOICE #:</td>
<td>#1473</td>
</tr>
<tr>
<td>DATE INVOICE RECEIVED:</td>
<td>2/21/2020</td>
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<tr>
<td>DATE INVOICE SUBMITTED:</td>
<td>3/11/2020</td>
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<tr>
<td>PAYMENT DUE DATE:</td>
<td>3/21/2020</td>
</tr>
<tr>
<td>NAME OF VENDOR:</td>
<td>Mosaic Express</td>
</tr>
</tbody>
</table>

APPROVED FOR PAYMENT: 
Assistant Chief of Protocol

(b)(6) 3/23/2020
(signature) (date)

APPROVED BY: 
Executive Director of Management

(signature) (date)

PAID BY: 
Budget Analyst

(signature) (date)
From: (b)(6)
To: (b)(6)
Subject: RE: COP Action Memo for Madison Pens
Date: Mon, 23 Jul 2018 17:07:11 +0000

Official
UNCLASSIFIED

From: (b)(6)
Sent: Monday, July 23, 2018 12:51 PM
To: (b)(6)
Subject: COP Action Memo for Madison Pens

Please clear!

Official
UNCLASSIFIED

Sender: (b)(6)
Recipient: (b)(6)
Withheld pursuant to exemption (b)(6) of the Freedom of Information and Privacy Act.
Thank you, Collins! For the first one, is there any way we can keep the “Madison dinners” in the banner on the logo on the Medallion like the second one, while still making it larger?

Official
UNCLASSIFIED
DeControlled

From: Collins Zaban (b)(6)
Sent: Tuesday, August 14, 2018 12:57 PM
To: (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Hi (b)(6)

You’re no pain! I want to make sure you’re getting exactly what you want! 😊

Please see the attached and let me know if this is what you’re asking for.

Collins Zaban
ACCOUNT MANAGER

TOLL FREE: 888-678-3267
WEB: SHOPMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815

Click here to check out our new website!
Hi Collins!

Thank you!!

So sorry to be a pain- but do you mind sending two proofs:

One of what the old pen would look like if we sent it back to you and you added the Madison Dinners in red onto the silver (with the medallion that we previously ordered)

And then a proof of the bigger medallion size, but is it possible to keep the logo the same? Does that make sense? Thank you!

Hi

I hope you enjoyed your weekend!

Please find your revised pen proof attached. Let me know how you would like to move forward.

Thanks!

Collins Zaban
ACCOUNT MANAGER
From: (b)(6)
Sent: Friday, August 10, 2018 1:53 PM
To: Collins Zaban (b)(6)
Cc: Fisher, Mary-Kate (b)(6) (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Yes, please. Thank you!

Official
UNCLASSIFIED DeControlled

From: Collins Zaban (b)(6)
Sent: Friday, August 10, 2018 1:43 PM
To: (b)(6)
Cc: Fisher, Mary-Kate (b)(6) (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Hi (b)(6)

It is my pleasure assisting you all. I’m sorry but we cannot imprint on the blue barrel of the pen.

Right now the virtual includes an engraving on the silver barrel. Would you like to see a red screen print on the silver barrel?

Collins Zaban
ACCOUNT MANAGER

(b)(6)
Hi Collins,

Thank you for this and for all the helpful information in your last email! We actually wanted the “Madison Dinners” font on the bottom of the pen, in the blue area. Can we get another mock-up with that in red, please? Thank you! Have a nice weekend.

Attached is the proof with the “Madison Dinners” removed from the emblem and added to the barrel engraved.

Please let me know how you would like to move forward and if you have any questions.

Thanks!
From: Collins Zaban
Sent: Thursday, August 9, 2018 3:59 PM
To: Fishers, Mary-Kate
Cc: (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Hi (b)(6)

Sorry for the delay.

I have answered your questions below in green. 😊

Let me know how you would like to move forward or if you have any other questions.

Collins Zaban
ACCOUNT MANAGER
Hi Collins,

We’re trying to be as cost efficient as possible while having the quickest turn –around possible 😊.

When is the soonest you could get the sample to us by?
I have a virtual being prepared right now with the banner on the emblem removed and “Madison Dinners” engraving added to the barrel and I will have this virtual back tomorrow. If you give me the approval on the virtual tomorrow to move forward on a new spec sample it would take about 8 business days to be in your hands. This spec sample will cost $29.25 for one piece plus there is a $210 setup fee unless you went through with an entirely new order then I would be able to waive that setup for you.

Would it expedite things to send one of the pens we already have to have “Madison Dinners” added to the barrel, as opposed to having a whole new pen made? If not, yes, please have another spec made with the emblem change and Madison Dinners on the barrel.
If you ship back the 250 piece order to engrave the barrel on all pens it would take about 6 days to process them and then ship them back to you.

Please send the mock-up as well.
Coming tomorrow! 😊

What would the pricing be for adding “Madison Dinners” to the existing pens?
To add the “Madison Dinners” to the existing pens if would be and additional $5.50 engraving charge per pen ($1375 engraving charge for 250 pieces) plus $3.00 handling fee per pen ($750 handling fee for 250 pieces) so out the door that would be $2125.

What would the pricing be for buying whole new pens with new emblem?
If we ordered new pens with the new emblem on the clip and the engraving on the barrel it would be the same as your previous order of $23.75 per piece plus the $5.50 per piece engraving charge which ends up being $29.25 per piece ($7312.50 for 250 pieces). This order would take about 8 business days to get to you once art has been approved.

Thank you!

---

Official
UNCLASSIFIED
DeControlled

From: Collins Zaban
Sent: Tuesday, August 7, 2018 6:01 PM
To: (b)(6)
Cc: Fisher, Mary-Kate (b)(6) (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Ok awesome!

Are you wondering how the pens will look with “Madison Dinners” removed from the banner on the emblem then added to the barrel of the pen? I could certainly have another spec sample run with the emblem change and “Madison Dinners” etched on the barrel. There’s no need for you to send a pen back to us. 😊

I can also have a virtual created so you are able to envision it that way in the meantime.

Please confirm the above. Also, when would you need this sample in hands by? Do we have a little bit of time?

---

Collins Zaban
ACCOUNT MANAGER

TOLL FREE: 888-678-3267
WEB: SHOPTMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815
From: [Redacted] (b)(6)
Sent: Tuesday, August 7, 2018 4:54 PM
To: Collins Zaban (b)(6)
Cc: Fisher, Mary-Kate (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Thank you for your help, Collins! No the pens look great- we just wanted some other options to think about. Would it be possible for me to send one pen back to you, and then have you add the word “Madison Dinners” in white on the bottom of the pen in the blue area, in the same font used in the logo? We’d like to see what that would look like in addition to the medallion. Thank you so much for your help with this, and please let me know if you have any questions!

Best,

(b)(6)

Official
UNCLASSIFIED DeControlled

From: Collins Zaban (b)(6)
Sent: Tuesday, August 7, 2018 4:00 PM
To: [Redacted] (b)(6)
Cc: Fisher, Mary-Kate (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Hi (b)(6)

Oh I’m so glad to hear you received the pens!

To answer your questions, the only way for us to make the emblem any bigger would be if we removed the banner protruding off the edges of the emblem, making the whole logo one circular shape rather than having the banner cut out on the sides. And in doing this we would still only be able to enlarge it as much as we have taken off from the banner. Does this make sense?

All-in-all the max size for the emblem is 0.315”.

If you decide to remove the banner on the logo and slightly enlarge the emblem to it’s full-circle I would be happy to give you a discounted price. Are you unhappy with the pens you received?
Hi Collins,

We received the pens - thank you very much for getting them to us in such a timely manner. Hypothetically, if we wanted to get a larger medallion on the pens, what would the process be? Would we be able to send them back and have the old ones removed and then replaced with larger medallions? Or would an entirely new pen have to be made? If possible, what would be the cost for adding a larger medallion to the current pen? If not possible, what would be the cost to create a whole new pen with a larger medallion? Thank you in advance for your help!

Best,

(b)(6)
Completed decorated product(s) ship from China to airport hub in Chicago. The bulk shipment is then unloaded and separated according to carrier, then ships to final destination. We are unable to ship from China facility directly to customer due to customs issues, etc.

Collins Zaban
ACCOUNT MANAGER

TOLL FREE: 888-678-3267
WEB: SHOPMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815

Click here to check out our new website!
Thank you for looking into this. Just to confirm, why are they being sent to Chicago? Is it being assembled there?

Official
UNCLASSIFIED DeControlled

From: Collins Zaban
Sent: Tuesday, July 31, 2018 10:57 AM
To: [Redacted]
Cc: Fisher, Mary-Kate [Redacted]
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Ok [Redacted] I have some updates!

As mentioned before, the little emblems on the pens are made in China so it was risky to rush this pen in a week BUT the one pen HAS shipped out of China and will arrive in Chicago tomorrow and be delivered to you on Thursday. Because we were not able to get it to you today we will remove that rush charge from your order but you should still have it on Thursday.

I hope this helps. Please let me know if you have any questions.

Collins Zaban
ACCOUNT MANAGER

TOLL FREE: 888-878-3267
WEB: SHOPMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815
HI Collins!

Any word on the one pen?

Thanks!

The shipping address is:
2201 C St NW
Washington, DC 20520
Are they shipping it directly to our office?

I have not heard from my vendor. I reached back out and it’s not looking too good for tomorrow. But I will know tomorrow if it shipped. If it does not ship today all rush charges will be removed.

The full order is still on track for delivery 08/08/18.
Hi Collins!

Any word on the one rush pen? Are we going to be able to have it in hand by tomorrow?

Thanks!

Ok, will do.

Thanks.
Let’s proceed with the rush. Please keep me posted on everything!

Thanks!

Correct. This is what we are shooting for. I am having a hard time getting my production team to nail down a firm answer at this point but they have confirmed we cannot do 07/30. 07/31 is the closest we can get but I will have a certain answer for you tomorrow.

As we discussed yesterday, this is a really tough crunch but we are going to try and make it work.

If 07/31 does not work you will not be charged for any of the rush charges.

I’m hoping to have a more firm answer for you tomorrow but I am just looking to confirm with you that you would still like to try and rush this one piece if we can’t do 07/30?
Collins Zaban
ACCOUNT MANAGER
(b)(6)

TOLL FREE: 888-678-3267
WEB: SHOPMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815

Click here to check out
our new website!

From: (b)(6) (b)(6) (b)(6) (b)(6)
Sent: Tuesday, July 24, 2018 1:04 PM
To: Collins Zaban
Cc: Fisher, Mary-Kate (b)(6) (b)(6) (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

To confirm we would have this in hand by 7/31 correct?

Official
UNCLASSIFIED

From: Collins Zaban (b)(6) (b)(6)
Sent: Tuesday, July 24, 2018 1:02 PM
To: (b)(6) (b)(6) (b)(6) (b)(6)
Cc: Fisher, Mary-Kate (b)(6) (b)(6) (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

(b)(6)

The quickest we can rush the pen is for 07/31. We do not have the time to get it to you by 07/30. Do you still want to rush the one piece?

I just sent over a revised quote with rush charges added in for the one piece.

Please let me know if you have any questions!

Thanks (b)(6)
Collins Zaban
ACCOUNT MANAGER

(b)(6)

TOLL FREE: 888-678-3267
WEB: SHOPMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815

Click here to check out
our new website!

From: (b)(6)
Sent: Tuesday, July 24, 2018 12:46 PM
To: Collins Zaban (b)(6)
Cc: Fisher, Mary-Kate (b)(6) (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Collins,

We would like to move forward on the rush order of the one pen for 7/30 and the order of the 250 pens for the 8/8. Please send an additional invoice this this item with our tax exemption and out UPS overnight code. Thank you for all of you help!

Best,

Office of the Chief of Protocol
U.S. Department of State

Official DeControlled
Hi

Update on the one pen rush... I have added it into your whole order so the order will be for 251 pieces but the one pen is scheduled to ship out overnight on 07/30 (while the other 250 pieces will arrive on 08/08) which means you should have it in hands on 07/31. There is a $85 rush charge for this pen on top of the pen price itself which is $23.75.

Please let me know if you would like to move forward on this rush for the one pen.

---

Collins Zaban
ACCOUNT MANAGER

TOLL FREE: 888-678-3267
WEB: SHOPMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815

Click here to check out our new website!
Please see attached for the signed proof! Please keep me posted on the status of the one pen that is needed for July 30th!

Thanks!!

Office of the Chief of Protocol
U.S. Department of State

From: Collins Zaban (b)(6)
Sent: Tuesday, July 24, 2018 9:23 AM
To: (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Attached is the proof for your approval on the cross pen.

Once I receive your approval I will get the order submitted then we can try and get one pen rushed to you. When I have more information on the one pen I will let you know but before we can do anything else I need your approval on this proof to move forward on the 250 pens.

Please advise.

Collins Zaban
ACCOUNT MANAGER

TOLL FREE: 888-678-3267
WEB: SHOPMADDEN.COM
6810 NEW TAMPA HWY
LAKELAND, FLORIDA 33815
Click here to check out
our new website!

From: (b)(6)
Sent: Monday, July 23, 2018 5:01 PM
To: Collins Zaban (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Thank you for sending! We will start processing this invoice in the AM. Please keep me posted on the status of the one pen 😎!!

Official
UNCLASSIFIED

From: (b)(6)
Sent: Monday, July 23, 2018 4:49 PM
To: (b)(6)
Subject: Quote (1) for U.S. Department of State from Madden Branded Goods

Hi (b)(6)

Please see the attached quote for your Cross Pens. Let me know if you have any questions.
<table>
<thead>
<tr>
<th><strong>Sender:</strong></th>
<th>(b)(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recipient:</strong></td>
<td>Collins Zaban</td>
</tr>
</tbody>
</table>
To: 
Subject: Your FreshDirect order is in the works! Here's your receipt

Dear [Name],

We're busy picking and packing your order (#17439848064), and it's looking fresh and delicious. It will be delivered between 03:00 PM and 05:00 PM on Thursday, September 05, 2019.

Your final order amount is $949.45.

Thanks for your shopping. Come back again soon!

FreshDirect Customer Service Group

ORDER INFORMATION for ORDER NUMBER 17439848064

TIME
Thursday, September 05, 2019
03:00 PM - 05:00 PM

ORDER TOTAL
$949.45

ADDRESS
/ Ofc of the Chief of Protocol
2201 C STREET NW, SUITE 1238
Washington, DC 20520

PAYPAL

ALTERNATE DELIVERY
No Delivery Setting

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Final Weight</th>
<th>Unit Price</th>
<th>Options Price</th>
<th>Final Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bakery &amp; Pastry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/2</td>
<td>Amy's Bread Potato Onion Dill</td>
<td>($5.99/ea)</td>
<td></td>
<td>$11.98</td>
</tr>
<tr>
<td>1/1</td>
<td>Loaf, Frozen - (11.5oz)</td>
<td>($5.99/ea)</td>
<td></td>
<td>5.99</td>
</tr>
<tr>
<td>2/2</td>
<td>Callie's Cheese and Chive Biscuits, Frozen - (6ct, 7oz)</td>
<td>($1.99/ea)</td>
<td></td>
<td>3.98</td>
</tr>
<tr>
<td>4/4</td>
<td>FreshDirect Frozen Oven-Ready Dark Wheat Bread (Made with Organic Flour) - (16oz)</td>
<td>($3.99/ea)</td>
<td></td>
<td>15.96</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td>Unit Price</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>FreshDirect Frozen Oven-Ready Sourdough Rolls - (6ct)</td>
<td></td>
<td>($3.99/ea)</td>
<td>$3.99</td>
<td></td>
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<tr>
<td>Orwashers Cabernet Rustica, Frozen - (16oz)</td>
<td></td>
<td>($5.99/ea)</td>
<td>$11.98</td>
<td></td>
</tr>
<tr>
<td><strong>Beverages</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bai Antioxidant Infusion, Brasilia Blueberry, Plastic Bottle - (18fl oz)</td>
<td></td>
<td>($2.69/ea)</td>
<td>$16.14</td>
<td></td>
</tr>
<tr>
<td><strong>Cheese Shop</strong></td>
<td></td>
<td></td>
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<tr>
<td>Locatelli Pecorino Romano DOC</td>
<td>1.16 lb</td>
<td>($18.99/lb)</td>
<td>$22.03</td>
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<tr>
<td>Vermont Creamery Fresh Goat Cheese Classic Chèvre - (10.5oz)</td>
<td></td>
<td>($8.99/ea)</td>
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<tr>
<td><strong>Dairy</strong></td>
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<tr>
<td>Boursin Garlic &amp; Fine Herbs</td>
<td></td>
<td>($6.99/ea)</td>
<td>$20.97</td>
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<tr>
<td>Gournay Cheese - (5.2oz)</td>
<td></td>
<td></td>
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<tr>
<td>Nature’s Yoke Natural Cage-Free Large Brown Eggs - (1 dozen)</td>
<td></td>
<td>($3.99/ea)</td>
<td>$7.98</td>
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<tr>
<td><strong>Deli</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FreshDirect Prosciutto di Parma Reserve, 18-Month Aged - (1.0 lb, Thin)</td>
<td></td>
<td>($21.99/lb)</td>
<td>$43.98</td>
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<tr>
<td><strong>Frozen</strong></td>
<td></td>
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</tr>
<tr>
<td>Cascadian Farm Organic Edamame Shelled Soy Beans - (10oz)</td>
<td></td>
<td>($1.99/ea)</td>
<td>$3.98</td>
<td></td>
</tr>
<tr>
<td>Saved $1.00 with coupon</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Just FreshDirect Organic Frozen Fruit, Dark Sweet Cherries - (10oz)</td>
<td></td>
<td>($3.99/ea)</td>
<td>$7.98</td>
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<tr>
<td>Van Leeuwen Ice Cream, Sicilian Pistachio - (14fl oz)</td>
<td></td>
<td>($7.99/ea)</td>
<td>$39.95</td>
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<tr>
<td><strong>Fruit</strong></td>
<td></td>
<td></td>
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<tr>
<td>Brown Turkey Figs - (approx. 12oz)</td>
<td></td>
<td>($6.99/ea)</td>
<td>$13.98</td>
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<tr>
<td>Cara Cara Orange</td>
<td>12/12</td>
<td>($1.25/ea)</td>
<td>$15.00</td>
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<tr>
<td>Family Tree Farms Organic Desert Queen Figs - (approx. 8oz)</td>
<td>2/2</td>
<td>($4.00/ea)</td>
<td>$8.00</td>
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<tr>
<td>Lemons and Limes - (9-11ct, approx. 3lb bag)</td>
<td>3/3</td>
<td>($7.99/ea)</td>
<td>$23.97</td>
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<tr>
<td>Organic Black Mission Figs - (approx. 8oz)</td>
<td>2/2</td>
<td>($4.50/ea)</td>
<td>$9.00</td>
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<tr>
<td><strong>Meals</strong></td>
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</tr>
<tr>
<td>FreshDirect Frozen Parmesan Straws with Roasted Garlic - (12ct, 8.5oz)</td>
<td>2/2</td>
<td>($9.99/ea)</td>
<td>$19.98</td>
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<tr>
<td><strong>Meat</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Local Angus RWA Filet Mignon - (Thin, about 5oz, Standard Pack)</td>
<td>22/22</td>
<td>6.85 lb ($36.99/lb)</td>
<td>$253.23</td>
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</tr>
<tr>
<td><strong>Pantry</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bob’s Red Mill Gluten Free All Purpose Baking Flour - (22oz)</td>
<td>2/2</td>
<td>($5.19/ea)</td>
<td>$10.38</td>
<td></td>
</tr>
<tr>
<td>Heilmann’s Real Mayonnaise - (30fl oz)</td>
<td>1/1</td>
<td>($5.99/ea)</td>
<td>$5.99</td>
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</tbody>
</table>
2/2 Just FreshDirect Fennel Seed - (1.6oz) ($3.49/ea) $6.98
2/2 Just FreshDirect Raw Hazelnuts - (10oz) ($6.99/ea) $13.98
1/1 Just FreshDirect Roasted Salted Shelled Pistachios - (8oz) ($11.99/ea) $11.99
2/2 Mutti Tomato Paste, Double Concentrated - (4.5oz) ($3.49/ea) $6.98
2/2 Sir Kensington's All-Natural Mayonnaise, Chipotle - (10fl oz) ($4.99/ea) $9.98

Seafood
6/7.09 Wild King Salmon Fillet - (6-8 oz, Premium Center Cut) 3.12 lb ($19.99/lb) $74.85

Vegetables
4/0 Backyard Farms Tomatoes On The Vine 1.31 lb ($2.99/lb) $0.00
3.74 Substitution: Tomatoes on the Vine $1.99 $3.92
4/4 Belgian Endive 1.57 lb ($3.49/lb) $5.48
Blue Moon Acres Organic Micro Greens Sampler - (approx. 1oz) ($2.99/ea) $11.96
2/2 Dream Greens Baby Spicy Mix - (approx. 4.5oz) ($3.50/ea) $7.00
3/3 Grown on Long Island Yellow Wax Beans - (approx. 1lb) ($1.49/ea) $4.47
8/8 Lancaster Farm Fresh Cooperative Local Organic Bi-Color Corn - (approx. 0.5lb) ($1.25/ea) $10.00
2/2 Mini Seedless Cucumber Pack - (approx. 16oz) ($3.99/ea) $7.98
4/4 Organic Fennel - (approx. 4-5oz) ($3.99/ea) $15.96
8/8 Organic Gold Beets, Bunch - (approx. 4ct) ($2.50/ea) $20.00
8/4.02 Organic Yellow Zucchini 1.81 lb ($2.99/lb) $5.41
4/4 Radicchio - (head) ($2.99/ea) $11.96
2/2 Satur Farms Local Mesclun Pack - (approx. 5oz) ($3.49/ea) $6.98
4/4 Trimmed French Beans - (approx. 8oz) ($2.50/ea) $10.00
8/9.64 Wells Homestead Acres Local Green Zucchini 4.34 lb ($1.99/lb) $8.64
2/2 Wells Homestead Acres Local Squash Blossoms - (approx. 8ct) ($3.99/ea) $7.98
4/4 organicgirl Baby Arugula - (approx. 5oz) ($4.00/ea) $16.00

Subtotal: $940.14
Tax: $4.00
State Bottle Deposit: $0.00

Total Tax: $4.03
Delivery Fee (waived): $5.00
Fuel Surcharge: $0.28

ORDER TOTAL: $949.45
T = Taxable Item
NOTE: If this email does not print out clearly, please go to https://www.freshdirect.com/your_account/order_details.jsp?orderId=17439848064 for a printer-friendly version of your order details.
<table>
<thead>
<tr>
<th>Items Ordered</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of Strongwater Cherry Bourbon Bitters - Organic Tart and $23.95 perfect for a Manhattan - 3 fl oz</td>
<td>$23.95</td>
</tr>
<tr>
<td>Sold by: Strongwater (seller profile)</td>
<td>Product question? Ask Seller</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipping Address:</th>
<th>Shipping Speed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2201 C STREET NW, SUITE 1238 WASHINGTON, DC 20520 United States</td>
<td>Two-Day Shipping</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Payment Information:</th>
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</thead>
<tbody>
<tr>
<td>Item(s) Subtotal:</td>
<td>$23.95</td>
</tr>
<tr>
<td>Shipping &amp; Handling:</td>
<td>$0.00</td>
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<tr>
<td>Total before tax:</td>
<td>$23.95</td>
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<tr>
<td>Total tax to be collected:</td>
<td>$2.45</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$26.40</td>
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Billing address:

(b)(6)
<table>
<thead>
<tr>
<th>Items Ordered</th>
<th>Price</th>
<th>Shipping Address:</th>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of: Woodford Reserve Spiced Cherry Bourbon Barrel Aged Cocktail Bitters - 59ml</td>
<td>$9.89</td>
<td>2701 C STREET NW, SUITE 1238, WASHINGTON, DC 20520</td>
<td>Grand Total: $10.90</td>
</tr>
</tbody>
</table>

**Shipped on September 4, 2019**

Order Placed: September 3, 2019
Amazon.com order number: 113-9448598-6793822
Order Total: $10.90

Item(s) Subtotal: $9.89
Shipping & Handling: $0.00
Total before tax: $9.89
Sales Tax: $1.01
Total for This Shipment: $10.90

Estimated tax to be collected: $1.01

**Payment Method:**

**Billing address:**

(b)(6)
**SERVICE INVOICE**

<table>
<thead>
<tr>
<th>DATE(s)</th>
<th>TIME</th>
<th>DESCRIPTION</th>
<th>NO. PERSONS</th>
<th>QTY HRS</th>
<th>UNIT PRICE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Feb-20</td>
<td>1730-2030</td>
<td>Elevator Services@HST for Secretary Pompeo Madison Dinner</td>
<td>1</td>
<td>3</td>
<td>$34.06</td>
<td>$102.18</td>
</tr>
<tr>
<td>27-Feb-20</td>
<td>1730-2030</td>
<td>Elevator Services@HST for Secretary Pompeo Madison Dinner</td>
<td>1</td>
<td>3</td>
<td>$34.06</td>
<td>$102.18</td>
</tr>
</tbody>
</table>

**TOTAL DUE:** $204.36

**PAYMENT INFORMATION**

Please indicate how you would like to pay:
- [ ] CHECK
- [ ] GOVERNMENT VISA
- [ ] VISA
- [ ] MASTERCARD

**CARD HOLDER'S PRINT NAME:**

**BILLING ADDRESS:**

**NAME OF BANK:**

**ACCOUNT NO.:**

**EXP. DATE:**

**CREDIT CARD CODE:**

**AMOUNT:**

**SIGNATURE:**

**DATE:**

Please make check payable to: SemperServe, LLC
Forward payment to:
4425 Fitch Avenue
Suite: 114
Baltimore, MD. 21236
Phone: (202) 647-4401    Fax: (202) 736-4232
*Federal Tax ID No. 26-4732852

***PLEASE RETURN ONE COPY WITH YOUR REMITTANCE***
**DRR ELEVATOR OPERATOR REQUEST FORM**
*Request for operator services requires 48 hours minimum notice*

<table>
<thead>
<tr>
<th>Date of Event:</th>
<th>February 27, 2020</th>
<th>Time In:</th>
<th>5:30 pm</th>
<th>Time Out:</th>
<th>9:00 pm</th>
</tr>
</thead>
</table>

**CORE No.**

<table>
<thead>
<tr>
<th>No. of Elevators</th>
<th>Floor No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>

Preauthorization for Extended Time? Yes [ ] No [x]  

**CORE No.**

<table>
<thead>
<tr>
<th>No. of Elevators</th>
<th>Floor No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>

Preauthorization for Extended Time? Yes [ ] No [ ]

*Corridor 2= Elevators 18-21, LEFT of C St. Reception  Corridor 3= Elevators 25-28, RIGHT of C St. Reception*

**Elevator Options:**

- Take up only [ ]
- Take-up and return [ ]
- Take-up and hold [x]

**NOTE:** All elevators are express directly to and from event locations unless previously arranged.

**Visitor/Event Name:** Secretary Pompeo Madison Dinner

**Time of Event:** 6:00 – 8:30 pm  **No. of Attendees:** 12  **Event Location:** Madison Room

**Contact Person:** (b)(6)  **Bureau:** S/CPR  **Phone No.:** (b)(6)

**Requestor:** (b)(6)  **Bureau:** A/OPR/GSM/SS/DRR  **Phone No.:** (b)(6)

**Special Instructions:**

 BILLING INFORMATION: (b)(6) 2201 C STREET, NW WASHINGTON, DC 20520  
 1238 TELEPHONE NUMBER (b)(6) EMAIL (b)(6)

**Please review and acknowledge the following requirements prior to submitting your request:**

- Request for operator services require 48 hours (2 business days) minimum notice. Requests made less than 2 business days prior to event start should be followed immediately with telephone contact to (202) 647-2880 or (202) 647-3969 to coordinate the effort.
- Elevator service requests will be scheduled in priority order based upon the order in which they are received.
- After submitting a request to the Elevator Office, you are NOT automatically confirmed for the request. A separate email will be sent to you within one (1) business day with either your approval or denial.
- Confirmation of each request may be affected by factors such as previously granted requests.
- Elevator requirements from the Office of the Secretary (S/ES); Chief of Protocol (S/CPR) and Diplomatic Security (DS), automatically take precedent over standing or future requests. 48 hours rule N/A.
- Changes to the reservation must be made directly through the Elevator Office, not the operator assigned to the event.

I have reviewed and acknowledge the requirements listed above. (b)(6) Requestor’s Initials

**To be completed by SemperServe staff only:**

<p>| Request Taken By: | Date: | Time: | Assigned Operator/s: |</p>
<table>
<thead>
<tr>
<th>DATE(s)</th>
<th>TIME</th>
<th>DESCRIPTION</th>
<th>NO. PERSONS</th>
<th>QTY HRS</th>
<th>UNIT PRICE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Sep-19</td>
<td>1730-1800</td>
<td>Elevator Services@HST for Secretary Pompeo Madison Dinner</td>
<td>1</td>
<td>0.5</td>
<td>$34.06</td>
<td>$17.03</td>
</tr>
<tr>
<td>12-Sep-19</td>
<td>1800-2100</td>
<td>Elevator Services@HST for Secretary Pompeo Madison Dinner</td>
<td>1</td>
<td>3</td>
<td>$34.06</td>
<td>$102.18</td>
</tr>
</tbody>
</table>

**TOTAL DUE:** $119.21

**PAYMENT INFORMATION**

- ☐ CHECK
- ☐ GOVERNMENT VISA
- ☐ VISA
- ☐ MASTERCARD

**CARD HOLDER'S PRINT NAME:**

**BILLING ADDRESS:**

**NAME OF BANK:**

**ACCOUNT NO.:**

**EXP. DATE:**

**CREDIT CARD CODE:**

**AMOUNT:**

**SIGNATURE:**

Please make check payable to: SemperServe, LLC
Forward payment to:
4425 Fitch Avenue
Suite: 114
Baltimore, MD. 21236
Phone: (202) 647-4401    Fax.: (202) 736-4232

*Federal Tax ID No. 26-4732852*
**DRR ELEVATOR OPERATOR REQUEST FORM**

*(FOR DRR USE ONLY)*

---

**Request for operator services requires 48 hours minimum notice**

<table>
<thead>
<tr>
<th>Date of Event:</th>
<th>September 12, 2019</th>
<th>Time In:</th>
<th>5:30pm</th>
<th>Time Out:</th>
<th>9:00 pm</th>
</tr>
</thead>
</table>

Note: Please add 15 – 30 minutes to the expected In and Out time.

<table>
<thead>
<tr>
<th>CORE No.</th>
<th>3</th>
<th>No. of Elevators</th>
<th>1</th>
<th>Floor No.</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preauthorization for Extended Time?</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE No.</th>
<th>2</th>
<th>No. of Elevators</th>
<th>0</th>
<th>Floor No.</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preauthorization for Extended Time?</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Corridor 2= Elevators 18-21, LEFT of C St. Reception  
* Corridor 3= Elevators 25-28, RIGHT of C St. Reception

**Elevator Options:**

- Take up only
- Take-up and return
- Take-up and hold

**NOTE:** All elevators are express directly to and from event locations unless previously arranged.

**Visitor/Event Name:** Secretary Pompeo Madison Dinner

**Time of Event:** 6:00 p.m.  
**No. of Attendees:** 20  
**Event Location:** Madison Room

**Contact Person: (b)(6)  
Bureau: S/CPR  
Phone No.: (b)(6)**

**Requestor: (b)(6)  
Bureau: A/OPR/GSM/SS/DRR  
Phone No.: (b)(6)**

**Special Instructions:**

- Request for operator services require 48 hours (2 business days) minimum notice. Requests made less than 2 business days prior to event start should be followed immediately with telephone contact to (202) 647-2880 or (202) 647-3969 to coordinate the effort.
- Elevator service requests will be scheduled in priority order based upon the order in which they are received.
- After submitting a request to the Elevator Office, you are NOT automatically confirmed for the request. A separate email will be sent to you within one (1) business day with either your approval or denial.
- Confirmation of each request may be affected by factors such as previously granted requests.
- Elevator requirements from the Office of the Secretary (S/ES); Chief of Protocol (S/CPR) and Diplomatic Security (DS), automatically take precedence over standing or future requests. 48 hours rule N/A.
- Changes to the reservation must be made directly through the Elevator Office, not the operator assigned to the event.

I have reviewed and acknowledge the requirements listed above. (b)(6) Requestor’s Initials

---

**To be completed by SemperServe staff only:**

<table>
<thead>
<tr>
<th>Request Taken By:</th>
<th>Date:</th>
<th>Time:</th>
<th>Assigned Operator/s:</th>
</tr>
</thead>
</table>

---

SBU
<table>
<thead>
<tr>
<th>YEAR</th>
<th>MONTH</th>
<th>TOTAL HOURS</th>
<th>REG HOURS</th>
<th>OT HOURS</th>
</tr>
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<tbody>
<tr>
<td>2019</td>
<td>Sept</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIME - IN</th>
<th>TIME - OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30</td>
<td>1800</td>
</tr>
<tr>
<td>1800</td>
<td>2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION / ASSIGNMENT</th>
<th>SIGNSATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(b)(6)</td>
</tr>
</tbody>
</table>

Date: 9/12/19

ACOR or Representative must As: 125; verify and sign timesheet.
Hi [b](6)

Attached is the signed IRF.

Best,

[b](6)

Can someone please process and IRF for the attached? Since this is for Sep 30th, it will be included in my quarterly report? Thanks!

[b](6)

Budget Analyst
Office of the Chief of Protocol (S/CPR/M)
HST, Room 1238

Stay connected with Protocol:

This e-mail and any attachments may contain confidential and/or proprietary information. If you received this e-mail in error, please notify the sender immediately by reply e-mail and delete the e-mail and any attachments; any further use of such e-mail or attachments is strictly prohibited.
Please check the box below that pertains to your invoice:

- ☐ CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS (Include # of Guests)
- ☑ GENERAL ENTERTAINMENT
- ☐ OFFICIAL GIFTS
- ☐ OFFICIAL VISITS
- ☐ PRESIDENTIAL DELEGATIONS
- ☐ PAY USING GIFT FUNDS

<table>
<thead>
<tr>
<th>STAFF CONTACT:</th>
<th>(b)(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT / PURPOSE:</td>
<td>Madison Dinner with the Secretary</td>
</tr>
<tr>
<td>DATE OF SERVICE:</td>
<td>9-30-19</td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE:</td>
<td>Elevator services</td>
</tr>
<tr>
<td>AMOUNT SPENT:</td>
<td>119.21</td>
</tr>
<tr>
<td>AMOUNT BUDGETED:</td>
<td>120</td>
</tr>
<tr>
<td>JUSTIFICATION IF OVER BUDGET:</td>
<td></td>
</tr>
<tr>
<td>INVOICE #:</td>
<td>SS-EO-1909B-04</td>
</tr>
<tr>
<td>DATE INVOICE RECEIVED:</td>
<td>9-30-19</td>
</tr>
<tr>
<td>DATE INVOICE SUBMITTED:</td>
<td>10-8-19</td>
</tr>
<tr>
<td>PAYMENT DUE DATE:</td>
<td>30 days from date of invoice</td>
</tr>
<tr>
<td>NAME OF VENDOR: (Exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)</td>
<td>SemperServe, LLC 4425 Fitch Avenue Suite 114 Baltimore, MD 21236</td>
</tr>
</tbody>
</table>

APPROVED FOR PAYMENT:  
Assistant Chief of Protocol  
(b)(6)  
Oct. 8, 2019  
(signature)  
(date)

APPROVED BY:  
Executive Director of Management  
(signature)  
(date)

PAID BY:  
Budget Analyst  
(signature)  
(date)
Sorry, I realized I saved two under the wrong numbers. These are the correct ones. 20124 was fine.

Hi [censored]

Attached are three of the IRFs for signature.

Best,
[censored]

Hi [censored], if you haven’t already done so, can you complete the IRF?

Thanks!

When you have the time can you please have someone in your team process IRFs with your approval for the attached? I need them for my quarterly report before the end of this week. Thanks!
Budget Analyst
Office of the Chief of Protocol (S/CPR/M)
HST, Room 1238
Phone: (b)(6)

Stay connected with Protocol:

This e-mail and any attachments may contain confidential and/or proprietary information. If you received this e-mail in error, please notify the sender immediately by reply e-mail and delete the e-mail and any attachments; any further use of such e-mail or attachments is strictly prohibited.

<table>
<thead>
<tr>
<th>Sender:</th>
<th>(b)(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient:</td>
<td>(b)(6)</td>
</tr>
</tbody>
</table>

| (b)(6) | (b)(6) | (b)(6) |
Hi (b)(6)

Attached is the IRF for the 9.12 Madison Dinner elevators.

Best,
(b)(6)

Hi (b)(6)

Just noticing this invoice is for 2 Madison Dinners. It was sent to me with a few others related to my events.

Thank you,
(b)(6)

Hi (b)(6)

Can you please process an IRF for the attached invoices? Thanks!
This e-mail and any attachments may contain confidential and/or proprietary information. If you received this e-mail in error, please notify the sender immediately by reply e-mail and delete the e-mail and any attachments; any further use of such e-mail or attachments is strictly prohibited.
Office of the Chief of Protocol of the United States of America

**INVOICE REVIEW FORM**

Please check the box below that pertains to your invoice:

- [ ] CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS
- [ ] GENERAL ENTERTAINMENT
- [ ] OFFICIAL GIFTS
- [ ] OFFICIAL VISITS
- [ ] PRESIDENTIAL DELEGATIONS
- [ ] PAY USING GIFT FUNDS

<table>
<thead>
<tr>
<th>STAFF CONTACT:</th>
<th>Cathy Fenton</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT / PURPOSE:</td>
<td>Madison Dinners</td>
</tr>
<tr>
<td>DATE OF SERVICE:</td>
<td>7/3 &amp; 7/29</td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE: (brief description on service provided)</td>
<td>Elevator Services</td>
</tr>
<tr>
<td>AMOUNT SPENT:</td>
<td>204.36</td>
</tr>
<tr>
<td>AMOUNT BUDGETED:</td>
<td>204.36</td>
</tr>
<tr>
<td>JUSTIFICATION IF OVER BUDGET:</td>
<td></td>
</tr>
<tr>
<td>INVOICE #:</td>
<td>SS-EO-1907B-02</td>
</tr>
<tr>
<td>DATE INVOICE RECEIVED:</td>
<td>7/31/19</td>
</tr>
<tr>
<td>DATE INVOICE SUBMITTED:</td>
<td>8/21/19</td>
</tr>
<tr>
<td>PAYMENT DUE DATE:</td>
<td>8/21/19</td>
</tr>
<tr>
<td>NAME OF VENDOR: (exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)</td>
<td>SemperServe, LLC</td>
</tr>
</tbody>
</table>

APPROVED FOR PAYMENT:

Assistant Chief of Protocol

APPROVED BY:

Executive Director of Management

APPROVED BY:

Front Office

(signature)  
(date)

(signature)  
(date)

(signature)  
(date)
Hi (b)(6)

Can you please correct the Description of Service for the attached IRF. Thanks!

Best, (b)(6)

Official - Transitory DeControlled
UNCLASSIFIED

Good afternoon,

Please let me know if you have any questions or concerns.

Sender: (b)(6)
Recipient: (b)(6)
Hi,

Attached is an invoice review form for the elevator service for the 7/3 and 7/29 Madison Dinners. Once you have signed I will forward on to (b)(6).

Best,

(b)(6)

DeControlled
Please route for signature, see attached. Thanks!

Budget Analyst
Office of the Chief of Protocol (S/CPR/A)
HST, Room 1238

Please see attached for the invoices. Both vendors are 30 days past due. Please let me know how to proceed.

Thanks!

Hi

1. Georgetown Frame Shoppe- $350  Check# 27576 – mailed yesterday
2. Ann Hand LLC- $2,670.19 Check# 27507 – mailed yesterday
3. Madden Branded Goods- $6,046.25 I don’t have an invoice for this one, what was ordered?
4. Michael Aram- $5,000.00 I don’t have an invoice for this one, what was ordered?
Budget Analyst
Office of the Chief of Protocol  (S/CPR/A)
HST. Room 1238

From: (b)(6)
Sent: Tuesday, August 28, 2018 9:52 AM
To: (b)(6)
Subject: Invoices

Hi,(b)(6)

I wanted to check with you on the status of a few of our invoices. I have spoken with these vendors and they have not received payment. I just wanted to confirm the date that the payment was sent. Please let me know if you have any questions.

1. Georgetown Frame Shoppe- $350
2. Ann Hand LLC- $2,670.19
3. Madden Branded Goods- $6,046.25
4. Michael Aram- $5,000.00

Office of the Chief of Protocol
U.S. Department of State
Desk: (b)(6)
Mobile: (b)(6)
INVOICE REVIEW FORM

Please check the box below that pertains to your invoice:

☐ CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS
☐ GENERAL ENTERTAINMENT
☒ OFFICIAL GIFTS
☐ OFFICIAL VISITS
☐ PRESIDENTIAL DELEGATIONS
☐ PAY USING GIFT FUNDS

| STAFF CONTACT: | (b)(6) |
| EVENT / PURPOSE: | Secretary Pompeo- Madison Dinners |
| DATE OF SERVICE: | 7/24/2018 |
| DESCRIPTION OF SERVICE: | 250 Cross click ballpoint pens |
| AMOUNT SPENT: | $6,046.25 |
| AMOUNT BUDGETED: | |
| JUSTIFICATION IF OVER BUDGET: | |
| INVOICE #: | 812850-1 |
| DATE INVOICE RECEIVED: | 7/24/2018 |
| DATE INVOICE SUBMITTED: | 7/25/2018 |
| PAYMENT DUE DATE: | 8/24/2018 |
| NAME OF VENDOR: | Madden Branded Goods |

APPROVED FOR PAYMENT:
Assistant Chief of Protocol

(signature) (date)

APPROVED BY:
Executive Director of Management

(signature) (date)

APPROVED BY:
Front Office

(signature) (date)
SOLD TO
U.S. Department of State
2201 C St NW
Washington, DC
US, 20520

SHIP TO
U.S. Department of State
2201 C St NW
Washington, DC
US, 20520

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>Cross Click Ballpoint Pen</td>
<td>$23.75</td>
<td>$5,937.50</td>
</tr>
<tr>
<td></td>
<td>CHROME/BLUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Screen Printed Emblem on Clip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- Madison Dinners Logo</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- 3-Colors: White, Red 1795C, Blue 7700C</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>--- Custom Shape</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+Box Included*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Artwork</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Customer Instructions / Comments
Standard production time is 10-15 business days after artwork approval.

DECORATING SPECIFICATIONS
ITEM COLOR AT IMPRINT POSITION : Silver Clip
NUMBER OF PRINT COLORS : 3
PANTONE COLOR DEFINITIONS : Red, Navy, White
IS COLOR MATCHING REQUIRED ? No
IMPRINT LOCATIONS : Emblem on Pen Clip

CONDITIONS & AGREEMENTS
DUE TO THE PROCESS OF MANUFACTURING ITEMS TO CUSTOM SPECIFICATIONS, OVERRUNS OR UNDERRUNS, OF NOT MORE THAN 10% WILL OCCUR. THESE WILL BE DEEMED ACCEPTABLE AND REFUNDED ON A PRO-RATA BASIS. THIS QUOTE SHALL NOT BE ACCEPTED AS AN ORDER UNTIL ACCEPTANCE THEREOF BY MADDEN BRANDED GOODS AND SUCH ACCEPTANCE MAY BE EITHER BY NOTIFICATION TO CUSTOMER OR BY OUR COMMENCEMENT OF WORK ON THE MERCHANDISE ORDERED.

ACCEPTANCE

NAME

SIGNATURE

DATE

Continued on next page

QUOTATION
# 812850-1

Date
Jul/09/2018

Contact
Collins Zaban

Ship Via
Our Discretion

FOB
Factory

Production Time
15 working days from artwork approval

Terms
Net 20 Days

Tax #
0899997-001

Customer Order #

Main Office
Madden Branded Goods

6810 New Tampa Hwy, Suite 200
Lakeland, FL
United States, 33815
Tel: (863) 682-0013
Toll Free: (800) 678-3267
Fax: (863) 582-9556
catalog.shopmadden.com

PAGE 1 OF 2
**QTY** | **DESCRIPTION** | **UNIT PRICE** | **EXTENSION**
---|---|---|---
10 | Overnight UPS #: X6X228 |  |  |

**CUSTOMER INSTRUCTIONS / COMMENTS**

Standard production time is 10-15 business days after artwork approval.

**DECORATING SPECIFICATIONS**

- Item Color at Imprint Position: Silver Clip
- Number of Print Colors: 1
- Pantone Color Definitions: Red, Navy, White
- Is Color Matching Required?: No
- Imprint Locations: Emblem on Pen Clip

**CONDITIONS & AGREEMENTS**

Due to the process of manufacturing items to custom specifications, overruns or underruns, of not more than 10% will occur. These will be deemed acceptable and billed on a pro-rata basis. This quote shall not be accepted as an order until acceptance thereof by Madden Branded Goods and such acceptance may be either by notification to customer or by our commencement of work on the merchandise ordered.

**ACCEPTANCE**

---

**NAME** | **SIGNATURE** | **DATE**
---|---|---

---

**QUOTATION # 812850-1**

**Date**

July 09, 2018

**Contact**

Collins Zaban

**Ship Via**

Our Discretion

**FOB**

Factory

**Production Time**

15 working days from artwork approval

**Terms**

Net 20 Days

**Tax #**

0899097-001

**Customer Order #**

---

**Main Office**

Madden Branded Goods

6810 New Tampa Hwy, Suite 200

Lakeland, FL

United States, 33815

Tel: (863) 682-0013

Toll Free: (888) 678-3267

Fax: (863) 582-9565

catalog.shopmadden.com
INVOICE REVIEW FORM

Please check the box below that pertains to your invoice:

- [ ] CHIEF OF PROTOCOL REPRESENTATIONAL FUNDS
- [X] GENERAL ENTERTAINMENT
- [ ] OFFICIAL GIFTS
- [ ] OFFICIAL VISITS
- [ ] PRESIDENTIAL DELEGATIONS
- [ ] PAY USING GIFT FUNDS

<table>
<thead>
<tr>
<th>STAFF CONTACT:</th>
<th>(b)(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT / PURPOSE:</td>
<td>POTUS- Inventory</td>
</tr>
<tr>
<td>DATE OF SERVICE:</td>
<td>7/6/2018</td>
</tr>
<tr>
<td>DESCRIPTION OF SERVICE:</td>
<td>Boxes with lid featuring the Presidential Seal</td>
</tr>
<tr>
<td>AMOUNT SPENT:</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>AMOUNT BUDGETED:</td>
<td></td>
</tr>
<tr>
<td>JUSTIFICATION IF OVER BUDGET:</td>
<td></td>
</tr>
<tr>
<td>INVOICE #:</td>
<td>S00691135</td>
</tr>
<tr>
<td>DATE INVOICE RECEIVED:</td>
<td>6/28/2018</td>
</tr>
<tr>
<td>DATE INVOICE SUBMITTED:</td>
<td>7/24/2018</td>
</tr>
<tr>
<td>PAYMENT DUE DATE:</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>NAME OF VENDOR:</td>
<td>Michael Aram</td>
</tr>
</tbody>
</table>

APPROVED FOR PAYMENT:
Assistant Chief of Protocol

[signature] (date)

APPROVED BY:
Executive Director of Management

[signature] (date)

APPROVED BY:
Front Office

[signature] (date)
SALES ORDER

SO0691135
ORDER NUMBER: SO0691135
ORDER DATE: 06/28/18
BY: [Signature]
SALESPERSON 1: NOF
CUSTOMER NO: O00166
EXT PO NO: 
WEB ORDER ID: 
CUSTOMER PRICE GROUP: 9

SOLD TO:
OFFICE OF THE CHIEF OF PROTOCOL
U.S. DEPARTMENT OF STATE
2201 C STREET / SUITE 1238
WASHINGTON, DC 20520 USA

SHIP TO:
OFFICE OF THE CHIEF OF PROTOCOL
U.S. DEPARTMENT OF STATE
2201 C STREET / SUITE 1238
WASHINGTON, DC 20520 USA

CONFIRM TO: 
COMMENT: 
(b)(6)

<table>
<thead>
<tr>
<th>CUSTOMER P.O. SEAL</th>
<th>SHIP VIA UPS GRND</th>
<th>F.O.B. NJ</th>
<th>TERMS 30 DAYS NET</th>
<th>SHIP DATE 06/28/18</th>
<th>CANCEL DATE 07/28/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM NUMBER 143557</td>
<td>CNTRY-ORIGIN USA</td>
<td>UNIT Each</td>
<td>ORDERED 50</td>
<td>SHIPPED 0.00</td>
<td>BACK ORDE 0.00</td>
</tr>
</tbody>
</table>

USE UPS ACCOUNT X6X228

Net Order: $ 5,000.00
Shipping & Handling: $ 0.00
Tax: $ 0.00
Less Discount: $ 0.00

Order Total: $ 5,000.00
I know, is it for waitstaff or store reimbursement?

It is for the Madison dinner on June 10

All invoices has been paid, what is the $988.12 for so I can look it up?
We are still missing a check for $988.12, just making sure it is in process and not missing. It is an invoice for June 10, Madison dinner.
1413 SOUTH MAIN CHAPEL WAY  
GAMBRILLS, MD 21054  
(443) 332-6200

03/26/19  OP# 84

WEG FAMILY PK EGS 4.99 F  
BRAGG VINEGAR APPL 5.99 F  
WRIGHT SILVER CRM 3.99 T  
TEXM BROWN RICE 5.99 F  
2 @ 5.99  
MICHIE'S GRANOLA 11.98 F  
LIB STEEL SCRUBBER 2.99 T  
TAX 0.42

**** BALANCE 36.35

VISA PURCHASE  
ACCT: (b)(6)  
AUTH: 012565  
RCPT: 84548  
CODE: 0000 Approved

CREDIT CARD 36.35  
CHANGE 0.00

03/26/19 06:24  60 84 2 84

The Market @ Columbia Plaza  
516 23rd St. NW  
Washington, DC 20037  
(202) 223-3517  
3/26/2019 11:11 AM

Receipt #: 674090  
Trans. #: 175  
Station #: 2  
Cashier: Manager

BEER  
1  SAMUEL ADAMS VARIETY 12PK $21.99  
[08769229103]

SUBTOTAL: $21.99  
TAX 3 (10.25%): $2.25  
TOTAL: $24.24

CASH: $50.00  
CHANGE: $25.76

1 item

Thank You!!
From: FreshDirect <service@freshdirect.com>
Sent: Friday, March 22, 2019 3:18 AM
To: [b](6)
Subject: Your FreshDirect order is in the works! Here's your receipt

Dear [b](6),

We're busy picking and packing your order (#17278033801), and it's looking fresh and delicious. It will be delivered between 03:00 PM and 05:00 PM on Friday, March 22, 2019.

Your final order amount is $489.02. Click here to view your order details.

Remember that shopping your favorites is fast and easy with Reorder. You can also create custom shopping lists to make getting your go-to groceries a piece of cake.

Thanks for your shopping. Come back again soon!

FreshDirect Customer Service Group

ORDER INFORMATION for ORDER NUMBER 17278033801

<table>
<thead>
<tr>
<th>TIME</th>
<th>ORDER TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 22, 2019 03:00 PM - 05:00 PM</td>
<td>$489.02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PAYPAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="6">b</a></td>
<td><a href="6">b</a></td>
</tr>
</tbody>
</table>

ALTERNATE DELIVERY
No Delivery Setting

FRESHDIRECT TIPPING POLICY

You are under no obligation to tip but have the option of providing a tip if you feel that you've received exceptional service. FreshDirect delivery personnel are not permitted to solicit tips under any circumstances. The delivery fee is not a gratuity for any FreshDirect employee who delivers or is otherwise involved with the delivery of your order and will not be given to any such employee as a gratuity.
<table>
<thead>
<tr>
<th>Quantity Ordered/Delivered</th>
<th>Final Weight</th>
<th>Unit Price</th>
<th>Options Price</th>
<th>Final Price</th>
</tr>
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<tbody>
<tr>
<td>1/1</td>
<td></td>
<td>($5.99/ea)</td>
<td></td>
<td>$5.99</td>
</tr>
<tr>
<td>Bakery &amp; Pastry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy's Bread Potato Onion Dill</td>
<td>($6.99/ea)</td>
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<td></td>
<td>$6.99</td>
</tr>
<tr>
<td>Loaf, Frozen - (11.5oz)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/1</td>
<td></td>
<td>($6.99/ea)</td>
<td></td>
<td>$6.99</td>
</tr>
<tr>
<td>Brooklyn Mills Stone Ground Whole Grain Peasant Bread, Frozen - (22oz)</td>
<td>($5.99/ea)</td>
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<td>$11.98</td>
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<tr>
<td>2/2</td>
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<td>($3.99/ea)</td>
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<td>$3.99</td>
</tr>
<tr>
<td>FreshDirect Frozen Oven-Ready Ciabatta Sandwich Rolls - (6ct)</td>
<td>($3.99/ea)</td>
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<tr>
<td>1/1</td>
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<td>($3.99/ea)</td>
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<tr>
<td>FreshDirect Frozen Oven-Ready Multigrain Rolls - (6ct)</td>
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<td>1/1</td>
<td></td>
<td>($3.99/ea)</td>
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<td>$3.99</td>
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<tr>
<td>FreshDirect Frozen Oven-Ready Rosemary Ciabatta - (16oz)</td>
<td>($3.29/ea)</td>
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<td>$6.58</td>
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<tr>
<td>2/2</td>
<td></td>
<td>($3.19/ea)</td>
<td></td>
<td>$12.76 T</td>
</tr>
<tr>
<td>Beverages</td>
<td></td>
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</tr>
<tr>
<td>Belvoir Fruit Farms Organic Elderflower and Rose Lemonade, Glass Bottle - (8.45fl oz)</td>
<td>($3.99/ea)</td>
<td></td>
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<tr>
<td>Dairy</td>
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<td>($3.99/ea)</td>
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<tr>
<td>Nature's Yoke Natural Cage-Free Large Brown Eggs - (1 dozen)</td>
<td>($3.99/ea)</td>
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<tr>
<td>3/3</td>
<td></td>
<td>($3.69/ea)</td>
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<td>$11.07</td>
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<tr>
<td>Organic Valley Heavy Whipping Cream - (1 pint)</td>
<td>($3.69/ea)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Deli</td>
<td></td>
<td>($5.99/ea)</td>
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<td>$5.99</td>
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<tr>
<td>Roasted California Garlic Cloves - (approx. 0.5lb)</td>
<td>($5.99/ea)</td>
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<tr>
<td>Frozen</td>
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<td>($4.29/ea)</td>
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<tr>
<td>Birds Eye Deluxe Fresh Frozen Artichoke Hearts - (9oz)</td>
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<tr>
<td>Fruit</td>
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<td>($7.99/ea)</td>
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<tr>
<td>Lemons and Limes - (9-11ct, approx. 3lb bag)</td>
<td>($7.99/ea)</td>
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</tr>
<tr>
<td>Meals</td>
<td></td>
<td>($9.99/ea)</td>
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<td>$9.99</td>
</tr>
<tr>
<td>FreshDirect Frozen Parmesan Straws with Roasted Garlic - (12ct)</td>
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<tr>
<td>Meat</td>
<td></td>
<td>($27.79/lb)</td>
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<tr>
<td>26/27.17</td>
<td>8.49 lb</td>
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<tr>
<td>Local Angus RWA Filet</td>
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<tr>
<td>Mignon - (Thin, about 5oz, Standard Pack)</td>
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<td>$4.98</td>
</tr>
<tr>
<td>Pantry</td>
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<td>$5.98</td>
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<tr>
<td>Argo Corn Starch - (16oz)</td>
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<tr>
<td>2/2</td>
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<td>($4.99/ea)</td>
<td></td>
<td>$9.98</td>
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<tr>
<td>Kewpie Mayonnaise - (12fl oz)</td>
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<td>$5.98</td>
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<td>2/2</td>
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<td>($2.99/ea)</td>
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<tr>
<td>Knox Original Gelatine</td>
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<tr>
<td>Unflavored - (1oz)</td>
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<tr>
<td>1/1</td>
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<td>($2.49/ea)</td>
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<tr>
<td>New York Flatbreads</td>
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<tr>
<td>Everything - (5oz)</td>
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<tr>
<td>1/1</td>
<td></td>
<td>($2.49/ea)</td>
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<td>$2.49</td>
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<tr>
<td>New York Flatbreads</td>
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<td></td>
</tr>
<tr>
<td>Sesame - (5oz)</td>
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<td>($2.49/ea)</td>
<td></td>
<td>$2.49</td>
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<tr>
<td>2/2</td>
<td></td>
<td>($1.29/ea)</td>
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<td>$2.58</td>
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<tr>
<td>Spice Supreme Garlic Powder - (2.5oz)</td>
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<tr>
<td>Item Description</td>
<td>Quantity</td>
<td>Price per Unit</td>
<td>Total Price</td>
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<td>----------</td>
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<tr>
<td>Chives</td>
<td>1/1</td>
<td>$1.99/ea</td>
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<tr>
<td>Fresh Peeled Shallot</td>
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<tr>
<td>Honey Gold Micro</td>
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<tr>
<td>Potatoes</td>
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<td>$3.99/ea</td>
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<tr>
<td>Mini Seedless Cucumber Pack</td>
<td>2/2</td>
<td>$1.79/ea</td>
<td>$3.58</td>
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<tr>
<td>Organic Cilantro</td>
<td>2/2</td>
<td>$1.99/ea</td>
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<tr>
<td>Organic Easter Egg</td>
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<td>$2.99/ea</td>
<td>$5.98</td>
<td></td>
</tr>
<tr>
<td>Radish</td>
<td>2/2</td>
<td>$3.99/ea</td>
<td>$7.98</td>
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<tr>
<td>Organic Fennel</td>
<td>2/2</td>
<td>$8.99/ea</td>
<td>$17.98</td>
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<tr>
<td>Organic Italian Parsley</td>
<td>2/2</td>
<td>$1.99/ea</td>
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<tr>
<td>Organic Tarragon</td>
<td>1/1</td>
<td>$2.49/ea</td>
<td>$2.49</td>
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<tr>
<td>Peeled Garlic</td>
<td>1/1</td>
<td>$4.99/ea</td>
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<tr>
<td>Radicle Farm Local Chef's</td>
<td>1/1</td>
<td>$3.99/ea</td>
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<tr>
<td>Radicle Farm Local Petal Power</td>
<td>1/1</td>
<td>$3.99/ea</td>
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<tr>
<td>Radicle Farm Spicy Heirloom Mix</td>
<td>2/2</td>
<td>$3.49/ea</td>
<td>$6.98</td>
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<tr>
<td>Ruby Micro Potatoes</td>
<td>1/1</td>
<td>$5.00/ea</td>
<td>$5.00</td>
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<tr>
<td>Satur Farms Local Sage, Rosemary, and Thyme Herb Trio</td>
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<td>$3.99/ea</td>
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<tr>
<td>Satur Farms Wild Arugula Pack</td>
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<td>$3.49/ea</td>
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</tbody>
</table>

**Subtotal:** $487.95  
**Tax:** $0.77  
**State Bottle Deposit:** $0.00  
**Total Tax:** $0.79  
**Delivery Fee (waived):** $0.00  
**Fuel Surcharge:** $0.28  
**ORDER TOTAL:** $489.02

NOTE: If this email does not print out clearly, please go to [https://www.freshdirect.com/your_account/order_details.jsp?orderId=17278033801](https://www.freshdirect.com/your_account/order_details.jsp?orderId=17278033801) for a printer-friendly version of your order details.
Washington DC #1120
2441 Market St. NE
Washington DC, DC 20018

4H Member 111845124094
1157973 CLOROMAX 10.99 A
1039392 OXICLON 290LD 18.99 A
845621 KS FREE/CLEA 13.99 A
E 494885 KS OMEGA MLK 10.49
E 723234 AVOCADO OIL 9.99
F 467130 KS GLOVES LG 19.99 A
F 467130 KS GLOVES LG 19.99 A
E 1010490 CELLO VITAMINS 9.99
E 921389 FRZ QR/ZIP 13.99 A
E 782394 POWER GREENS 5.99
E 782394 POWER GREENS 5.99
E 782394 POWER GREENS 5.99
E 735665 HLIN MAYO 1G 11.99
E 444934 KS CLUSTERS 11.79
E 990929 DAWN ADVANCE 9.69 A
E 251813 KS GRN GARLC 5.99
E 389462 KS U/P QTRS 10.99
E 5288 KS UNSL NUT 15.99
E 287780 CHTK BASE 5.99
E 647465 AVOCADOS 5.49
E 13600 CLEMENTINES 6.49
E 1219113 KS ORG ACV 6.99
E 130176 KETCHUP 3/44 7.79
E 120980 CHOBAN TUB 4.69
E 941676 ASPARAGUS 4.99
E 0000209120 / 94576 1.00-
E 427381 KS ORG EGGS 5.99
E 171104 ROMA TOMATO 5.49
SUBTOTAL 265.73
TAX 6.46
***** TOTAL 272.19

(b)(6) H
AID: AC00000000B1010
Seq# 9332 App#: 97070D
Costco Visa Resp: APPROVED
Trans ID#: 908000009332....
Merchant ID: 991120

APPROVED - Purchase
AMOUNT: $272.19
03/21/2019 15:01 1120 9 205 51

Costco Visa 272.19
CHANGE 0.00

A 6.00% TAX 6.46
TOTAL TAX 6.46
TOTAL NUMBER OF ITEMS SOLD 12

Costco Visa 135.55
CHANGE 0.00

A 6.00% TAX 7.67
TOTAL TAX 7.67
TOTAL NUMBER OF ITEMS SOLD 12