



United States Department of State

Washington, D.C. 20520

January 29, 2021

Case No. FL-2020-00134

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,

A handwritten signature in cursive script that reads "Jeanne Miller".

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:

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

(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



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

STAFF CONTACT:	(b)(6)		
EVENT / PURPOSE:	U.S. Foreign Policy Discussion Dinner Series with non U.S. Government Officials hosted by the Secretary of State		
DATE OF SERVICE:	09/30/2019		
DESCRIPTION OF SERVICE:	Purchased food and beverage items that were prepared and served during the official event	Number of Guests:	16
AMOUNT SPENT:	\$843.32		
AMOUNT BUDGETED:	\$1,000.00		
JUSTIFICATION IF OVER BUDGET:	N/A		
INVOICE #:	Individual Store Receipts (Whole Foods \$431.27 and Costco \$412.05)		
DATE INVOICE RECEIVED:	09/30/2019		
DATE INVOICE SUBMITTED:	09/30/2019		
PAYMENT DUE DATE:	10/01/2019		
NAME OF VENDOR: (Exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)	(b)(6)		

APPROVED FOR PAYMENT:

Assistant Chief of Protocol

(signature)

(date)

APPROVED BY:

Executive Director of Management

(signature)

(date)

PAID BY:

Budget Analyst

(signature)

(date)

UNCLASSIFIED

UNCLASSIFIED

From:	(b)(6)
To:	
CC:	
Subject:	FW: Invoice18156-1- Pens- Madden IRF.pdf
Date:	Wed, 18 Mar 2020 18:15:06 +0000

Thank you!!

From: (b)(6)
Sent: Wednesday, March 18, 2020 1:47 PM
To: (b)(6) (b)(6)
Subject: Invoice18156-1- Pens- Madden IRF.pdf

Sender:	(b)(6)	
Recipient:		



Office of the Chief of Protocol of the
United States of America

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Please check the box below that pertains to your invoice:

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☐ OFFICIAL VISITS
☐ PRESIDENTIAL DELEGATIONS
☐ PAY USING GIFT FUNDS

STAFF CONTACT:	(b)(6)		
EVENT / PURPOSE:	S Inventory		
DATE OF SERVICE:	3/07/2020		
DESCRIPTION OF SERVICE:	150 Pens	Number of Guests:	
AMOUNT SPENT:	\$4,387.50		
AMOUNT BUDGETED:			
JUSTIFICATION IF OVER BUDGET:			
INVOICE #:	18156-1		
DATE INVOICE RECEIVED:	3/10/2020		
DATE INVOICE SUBMITTED:	3/18/2020		
PAYMENT DUE DATE:	4/18/2020		
NAME OF VENDOR: (Exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)	Madden Branded Goods		

APPROVED FOR PAYMENT:

Assistant Chief of Protocol

(b)(6)
(signature)

03/18/2020

(date)

APPROVED BY:

Executive Director of Management

(signature)

(date)

PAID BY:

Budget Analyst

(signature)

(date)



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

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

From:	(b)(6)
To:	(b)(6)
Subject:	FW: SIGNED invoice review forms for Mosaic Express
Date:	Tue, 24 Mar 2020 18:47:54 +0000

(b)(6)

Please let me know if you have any questions.

Thanks much!

(b)(6)

From: (b)(6)
Sent: Wednesday, March 11, 2020 4:18 PM
To: (b)(6)
Cc: (b)(6)
Subject: 2 invoice review forms for Mosaic Express

(b)(6)

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

(b)(6)

(b)(6)

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

(b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)



**1920 L Street NW
Street Entrance #3
Washington DC 20036**

202-296-3276
www.mosaicexpress.com

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)

Quantity	Description	Amount
200	Tour tickets-Madison Dinners hosted by Sec. of State & Mrs. Pompeo - 7.5 x 4.5_ Classic Crest Natural White 130# cover, 7.5 x 4.5 Classic Natural White Classic Crest	\$ 122.67
250	Cover-130-26 x 40-Classic Natural White, digitally printed on 1 side Classic Crest Writing -Natural White Smooth_80 lb. Text_11x17, QTY: 250 SHEETS(BLANKS)	\$ 84.22
Sales Rep: Taken by: (b)(6)		SUBTOTAL \$ 206.89 TAX SHIPPING \$ 0.00 TOTAL \$ 206.89 AMOUNT DUE \$ 206.89
Tour tickets - 7.5 x 4.5_ Classic Crest Natural White 130# cover		



**1920 L Street NW
Street Entrance #3
Washington DC 20036**

202-296-3276
www.mosaicexpress.com

Invoice

No: **1579**

Date: 1/15/20
Customer PO: Condolence Book Paper
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)

Quantity	Description	Amount
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.	\$ 149.55
Sales Rep: Taken by: (b)(6)		
		SUBTOTAL \$ 149.55
		TAX
		SHIPPING \$ 0.00
		TOTAL \$ 149.55
CONDOLENCE BOOK PAPER(blank)		AMOUNT DUE \$ 149.55



Office of the Chief of Protocol of the
United States of America

INVOICE REVIEW FORM

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☒ GENERAL ENTERTAINMENT
☐ OFFICIAL GIFTS
☐ OFFICIAL VISITS
☐ PRESIDENTIAL DELEGATIONS
☐ PAY USING GIFT FUNDS

STAFF CONTACT:	(b)(6)		
EVENT / PURPOSE:	Condolence Book paper for official memorial services		
DATE OF SERVICE:	1/16/2020		
DESCRIPTION OF SERVICE:	1500 sheets of natural white cover weight with 3 drilled holes	Number of Guests:	
AMOUNT SPENT:	\$149.55		
AMOUNT BUDGETED:	\$200.00		
JUSTIFICATION IF OVER BUDGET:			
INVOICE #:	#1579		
DATE INVOICE RECEIVED:	2/21/2020		
DATE INVOICE SUBMITTED:	3/11/2020		
PAYMENT DUE DATE:	3/21/2020		
NAME OF VENDOR: (Exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)	Mosaic Express		

APPROVED FOR PAYMENT:
Assistant Chief of Protocol

(b)(6)

(signature)

3/24/2020

(date)

APPROVED BY:
Executive Director of Management

(signature)

(date)

PAID BY:
Budget Analyst

(signature)

(date)



Office of the Chief of Protocol of the
United States of America

INVOICE REVIEW FORM

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- ☐ OFFICIAL GIFTS
- ☐ OFFICIAL VISITS
- ☐ PRESIDENTIAL DELEGATIONS
- ☐ PAY USING GIFT FUNDS

STAFF CONTACT:	(b)(6)		
EVENT / PURPOSE:	Madison Dinners Stock item for Madison Dinners hosted by the Secretary of State and the Chief of Protocol (tour tickets and menu insert paper)		
DATE OF SERVICE:	1/16/2020		
DESCRIPTION OF SERVICE:	200 tour tickets; 250 sheets natural white menu insert paper	Number of Guests:	
AMOUNT SPENT:	\$206.89		
AMOUNT BUDGETED:	\$250.00		
JUSTIFICATION IF OVER BUDGET:			
INVOICE #:	#1473		
DATE INVOICE RECEIVED:	2/21/2020		
DATE INVOICE SUBMITTED:	3/11/2020		
PAYMENT DUE DATE:	3/21/2020		
NAME OF VENDOR: (Exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)	Mosaic Express		

APPROVED FOR PAYMENT:

Assistant Chief of Protocol

(b)(6)

(signature)

3/23/2020

(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)(5)

of the Freedom of Information and Privacy Act

From:	(b)(6)
To:	Collins Zaban (b)(6)
Subject:	RE: Quote (1) for U.S. Department of State from Madden Branded Goods
Date:	Tue, 14 Aug 2018 19:06:06 +0000

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

(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, August 14, 2018 11:20 AM
To: Collins Zaban (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

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!

(b)(6)

Official
UNCLASSIFIED DeControlled

From: Collins Zaban (b)(6)
Sent: Monday, August 13, 2018 11:00 AM
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)!

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

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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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
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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)

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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our new website!](#)

From: (b)(6)
Sent: Friday, August 10, 2018 1:04 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

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.

(b)(6)

Official**UNCLASSIFIED****DeControlled**

From: Collins Zaban (b)(6)
Sent: Friday, August 10, 2018 10:34 AM**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)

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!



Collins Zaban

ACCOUNT MANAGER

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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our new website!*

From: Collins Zaban

Sent: Thursday, August 9, 2018 3:59 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)

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

(b)(6)

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKE LAND, FLORIDA 33815



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our new website!](#)

From: (b)(6)
Sent: Wednesday, August 8, 2018 9:38 AM**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

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 it would be an 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!

(b)(6)

Official

UNCLASSIFIED

DeControlled

From: Collins Zaban (b)(6)
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

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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our new website!](#)

From: [REDACTED] (b)(6)
Sent: Tuesday, August 7, 2018 4:54 PM
To: Collins Zaban [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6); [REDACTED] (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,

[REDACTED] (b)(6)

Official
UNCLASSIFIED DeControlled

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

Hi [REDACTED] (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?



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, August 7, 2018 3:22 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

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)

(b)(6)

U.S. Department of State
Office of the Chief of Protocol
Diplomatic Gift Unit

(b)(6)

Official
UNCLASSIFIED

From: Collins Zaban (b)(6)
Sent: Tuesday, July 31, 2018 12:14 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

(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

(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 31, 2018 11:52 AM
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

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 (b)(6)
Sent: Tuesday, July 31, 2018 10:57 AM
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 (b)(6) 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

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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From: [REDACTED] (b)(6)
Sent: Tuesday, July 31, 2018 9:07 AM
To: Collins Zaban [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6) [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Hi Collins!

Any word on the one pen?

Thanks!

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From: Collins Zaban [REDACTED] (b)(6)
Sent: Monday, July 30, 2018 5:15 PM
To: [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6) [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

The shipping address is:
 2201 C St NW
 Washington, DC 20520



Collins Zaban
 ACCOUNT MANAGER

[REDACTED] (b)(6)

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



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From: [REDACTED] (b)(6)
Sent: Monday, July 30, 2018 5:13 PM
To: Collins Zaban [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6) [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Are they shipping it directly to our office?

Official
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From: Collins Zaban [REDACTED] (b)(6)
Sent: Monday, July 30, 2018 5:10 PM
To: [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6) [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

[REDACTED] (b)(6)

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.



Collins Zaban
 ACCOUNT MANAGER

[REDACTED] (b)(6)

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



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our new website!*

From: [REDACTED] (b)(6)
Sent: Monday, July 30, 2018 3:30 PM
To: Collins Zaban [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6) [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

Hi Collins!

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

Thanks!

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From: Collins Zaban [REDACTED] (b)(6)
Sent: Tuesday, July 24, 2018 1:17 PM
To: [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6) [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

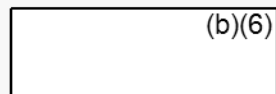
Ok, will do.

Thanks [REDACTED] (b)(6)



Collins Zaban

ACCOUNT MANAGER



TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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From: [REDACTED] (b)(6)
Sent: Tuesday, July 24, 2018 1:16 PM
To: Collins Zaban [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6); [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

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

Thanks!

Official

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From: Collins Zaban [REDACTED] (b)(6)
Sent: Tuesday, July 24, 2018 1:09 PM
To: [REDACTED] (b)(6)
Cc: Fisher, Mary-Kate [REDACTED] (b)(6); [REDACTED] (b)(6)
Subject: RE: Quote (1) for U.S. Department of State from Madden Branded Goods

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



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our new website!*

From: [redacted] (b)(6)
Sent: Tuesday, July 24, 2018 1:04 PM
To: Collins Zaban [redacted] (b)(6)
Cc: Fisher, Mary-Kate [redacted] (b)(6) [redacted] (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?

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From: Collins Zaban [redacted] (b)(6)
Sent: Tuesday, July 24, 2018 1:02 PM
To: [redacted] (b)(6)
Cc: Fisher, Mary-Kate [redacted] (b)(6) [redacted] (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 I 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 [redacted] (b)(6)



Collins Zaban

ACCOUNT MANAGER

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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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,

(b)(6)

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

(b)(6)

Official

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From: Collins Zaban (b)(6)
Sent: Tuesday, July 24, 2018 12:28 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)

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

(b)(6)

TOLL FREE: 888-678-3267

WEB: SHOPMADDEN.COM

6810 NEW TAMPA HWY

LAKELAND, FLORIDA 33815



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our new website!](#)

From: (b)(6)
Sent: Tuesday, July 24, 2018 9:38 AM
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

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!!

(b)(6)

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

(b)(6)

Official
UNCLASSIFIED

DeControlled

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

Hi (b)(6)

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

(b)(6)

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



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From: [REDACTED] (b)(6)
Sent: Monday, July 23, 2018 5:01 PM
To: Collins Zaban [REDACTED] (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
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From: [REDACTED] (b)(6)
Sent: Monday, July 23, 2018 4:49 PM
To: [REDACTED] (b)(6)
Subject: Quote (1) for U.S. Department of State from Madden Branded Goods



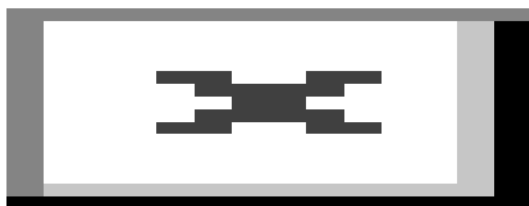
Hi [REDACTED] (b)(6)

Please see the attached quote for your Cross Pens. Let me know if you have any questions.

Collins Zaban
Account Manager
Madden Brande

(b)(6)

catalog.shopmadden.com



Sender: (b)(6)

Recipient: Collins Zaban (b)(6)

(b)(6)

To:

Subject:

(b)(6)

Your FreshDirect order is in the works! Here's your receipt



Dear (b)(6),

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

(b)(6) / Ofc of the Chief of
Protocol
2201 C STREET NW, SUITE 1238
Washington, DC 20520

PAYPAL

(b)(6)

(b)(6)

ALTERNATE DELIVERY

No Delivery Setting

**Quantity
Ordered/Delivered**

		Final Weight	Unit Price	Options Price	Final Price
Bakery & Pastry					
2/2	Amy's Bread Potato Onion Dill Loaf, Frozen - (11.5oz)		(\$5.99/ea)		\$11.98
1/1	Brooklyn Mills Whole Grain Rolls, Frozen - (4ct)		(\$5.99/ea)		\$5.99
1/1	Callie's Cheese and Chive Biscuits, Frozen - (6ct, 7oz)		(\$11.99/ea)		\$11.99
2/2	FreshDirect Frozen Oven-Ready Dark Wheat Bread (Made with Organic Flour) - (16oz)		(\$1.99/ea)		\$3.98
4/4	FreshDirect Frozen Oven-Ready Rosemary Ciabatta - (16oz)		(\$3.99/ea)		\$15.96

1/1	FreshDirect Frozen Oven-Ready Sourdough Rolls - (6ct)	(\$3.99/ea)	\$3.99
2/2	Orwashers Cabernet Rustica, Frozen - (16oz)	(\$5.99/ea)	\$11.98
6/6	Beverages Bai Antioxidant Infusion, Brasilia Blueberry, Plastic Bottle - (18fl oz)	(\$2.69/ea)	\$16.14
1.0/1.16 lb 4/4	Cheese Shop Locatelli Pecorino Romano DOC 1.16 lb (\$18.99/lb) Vermont Creamery Fresh Goat Cheese Classic Chèvre - (10.5oz)	(\$8.99/ea)	\$22.03 \$35.96
3/3	Dairy Boursin Garlic & Fine Herbs	(\$6.99/ea)	\$20.97
2/2	Gournay Cheese - (5.2oz) Nature's Yoke Natural Cage-Free Large Brown Eggs - (1 dozen)	(\$3.99/ea)	\$7.98
2/2	Deli FreshDirect Prosciutto di Parma Reserve, 18-Month Aged - (1.0 lb, Thin)	2.00 lb (\$21.99/lb)	\$43.98
2/2	Frozen Cascadian Farm Organic Edamame Shelled Soy Beans - (10oz) Saved \$1.00 with coupon	(\$1.99/ea)	\$3.98
2/2	Just FreshDirect Organic Frozen Fruit, Dark Sweet	(\$3.99/ea)	\$7.98
5/5	Cherries - (10oz) Van Leeuwen Ice Cream, Sicilian Pistachio - (14fl oz)	(\$7.99/ea)	\$39.95 T
2/2	Fruit Brown Turkey Figs - (approx. 12oz)	(\$6.99/ea)	\$13.98
12/12 2/2	Cara Cara Orange Family Tree Farms Organic Desert Queen Figs - (approx. 8oz)	(\$1.25/ea) (\$4.00/ea)	\$15.00 \$8.00 S
3/3	Lemons and Limes - (9-11ct, approx. 3lb bag)	(\$7.99/ea)	\$23.97
2/2	Organic Black Mission Figs - (approx. 8oz)	(\$4.50/ea)	\$9.00 S
2/2	Meals FreshDirect Frozen Parmesan Straws with Roasted Garlic - (12ct, 8.5oz)	(\$9.99/ea)	\$19.98
22/22	Meat Local Angus RWA Filet Mignon - (Thin, about 5oz, Standard Pack)	6.85 lb (\$36.99/lb)	\$253.23
2/2	Pantry Bob's Red Mill Gluten Free All Purpose Baking Flour - (22oz)	(\$5.19/ea)	\$10.38
1/1	Hellmann's Real Mayonnaise - (30fl oz)	(\$5.99/ea)	\$5.99

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	Rustic Bakery Organic Sourdough Flatbread, Rosemary and Olive Oil - (6oz)	(\$6.99/ea)	\$13.98
2/2	Rustic Bakery Organic Sourdough Flatbread, Sweet Onion & Crème Fraiche - (6oz)	(\$6.99/ea)	\$13.98
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		
6/5.23	Belgian Endive	\$2.99/lb	\$3.92
4/4	Blue Moon Acres Organic Micro Greens Sampler - (approx. 1oz)	1.57 lb (\$3.49/lb)	\$5.48
2/2	Dream Greens Baby Spicy Mix - (approx. 4.5oz)	(\$2.99/ea)	\$11.96
3/3	Grown on Long Island Yellow Wax Beans - (approx. 1lb)	(\$3.50/ea)	\$7.00
8/8	Lancaster Farm Fresh Cooperative Local Organic Bi-Color Corn - (approx. 0.5lb)	(\$1.49/ea)	\$4.47
2/2	Mini Seedless Cucumber Pack - (approx. 16oz)	(\$1.25/ea)	\$10.00 S
4/4	Organic Fennel - (approx. 4-5oz)	(\$3.99/ea)	\$7.98
8/8	Organic Gold Beets, Bunch - (approx. 4ct)	(\$3.99/ea)	\$15.96
8/4.02	Organic Yellow Zucchini	(\$2.50/ea)	\$20.00
4/4	Radicchio - (head)	1.81 lb (\$2.99/lb)	\$5.41
2/2	Satur Farms Local Mesclun Pack - (approx. 5oz)	(\$2.99/ea)	\$11.96
4/4	Trimmed French Beans - (approx. 8oz)	(\$3.49/ea)	\$6.98
8/9.64	Wells Homestead Acres Local Green Zucchini	(\$2.50/ea)	\$10.00
2/2	Wells Homestead Acres Local Squash Blossoms - (approx. 8ct)	4.34 lb (\$1.99/lb)	\$8.64
4/4	organicgirl Baby Arugula - (approx. 5oz)	(\$3.99/ea)	\$7.98
		(\$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 T

ORDER TOTAL: \$949.45

T = Taxable Item

S = Special Price
D = State Bottle Deposit

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.

Go to FreshDirect | Contact Us | Check or Change an Order | Frequently Asked Questions
FreshDirect, LLC. 2 St Ann's Ave Bronx, NY 10454



Unclassified



Details for Order #113-5576124-5479418

Order Placed: September 3, 2019
Amazon.com order number: 113-5576124-5479418
Order Total: \$26.40

Shipped on September 4, 2019		
Items Ordered		Price
1 of: <i>Strongwater Cherry Bourbon Bitters - Organic Tart and Bing Cocktail Cherries soaked in 7 year aged Bourbon, perfect for a Manhattan - 3fl oz</i>		
Sold by: Strongwater (seller profile) Product question? Ask Seller		
Condition: New		
Shipping Address:		
<div>(b)(6) / Protocol Office</div> 2201 C STREET NW, SUITE 1238 WASHINGTON, DC 20520 United States		
Shipping Speed:		
Two-Day Shipping		

Payment information	
Payment Method: <div>(b)(6)</div>	Item(s) Subtotal: \$23.95 Shipping & Handling: \$0.00 -----
Billing address <div>(b)(6)</div>	Total before tax: \$23.95 Estimated tax to be collected: \$2.45 -----
Grand Total:\$26.40	

To view the status of your order, return to [Order Summary](#).

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Details for Order #113-9448598-6793822

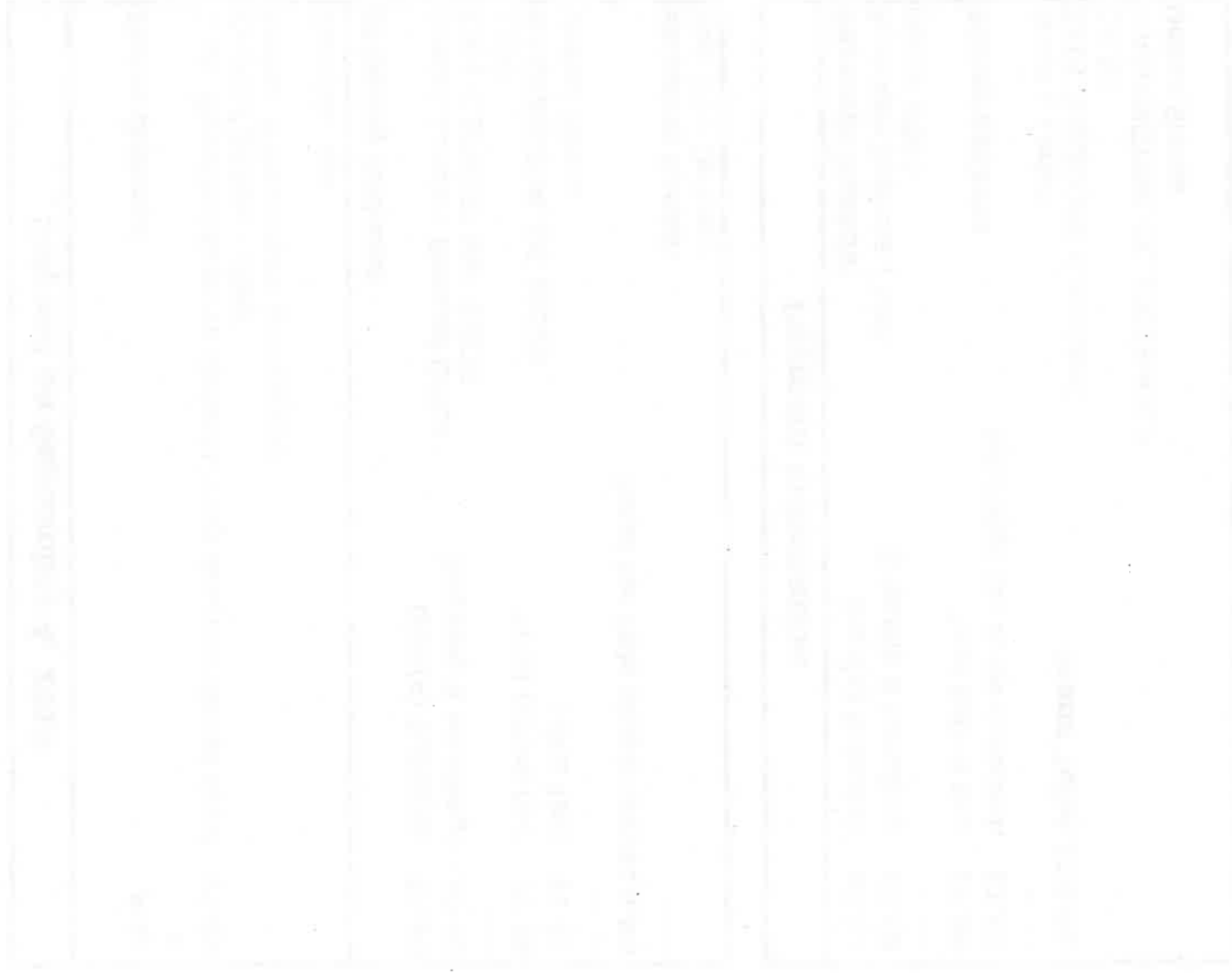
Order Placed: September 3, 2019
Amazon.com order number: 113-9448598-6793822
Order Total: \$10.90

Shipped on September 4, 2019		
Items Ordered		Price
1 of: Woodford Reserve Spiced Cherry Bourbon Barrel Aged Cocktail Bitters - 59ml		\$9.89
Sold by: JF Distributions (seller profile)		
Condition: New		
Shipping Address:		
(b)(6) / Protocol Office		
2201 C STREET NW, SUITE		
1238		
WASHINGTON, DC 20520		
United States		
Item(s) Subtotal: \$9.89		
Shipping & Handling: \$0.00		
Total before tax: \$9.89		
Sales Tax: \$1.01		
Total for This Shipment: \$10.90		
Shipping Speed:		
Four Day Delivery		

Payment information	
Payment Method:	(b)(6)
Item(s) Subtotal: \$9.89	
Shipping & Handling: \$0.00	
Total before tax: \$9.89	
Estimated tax to be collected: \$1.01	
Grand Total: \$10.90	
Billing address	(b)(6)

To view the status of your order, return to [Order Summary](#).

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Phone: (202)647-3232

Fax: (202)736-4232

Email: (b)(6)

SOLD TO:	U.S. Department OF STATE	INVOICE DATE:	28-Feb-20
AGENCY/OFFICE:	ATTN: (b)(6)	INVOICE NO.:	SS-EO-2002-05
ADDRESS:	2201 C Street, N.W.	CONTACT(S)	(b)(6)
	Bureau S/CPR	TELEPHONE:	(b)(6)
	Washington, D.C. 20520	EMAIL:	(b)(6)
BILLING ADDRESS:	Same		

SERVICE INVOICE

DATE(s)	TIME	DESCRIPTION	NO. PERSONS	QTY HRS.	UNIT PRICE	TOTAL AMOUNT
24-Feb-20	1730-2030	Elevator Services@HST for Secretary Pompeo Madison Dinner	1	3	\$34.06	\$102.18
27-Feb-20	1730-2030	Elevator Services@HST for Secretary Pompeo Madison Dinner	1	3	\$34.06	\$102.18

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:

CHECK NO.:

ACCOUNT NO.:

P.O. 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



TASK ORDER TIME LOG

MADISON Dinners

[illegible]

ACOR or Representative must verify and sign each timesheet.

9

DRR ELEVATOR OPERATOR REQUEST FORM (FOR DRR USE ONLY)

211/20 9:53 AM

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

Date of Event: February 27, 2020		Time In: 5:30 pm		Time Out: 9:00 pm	
Note: Please add 15 – 30 minutes to the expected In and Out time.					
CORE No. 3	No. of Elevators 1	Floor No. 8			
Preauthorization for Extended Time? Yes		<input type="checkbox"/> X	No	<input type="checkbox"/>	
CORE No. 2	No. of Elevators 0	Floor No. 8			
Preauthorization for Extended Time? Yes		<input type="checkbox"/> X	No	<input type="checkbox"/>	
* 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 <input type="checkbox"/>		Take-up and return <input type="checkbox"/>		Take-up and hold <input checked="" type="checkbox"/> 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 ROOM 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:

Request Taken By:	Date:	Time:	Assigned Operator/s:
-------------------	-------	-------	----------------------



Phone: (202)647-3232

Fax: (202)736-4232

Email: (b)(6)

SOLD TO:	U.S. Department Of State	INVOICE DATE:	30-Sep-19
AGENCY/OFFICE:	ATTN: (b)(6)	INVOICE NO.:	SS-EO-1909B-02
ADDRESS:	S/CPR	CONTACT(S):	(b)(6)
	2201 C Street, N.W.	TELEPHONE:	(b)(6)
	Washington, D.C. 20520	FAX:	(b)(6)
BILLING ADDRESS:	Same	Email:	(b)(6)

SERVICE INVOICE

DATE(s)	TIME	DESCRIPTION	NO. PERSONS	QTY HRS.	UNIT PRICE	TOTAL AMOUNT
12-Sep-19	1730-1800	Elevator Services@HST for Secretary Pompeo Madison Dinner	1	0.5	\$34.06	\$17.03
12-Sep-19	1800-2100	Elevator Services@HST for Secretary Pompeo Madison Dinner	1	3	\$34.06	\$102.18

TOTAL DUE:**\$119.21****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:****CHECK NO.:****ACCOUNT NO.:****P.O. 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

DRR ELEVATOR OPERATOR REQUEST FORM (FOR DRR USE ONLY)

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

Date of Event:	September 12, 2019	Time In:	5:30pm	Time Out:	9:00 pm
Note: Please add 15 – 30 minutes to the expected In and Out time.					
CORE No.	3	No. of Elevators	1	Floor No.	8
Preauthorization for Extended Time?			Yes	<input type="checkbox"/> X	No
CORE No.	2	No. of Elevators	0	Floor No.	8
Preauthorization for Extended Time?			Yes	<input type="checkbox"/> X	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		<input type="checkbox"/>	Take-up and return		<input type="checkbox"/>
			Take-up and hold		<input checked="" type="checkbox"/> 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 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:					
BILLING INFORMATION: (b)(6) 2201 C STREET, NW WASHINGTON, DC 20520 ROOM 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:

Request Taken By:	Date:	Time:	Assigned Operator/s:
-------------------	-------	-------	----------------------

THURS. 12 5:30pm



TASK ORDER TIME LOG

[illegible]

ACOR or Representative mus+A6:I25t verify and sign each timesheet.

--	--	--	--

From:	(b)(6)
To:	(b)(6)
Subject:	RE: Madison - Elevator Service
Date:	Tue, 8 Oct 2019 15:57:19 +0000

Hi (b)(6)

Attached is the signed IRF.

Best,

(b)(6)

UNCLASSIFIED

From:	(b)(6)
Sent:	Tuesday, October 8, 2019 8:57 AM
To:	(b)(6) (b)(6)
Cc:	(b)(6) (b)(6) (b)(6)
Subject:	Madison - Elevator Service

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

(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.

UNCLASSIFIED

Sender:	(b)(6)
Recipient:	(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

STAFF CONTACT:	(b)(6)		
EVENT / PURPOSE:	Madison Dinner with the Secretary		
DATE OF SERVICE:	9-30-19		
DESCRIPTION OF SERVICE:	Elevator services	Number of Guests:	16
AMOUNT SPENT:	119.21		
AMOUNT BUDGETED:	120		
JUSTIFICATION IF OVER BUDGET:			
INVOICE #:	SS-EO-1909B-04		
DATE INVOICE RECEIVED:	9-30-19		
DATE INVOICE SUBMITTED:	10-8-19		
PAYMENT DUE DATE:	30 days from date of invoice		
NAME OF VENDOR: (Exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)	SemperServe, LLC 4425 Fitch Avenue Suite 114 Baltimore, MD 21236		

APPROVED FOR PAYMENT:

Assistant Chief of Protocol

(b)(6)

(signature)

Oct. 8, 2019

(date)

APPROVED BY:

Executive Director of Management

(signature)

(date)

PAID BY:

Budget Analyst

(signature)

(date)

UNCLASSIFIED

From:	(b)(6)
To:	(b)(6) (b)(6)
Subject:	RE: NEED IRFs
Date:	Tue, 17 Mar 2020 19:04:54 +0000

Sorry, I realized I saved two under the wrong numbers. These are the correct ones. 20124 was fine.

From: (b)(6)
Sent: Tuesday, March 17, 2020 2:40 PM
To: (b)(6) (b)(6)
Subject: RE: NEED IRFs

Hi (b)(6)

Attached are three of the IRFs for signature.

Best,

(b)(6)

From: (b)(6)
Sent: Tuesday, March 17, 2020 11:21 AM
To: (b)(6) (b)(6)
Subject: FW: NEED IRFs

Hi ladies, if you haven't already done so, can you complete the IRF?

Thanks!

From: (b)(6)
Sent: Monday, March 16, 2020 2:47 PM
To: (b)(6)
Subject: NEED IRFs

Hi (b)(6)

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!



(b)(6)

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

Phone: (b)(6)
(b)(6)

Stay connected with Protocol:



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Sender:	(b)(6)	
Recipient:	(b)(6)	
	(b)(6)	

From:	(b)(6)
To:	(b)(6)
Subject:	RE: Pending Invoices
Date:	Thu, 3 Oct 2019 18:57:26 +0000

Hi (b)(6)

Attached is the IRF for the 9.12 Madison Dinner elevators.

Best,

(b)(6)

UNCLASSIFIED

From:	(b)(6)
Sent:	Thursday, October 3, 2019 2:46 PM
To:	(b)(6)
Cc:	(b)(6); (b)(6); (b)(6); (b)(6)
Subject:	FW: Pending Invoices

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)

UNCLASSIFIED

From:	(b)(6)
Sent:	Wednesday, October 2, 2019 7:11 PM
To:	(b)(6)
Cc:	(b)(6); (b)(6); (b)(6)
Subject:	Pending Invoices

Hi (b)(6)

Can you please process an IRF for the attached invoices? Thanks!



(b)(6)

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

(b)(6)

Stay connected with Protocol:



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UNCLASSIFIED

Sender:	(b)(6)
Recipient:	(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
☒ GENERAL ENTERTAINMENT
☐ OFFICIAL GIFTS
☐ OFFICIAL VISITS
☐ PRESIDENTIAL DELEGATIONS
☐ PAY USING GIFT FUNDS

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

APPROVED FOR PAYMENT:

Assistant Chief of Protocol

(signature)

(date)

APPROVED BY:

Executive Director of Management

(signature)

(date)

APPROVED BY:

Front Office

(signature)

(date)

From:	(b)(6)
To:	(b)(6)
Subject:	FW: Invoices S Madison Dinner Mar. 26, 2019
Date:	Thu, 28 Mar 2019 17:24:34 +0000

Hi (b)(6)

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

Best,

(b)(6)

Official - Transitory DeControlled
UNCLASSIFIED

From: (b)(6)
Sent: Thursday, March 28, 2019 12:53 PM
To: (b)(6) (b)(6) (b)(6)
Cc: (b)(6) (b)(6)
Subject: Invoices S Madison Dinner Mar. 26, 2019

Good afternoon,

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

(b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)

From:	(b)(6)
To:	(b)(6)
Subject:	Please Sign: Invoice Review form for Madison Elevators
Date:	Wed, 21 Aug 2019 17:22:31 +0000

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

Official

UNCLASSIFIED

Sender:	(b)(6)	
Recipient:	(b)(6)	(b)(6)

From:	(b)(6)
To:	(b)(6)
Subject:	RE: Invoices
Date:	Tue, 28 Aug 2018 14:30:23 +0000

Please route for signature, see attached. Thanks!



(b)(6)

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

(b)(6)

From: (b)(6)
Sent: Tuesday, August 28, 2018 10:22 AM
To: (b)(6)
Subject: RE: Invoices

Hi (b)(6)

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

Thanks!

From: (b)(6)
Sent: Tuesday, August 28, 2018 10:20 AM
To: (b)(6)
Subject: RE: Invoices

Hi (b)(6)

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?



(b)(6)

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

(b)(6)

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

(b)(6)

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

(b)(6)

Sender: (b)(6)

Recipient: (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
☐ 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: (exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)	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

(b)(6)

2201 C St NW
Washington, DC
US, 20520

FL-2020-00134 1/29/2021 61

SHIP TO

U.S. Department of State

(b)(6)

2201 C St NW
Washington, DC
US, 20520

QUOTATION

812850-1

Date

Jul/09/2018

Contact

Collins Zaban

(b)(6)

(b)(6)

Ship Via

Our Discretion

FOB

Factory

Production Time

15 working days from artwork approval

Terms

Net 20 Days

Tax

0099397-001

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

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

Customer Instructions / Comments

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

Continued on next page

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 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.

YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES MADDEN BRANDED GOODS TO PROCEED WITH THIS ORDER. VALID FOR 30 DAYS.

ACCEPTANCE

NAME

SIGNATURE

DATE



SOLD TO

U.S. Department of State

(b)(6)

2201 C St NW
Washington, DC
US, 20520

FL-2020-00134 1/29/2021 62

SHIP TO

U.S. Department of State

(b)(6)

2201 C St NW
Washington, DC
US, 20520

QUOTATION

812850-1

Date

Jul/09/2018

Contact

Collins Zaban

(b)(6)

(b)(6)

Ship Via

Our Discretion

FOB

Factory

Production Time

15 working days from artwork approval

Terms

Net 20 Days

Tax

0099397-001

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

QTY DESCRIPTION

UNIT PRICE

EXTENSION

Overnight UPS #: X6X228

Customer Instructions / Comments

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

Artwork

NO CHARGE

S&H

EXTRA

Tax

EXEMPT

Total

\$5,937.50

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 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.

YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES MADDEN BRANDED GOODS TO PROCEED WITH THIS ORDER. VALID FOR 30 DAYS.

ACCEPTANCE

NAME

SIGNATURE

DATE



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

STAFF CONTACT:	(b)(6)
EVENT / PURPOSE:	POTUS- Inventory
DATE OF SERVICE:	7/6/2018
DESCRIPTION OF SERVICE:	Boxes with lid featuring the Presidential Seal
AMOUNT SPENT:	\$5,000.00
AMOUNT BUDGETED:	
JUSTIFICATION IF OVER BUDGET:	
INVOICE #:	SO0691135
DATE INVOICE RECEIVED:	6/28/2018
DATE INVOICE SUBMITTED:	7/24/2018
PAYMENT DUE DATE:	8/24/2018
NAME OF VENDOR: (exactly as the check should be made out; be precise, include incorporations like LLC or Corp.)	Michael Aram

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

Page: 1



2102 83rd Street
 North Bergen, NJ 07047 USA
 Tel: 201-758-2551
 Fax: 201-758-2553
 www.michaelaram.com

SO0691135

ORDER NUMBER: SO0691135

ORDER DATE: 06/28/18

BY: (b)(6)

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:

(b)(6)

COMMENT:

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS	SHIP DATE	CANCEL DATE
SEAL	UPS GRND	NJ	30 DAYS NET	06/28/18	07/28/18

ITEM NUMBER	CNTRY-ORIGI	UNIT	ORDERED	SHIPPED	BACK ORDE	PRICE	AMOUNT
143557	USA	Each	50	0.00	0.00	100.00	5,000.00
PRESIDENTIAL SEAL BOX							

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

From:	(b)(6)
To:	(b)(6)
Subject:	RE: One more check for (b)(6)
Date:	Tue, 25 Jun 2019 15:11:21 +0000

I know, is it for waitstaff or store reimbursement?



(b)(6)
CPR Budget Analyst
(b)(6)

Official - Transitory
UNCLASSIFIED

DeControlled

From: (b)(6)
Sent: Tuesday, June 25, 2019 11:10 AM
To: (b)(6)
Subject: RE: One more check for (b)(6)

It is for the Madison dinner on June 10

From: (b)(6)
Sent: Tuesday, June 25, 2019 11:07 AM
To: (b)(6)
Subject: RE: One more check for (b)(6)

All invoices has been paid, what is the \$988.12 for so I can look it up?



(b)(6)
CPR Budget Analyst
(b)(6)

Official - Transitory
UNCLASSIFIED

From: (b)(6)
Sent: Tuesday, June 25, 2019 10:40 AM
To: (b)(6)
Subject: One more check for (b)(6)

(b)(6)

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.

(b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)



1413 SOUTH MAIN CHAPEL WAY
GAMBRILLS, MD 21054
(443) 332-6200

03/26/19 OP# 84

WEG FAMILY PK EGGS 4.99 F
BRAGG VINEGAR APPL 5.99 F
WRIGHT SILVER CRM 3.99 T
TEXM BROWN RICE 5.99 F

2 @ 5.99

MICHELE'S GRANOLA 11.98 F
LIB STEEL SCRUBBER 2.99 T
TAX 0.42

**** BALANCE 36.35

VISA PURCHASE

ACCT: (b)(6)

AUTH: 01255C

RCPT: 84548

CODE: 0000 Approved

CREDIT CARD 36.35
CHANGE 0.00

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



1413 SOUTH MAIN CHAPEL WAY
GAMBRILLS, MD 21054
(443) 332-6200

03/22/19 OP# 385119

WBO KOMBUCHA PINEA 2.49 B
3 @ 3.99
KA UNBLEACHED CAKE 11.97 F
3 @ 2.79
NEST BUTTERSCTOCH 8.37 F
CAVA DELALLO INST 4.99 F
4 @ 5.49
DDN ALMD PASTE 21.96 F
TAX 0.15

**** BALANCE 49.93

VISA PURCHASE

ACCT: (b)(6)

AUTH: 01554C

RCPT: 21441

CODE: 0000 Approved

CREDIT CARD 49.93
CHANGE 0.00

03/22/19 06:18AM 60 21 2 385119

The Market @ Columbia Plaza

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

Receipt #: 674090 3/26/19 11:10:10 AM
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 !!

S MADISON DINNER
MARCH 26, 2019

(b)(6)

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

Give \$25, Get \$25
TELL YOUR FRIENDS →



ORDER INFORMATION for ORDER NUMBER 17278033801

TIME

Friday, March 22, 2019
03:00 PM - 05:00 PM

ORDER TOTAL

\$489.02

ADDRESS

(b)(6)

PAYPAL

(b)(6)

PYPL # (b)(6)

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.

Quantity Ordered/Delivered		Final Weight	Unit Price	Options Price	Final Price
	Bakery & Pastry				
1/1	Amy's Bread Potato Onion Dill Loaf, Frozen - (11.5oz)		(\$5.99/ea)		\$5.99
1/1	Brooklyn Mills Stone Ground Whole Grain Peasant Bread, Frozen - (22oz)		(\$6.99/ea)		\$6.99
2/2	Brooklyn Mills Whole Grain Rolls, Frozen - (4ct)		(\$5.99/ea)		\$11.98
1/1	FreshDirect Frozen Oven-Ready Ciabatta Sandwich Rolls - (6ct)		(\$3.99/ea)		\$3.99
1/1	FreshDirect Frozen Oven-Ready Multigrain Rolls - (6ct)		(\$3.99/ea)		\$3.99
1/1	FreshDirect Frozen Oven-Ready Rosemary Ciabatta - (16oz)		(\$3.99/ea)		\$3.99
2/2	FreshDirect Frozen Semolina Demi Baguette - (2pk, 11" ea)		(\$3.29/ea)		\$6.58
	Beverages				
4/4	Belvoir Fruit Farms Organic Elderflower and Rose Lemonade, Glass Bottle - (8.45fl oz)		(\$3.19/ea)		\$12.76 T
	Dairy				
2/2	Nature's Yoke Natural Cage-Free Large Brown Eggs - (1 dozen)		(\$3.99/ea)		\$7.98
3/3	Organic Valley Heavy Whipping Cream - (1 pint)		(\$3.69/ea)		\$11.07
	Deli				
1/1	Roasted California Garlic Cloves - (approx. 0.5lb)		(\$5.99/ea)		\$5.99
	Frozen				
3/3	Birds Eye Deluxe Fresh Frozen Artichoke Hearts - (9oz)		(\$4.29/ea)		\$12.87
	Fruit				
2/2	Lemons and Limes - (9-11ct, approx. 3lb bag)		(\$7.99/ea)		\$15.98
	Meals				
1/1	FreshDirect Frozen Parmesan Straws with Roasted Garlic - (12ct)		(\$9.99/ea)		\$9.99
26/27.17	Meat				
	Local Angus RWA Filet Mignon - (Thin, about 5oz, Standard Pack)	8.49 lb	(\$27.79/lb)		\$235.94
	Pantry				
2/2	Argo Corn Starch - (16oz)		(\$2.49/ea)		\$4.98
2/2	Kewpie Mayonnaise - (12fl oz)		(\$4.99/ea)		\$9.98
2/2	Knox Original Gelatine Unflavored - (1oz)		(\$2.99/ea)		\$5.98
1/1	New York Flatbreads Everything - (5oz)		(\$2.49/ea)		\$2.49
1/1	New York Flatbreads Sesame - (5oz)		(\$2.49/ea)		\$2.49
2/2	Spice Supreme Garlic Powder - (2.5oz)		(\$1.29/ea)		\$2.58

Vegetables			
1/1	Chives - (approx. 2oz)	(\$1.99/ea)	\$1.99
1/1	Fresh Peeled Shallot - (approx. 8oz)	(\$4.99/ea)	\$4.99
2/2	Honey Gold Micro Potatoes - (approx. 16oz)	(\$5.00/ea)	\$10.00
1/1	Mini Seedless Cucumber Pack - (approx. 16oz)	(\$3.99/ea)	\$3.99
2/2	Ocean Mist Farms Scallions - (approx. 5.5oz)	(\$1.79/ea)	\$3.58
2/2	Organic Cilantro - (approx. 4oz)	(\$1.99/ea)	\$3.98
2/2	Organic Easter Egg Radish - (bunch)	(\$2.99/ea)	\$5.98
2/2	Organic Fennel - (approx. 4-5oz)	(\$3.99/ea)	\$7.98
2/2	Organic Hass Avocados - (5ct)	(\$8.99/ea)	\$17.98
2/2	Organic Italian Parsley - (approx. 4oz)	(\$1.99/ea)	\$3.98
1/1	Organic Tarragon - (approx. 0.75oz)	(\$2.49/ea)	\$2.49
1/1	Peeled Garlic - (approx. 8oz)	(\$4.99/ea)	\$4.99
1/1	Radicle Farm Local Chef's Selection - (approx. 4oz)	(\$3.99/ea)	\$3.99
1/1	Radicle Farm Local Petal Power - (approx. 4oz)	(\$3.99/ea)	\$3.99
2/2	Radicle Farm Spicy Heirloom Mix - (4oz)	(\$3.49/ea)	\$6.98
1/1	Ruby Micro Potatoes - (approx. 16oz)	(\$5.00/ea)	\$5.00
2/2	Satur Farms Local Sage, Rosemary, and Thyme Herb Trio - (approx. 2oz)	(\$3.99/ea)	\$7.98
1/1	Satur Farms Wild Arugula Pack - (approx. 5oz)	(\$3.49/ea)	\$3.49

Subtotal: **\$487.95**

Tax: \$0.77

State Bottle Deposit: \$0.00

Total Tax: \$0.79

Delivery Fee (waived): \$0.00

Fuel Surcharge: \$0.28 T

ORDER TOTAL: \$489.02

T = Taxable Item

S = Special Price

D = State Bottle Deposit

NOTE: If this email does not print out clearly, please go to https://www.freshdirect.com/your_account/order_details.jsp?orderId=17278033801 for a printer-friendly version of your order details.

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FreshDirect, LLC. 2 St Ann's Ave Bronx, NY 10454



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Washington DC #1120
2441 Market St. NE
Washington DC, DC 20018

4H Member 111845124094

	1153793 CLOROMAX	10.99 A
	1033992 OXICLN 290LD	18.99 A
	845621 KS FREE/CLEA	13.99 A
E	494885 KS OMEGA MLK	10.49
E	723324 AVOCADO OIL	9.99
F	467130 KS GLOVES LG	19.99 A
F	467130 KS GLOVES LG	19.99 A
E	1010490 CELLO WHISPS	9.99
	921389 FRZ QRT ZIP	13.99 A
E	782294 POWER GREENS	5.99
E	782294 POWER GREENS	5.99
E	782294 POWER GREENS	5.99
E	736665 HLMN MAYO 1G	11.99
E	440493 KS CLUSTERS	11.79
	990929 DAWN ADVANCE	9.69 A
E	251813 KS GRN GARLC	5.99
E	384962 KS L/S QTRS	10.99
E	15288 KS UNSLT NUT	15.99
E	287780 CHIK BASE	5.99
E	647465 AVOCADOS	5.49
E	113600 CLEMENTINES	6.49
E	1219113 KS ORG ACV	6.99
E	130176 KETCHUP 3/44	7.79
E	1205980 CHOBANI TUB	4.69
E	94676 ASPARAGUS	4.99
E	0000209120 /94676	1.00-
E	427381 KS ORG EGGS	5.99
E	171104 ROMA TOMATO	5.49
	SUBTOTAL	265.73
	TAX	6.46
****	TOTAL	272.19

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AID: A0000000031010
Seq# 9332 App#: 97070D
Costco Visa Resp: APPROVED
Tran 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 = 27
INSTANT SAVINGS \$ 1.00
03/21/2019 15:01 1120 9 205 51



Washington DC #1120
2441 Market St. NE
Washington DC, DC 20018

G9 Member 111845124094

	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
TOTAL	NUMBER OF ITEMS SOLD =	2
	283169 RF ROSES	17.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	970125 DELUXE BUNCH	9.99 A
	SUBTOTAL	127.88
	TAX	7.67
****	TOTAL	135.55

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AID: A0000000031010
Seq# 11426 App#: 11292D
Costco Visa Resp: APPROVED
Tran ID#: 908300011426....
Merchant ID: 991120

APPROVED - Purchase
AMOUNT: \$135.55
03/24/2019 10:16 1120 11 23 15

Costco Visa 135.55
CHANGE 0.00

A 6.00% TAX 7.67
TOTAL TAX 7.67
TOTAL NUMBER OF ITEMS SOLD = 12
03/24/2019 10:16 1120 11 23 15

48 Crows
20 A1
20 Cus
20 Bot
20 Can
20 shoes
20 muffs
20 Can Swirl
48 Asst