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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

| <b>IV FOR IMPLEMENTING UNIT'S USE</b>   |                           |   |   |
|---|---------------------------|---|---|
| 1. INITIAL START DATE   | 2. INTIAL COMPLETION DATE | 3. FOLLOW-ON MAINTENANCE REQUIRED<br><input type="checkbox"/> NO<br><input type="checkbox"/> YES (Attach SOW and LOM) | 4. IF YES, INDICATE TEAM COMPLIMENT (by number and skill) |
| 5. TOTAL MANHOURS EXPENDED BY SKILL   |                           | 6. IF YES, ESTIMATE MANHOURS BY SKILL   |   |
| 7. ITEMS AND SERVICE REQUIRED FOR FOLLOW-ON MAINTENANCE                           |                           |   |   |
| 8. TEAM CHIEF SIGNATURE   |                           | DATE  | 9. CHIEF OF MAINTENANCE SIGNATURE                         |
|   |                           |   | DATE  |
| <b>V FOR CSC USE IF FOLLOW-ON MAINTENANCE IS REQUIRED</b>                         |                           |   |   |
| 1. ESTIMATED START DATE FOR FOLLOW-ON MAINTENANCE                                 |                           | 2. ESTIMATED COMPLETION DATE FOR FOLLOW-ON MAINTENANCE  |   |
| <b>VI ENGINEERING REVIEW OF TEAM CHIEF FINDINGS</b>                               |                           |   |   |
| 1.<br><input type="checkbox"/> PROCEED<br><input type="checkbox"/> DO NOT PROCEED |                           | 2. REVIEWER'S NAME  | OFFICE SYMBOL   |
|   |                           |   | PHONE   |
| 3. REMARKS  |                           |   |   |
| <b>VII TEAM CERTIFICATION OF FOLLOW-ON MAINTENANCE COMPLETION</b>                 |                           |   |   |
| 1. START DATE   | 2. COMPLETION DATE        | 3. MANHOURS EXPENDED BY SKILLS  | 4. SIGNATURE  |
| <b>VIII MAINTAINING UNIT/COMMAND ACCEPTABLES</b>                                  |                           |   |   |
| 1. NAME OF ACCEPTING OFFICIAL   | DUTY TITLE                | GRADE   | UNIT  |
| 2. SIGNATURE  |                           |   | DATE  |
| <b>IX EXCEPTIONS (If none, so state)</b>  |                           |   |   |
|   |                           |   |   |