

Roger D. Merriam
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April 27, 2023

Mr. John Hoatson
Town Clerk, Town of Upper Marlboro, Maryland
jhoatson@uppermarlboromd.gov

Re: Upper Marlboro Codification—Proofs

Dear John:

Enclosed are the final proofs that reflect the contents of the new Code as agreed upon. The proofs embrace legislation through Ord. No. 2022-09, , adopted December 20, 2022. Pursuant to the contract, legislation adopted after this date will be held for inclusion in Supplement No. 1, or can be added to the proofs when returned for an additional charge.

The proofs are in a file named “Upper Marlboro Word Proofs 04-27-2023.pdf,” which was prepared using Microsoft Word and then saved as a PDF. Agreed upon substantive changes have been impressed into the proofs and appear as footnotes, in a manner similar to the conference draft, with changes shown in underline and strikethrough. Also included is a sample chapter named “Sample Chapter.pdf” prepared using our professional publishing software; this file is formatted to show the final style of the Code and does not show the underline/strikethrough. To help guide you in your proof review, we have provided a Table of Contents.

This set of final proofs has been thoroughly proofread and you should find them in very good condition. Any changes that you wish to make should be marked directly on the proofs. Please use a pen or pencil of a color other than black for marking on a printed copy of the proofs or use the "comments" feature available in the Adobe Acrobat application for marking the electronic PDF file attached to this email. Please ensure that any notations clearly indicate to our staff what is to be done; if several people have reviewed proofs, the marking sent to me should reflect the final consensus. Please only send me one copy of the marked up proofs. If you wish to delete or add sections, please indicate the addition or deletion on the appropriate page and do not renumber any of the existing sections, as this could render section references inaccurate. You should retain a photocopy of the proofs with your changes marked upon them for your files.

On the Title page (page iii of the proofs document): Please provide the names of current officials for the title page.

Our best estimate is that the new Code will be 404 pages in the format selected by the town (8 ½ x 11 single column, 12 point type, Times New Roman font). Pursuant to our contract with the town, pages in excess of 375 pages will be charged to the town at the rate of \$26.00 per page.

We know you are eager to complete this part of the process and have your new Code in hand. We have planned our production schedule according to the contract which contemplates the return of proofs within 45 days (June 12, 2023). Therefore, it is very important that you let us know of any expected delay. Upon return of the proofs, any changes you have made will be implemented and the Code will receive a quality control review. We will then begin our final stages of production, including preparation of tables and index, to be followed by shipment of your new Codes. If we have not heard from you by June 12 2023, I will move this project on to the next stage so your Code can be finalized and shipped.

MAILING ADDRESS: P.O. Box 2235 Tallahassee, FL 32316
PHYSICAL ADDRESS: 1700 Capital Circle, SW Tallahassee, FL 32310
LOCAL TELEPHONE NUMBER: 850-576-3171

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As we near completion of this important project, I thank you for your continued assistance and cooperation.

Sincerely,

Roger D. Merriam

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