

NBCUniversal

ATTN: PROGRAM DIRECTOR

RE: THE OFFICE 2015-2016 BROADCAST SEASON

This Series is available for telecasting commencing the week of 9/21/15 and will be telecast over **a 38-week period ending 6/10/16.**

Please advise us of your time period(s) by contacting Carl Hoffman, NBC Universal (phone 412-355-0753) or e-mail: carl.hoffman@nbcuni.com. Production Masters Inc. will handle the distribution of this Series. Your contacts for satellite/pitch information or shipping information are Kelly Mizak (412-355-0753) or Sean Kennedy, NBC Universal (412-355-0753). Formats, schedule and other important information are available on the internet at www.nbcunity.com. Please be sure to visit this website and register your station.

PITCH INFORMATION- STANDARD DEFINITION AND HIGH DEFINITION

This Series in Standard and High Definition is available via **PATHFIRE** only. Each pitch occurs two working days prior to your scheduled telecast date. These pitches occur only on weekdays, Thursday through Wednesday. For example the Program scheduled to be telecast on Monday 9/21/15 will be pitched the previous Thursday (9/17/15), and the Program scheduled to be telecast on Tuesday 9/22/15 will be pitched the previous Friday (9/18/15) and so on.

There will be one daily **PATHFIRE** pitch for your telecast. These pitches will be sent by 2100 ET effective 9/17/15; your content will be located in the PPS (Pathfire Program Source) folder. Should you experience any difficulty with your pitch, please call Production Masters Inc. directly at (412) 281-5900.

FIRST PITCH

PATHFIRE PPS FOLDER

WEEKDAYS EFFECTIVE 9/17/15

2100 EASTERN

BOTH HD AND SD VERSIONS WILL BE FOUND IN THIS FOLDER

If you down convert this 16 x 9 High Definition Pitch to 4 x 3 Standard Definition please be sure to convert letter boxed only, this series is not Center Cut Extractable.

In the event your station misses a pitch please call (412) 355-0753, the one-hour Program in Standard Definition only will be shipped to you overnight collect. Within 24 hours after telecast, the tapes must be returned pre-paid to Production Masters Inc., 202 Fifth Avenue, Pittsburgh, PA 15222.

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DOUBLE RUN

If, pursuant to the terms of your License Agreement, you have the obligation or the right to telecast a double run of the Programs, then we require that you follow our double run schedule when telecasting a double run. Our double run schedule with show titles and production numbers will be supplied to you separately. To accommodate this double run schedule we have made available ***PATHFIRE*** pitches in Standard and High Definition of these Programs with the national commercials integrated. These pitches will also occur two working days in advance as outlined for the first run pitches.

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TV RATINGS/V-CHIP INFORMATION

All episodes are available with a ratings icon found at the top left side of the picture during the first 15 seconds of the program. All Standard Definition episodes will also be encoded with this same rating on line 21, field two, all High Definition episodes will also be encoded on line 9 for viewers with V-Chip television capabilities. This rating information can be found at the end of this letter.

CLOSED CAPTIONS

All episodes are available with closed captioning. All videotapes and satellite feeds will have the closed captioning encoded on line 21 of the video for Standard Definition and line 9 for High Definition.

COMMERCIAL FORMAT

There are one (1) minute and :30 of national commercials in each program. These national sponsor's commercials occupy the full minute of commercial break one, the first :30 of commercial break two.

There are five (5) minutes and :30 of local commercial time in each program. These local commercial breaks are black slugged for time and occupy the last two minutes and :30 of commercial break two, the full three minutes commercial break three. Please see the attached sample format.

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DOCUMENTATION/PRODUCT PROTECTION

Affidavits of performance of the national commercials are required upon specific request from NBC Universal only, you do not need to supply these affidavits on a regular basis. The national sponsors require protection within their commercial breaks and we ask that you refrain from advertising competitive products within the same Program. Please advise NBC Universal of any station policy issues that prevents your station from airing a particular barter commercial due to content. You can contact Sean Kennedy NBC Universal at (412) 355-0753 or e-mail sean.kennedy@nbcuni.com. If a particular commercial is not aired we request that you roll over with a promo for The Office.

PREEMPTIONS/MAKE-GOODS

In the event of an Allowed Preemption, Station shall notify NBC Universal immediately following Licensee's decision to preempt, and within the same broadcast week of the original telecast date of the preempted Program Station shall broadcast the preempted Program including NBC Universal's commercials in the same or upgraded daypart, or in such other daypart as is approved in writing by NBC Universal.

If it is not possible to make-good the preempted Program as set forth above, then Station shall notify NBC Universal by email, carl.hoffman@nbcuni.com or go to the nbcunitv.com website, under Distribution fill out the pre-emption online form and submit information of the preempted Program, and designate a subsequent Program of the Series, scheduled for broadcast within the same broadcast week of the original telecast date of the preemption, in which it agrees to make-good NBC Universal's commercials by broadcasting them in place of Station's commercials. Upon receipt of such notification, NBC Universal will notify Station as to whether this type of make-good on said requested day is acceptable, please see your License Agreement for specific terms.

PROMOTIONAL MATERIAL

Generic and Episodic promo information will be sent under separate cover.

If you should require additional promotional material, or if you should have any questions please contact Aldo Palma-Saracho, NBC Universal (818) 777-0405 e-mail: aldo.palma-saracho@nbcuni.com or Sean Kennedy, NBC Universal (412) 355-0753, e-mail: sean.kennedy@nbcuni.com.

**THE OFFICE (WEEKDAY)
STANDARD SYNDICATION FORMAT**

<i>OPENING/SEGMENT ONE</i>	<i>XXXX</i>
<i>COMMERCIAL BREAK ONE</i>	<i>1:02 NATIONAL</i>
 <i>SEGMENT TWO</i>	 <i>XXXX</i>
<i>COMMERCIAL BREAK TWO</i>	<i>:30 NATIONAL</i>
<i>(EPISODIC PROMOS :: 20,:15, :10)</i>	<i>2:32 LOCAL (BLACK)</i>
<i>BUMPER (CC PROVIDED BY)</i>	<i>:03</i>
<i>FEE SPOT</i>	<i>:15</i>
 <i>SEGMENT THREE</i>	 <i>XXXX</i>
<i>TOMORROW PROMO</i>	<i>:16</i>
<i>BUMPER (CC PROVIDED BY)</i>	<i>:04</i>
<i>FEE SPOT</i>	<i>:10</i>
<i>COMMERCIAL BREAK THREE</i>	<i>3:02LOCAL(BLACK)</i>
 <i>SEGMENT FOUR/CREDITS</i>	 <i>XXXX</i>
 <i>Total commercial time</i>	 <i>7:06</i>
<i>Bumper (CC PROVIDED BY)</i>	<i>:07</i>
<i>Fee spots</i>	<i>:25</i>
<i>Promo</i>	<i>:16</i>
 <i>Program Time (Items marked xxxx)</i>	 <i>20:31</i>
 <i>Total Running Time.....</i>	 <i>28:25</i>

The Office Production numbers/Titles and TV Ratings

<u>Episode Title</u>	<u>Season</u>	<u>Production Number</u>	<u>TV Rating</u>
THE OFFICE (PILOT)	1	RP006	TV-14 L
DIVERSITY DAY	1	R1101	TV-14 DL
HEALTH CARE	1	R1105	TV-14 L
THE ALLIANCE	1	R1103	TV-14 L
BASKETBALL	1	R1104	TV-14 DL
HOT GIRL	1	R1102	TV-14 DL
THE DUNDIES	2	R2503	TV-14 DL
SEXUAL HARASSMENT	2	R2502	TV-14 DLS
OFFICE OLYMPICS	2	R2504	TV-14
FIRE	2	R2501	TV-14 L
HALLOWEEN	2	R2505	TV-14 L
THE FIGHT	2	R2507	TV-14 L
THE CLIENT	2	R2505	TV-14 DL
PERFORMANCE REVIEWS	2	R2509	TV-14 DL
E-MAIL SURVEILLANCE	2	R2508	TV-14 L
CHRISTMAS PARTY	2	R2510	TV-14 DLS
BOOZE CRUISE	2	R2513	TV-14
THE INJURY	2	R2511	TV-14
THE SECRET	2	R2514	TV-14 DL
THE CARPET	2	R2512	TV-14 L
BOYS AND GIRLS	2	R2515	TV-14 DL
VALENTINES DAY	2	R2516	TV-14 L
DWIGHT'S SPEECH	2	R2517	TV-14 DL
TAKE YOUR DAUGHTER TO	2	R2518	TV-PG
MICHAEL'S BIRTHDAY	2	R2519	TV-14 L
DRUG TESTING	2	R2522	TV-14 DL
CONFLICT RESOLUTION	2	R2520	TV-14 L
CASINO NIGHT	2	R2521	TV-14
GAY WITCH HUNT	3	R3101	TV-14 DLS
THE CONVENTION	3	R3106	TV-14 L
THE COUP	3	R3102	TV-14 L
GRIEF COUNSELING	3	R3103	TV-14 D
INITIATION	3	R3105	TV-14 L
DIWALI	3	R3104	TV-14 DLS
BRANCH CLOSING	3	R3107	TV-14
THE MERGER	3	R3172	TV-14
THE CONVICT	3	R3110	TV-14 SDL
A BENIHANA CHRISTMAS, 1	3	R3173	TV-14 L
A BENIHANA CHRISTMAS, 2	3	R3174	TV-14
BACK FROM VACATION	3	R3111	TV-14 DL

TRAVELING SALESMAN	3	R3112	TV-14 SDL
THE RETURN	3	R3113	TV-14
BEN FRANKLIN	3	R3115	TV-14 SDL
PHYLLIS'S WEDDING	3	R3116	TV-14 L
BUSINESS SCHOOL	3	R3117	TV-14
COCKTAILS	3	R3118	TV-14 SL

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The Office Production numbers/Titles and TV Ratings
Continued

<u>Episode Title</u>	<u>Season</u>	<u>Production Number</u>	<u>TV Rating</u>
THE NEGOTIATION	3	R3119	TV-14
SAFETY TRAINING	3	R3120	TV-14
PRODUCT RECALL	3	R3125	TV-14 DLS
WOMAN'S APPRECIATION	3	R3179	TV-14 SDL
BEACH GAMES	3	R3183	TV-14
THE JOB, PART 1	3	R3181	TV-14 DL
THE JOB, PART 2	3	R3182	TV-14
FUN RUN, PART 1	4	R8672	TV-14
FUN RUN, PART 2	4	R8673	TV-14 DL
DUNDER MIFFLIN INFINITY/1	4	R8670	TV-14 DL
DUNDER MIFFLIN INFINITY/2	4	R8671	TV-14
LUNCH PARTY, PART 1	4	R8674	TV-14
LUNCH PARTY, PART 2	4	R8675	TV-14 DL
MONEY, PART 1	4	R8676	TV-14
MONEY, PART 2	4	R8677	TV-14 SDL
LOCAL AD	4	R8609	TV-14 L
BRANCH WARS	4	R8610	TV-14 DL
SURVIVORMAN	4	R8611	TV-14 DL
THE DEPOSITION	4	R8612	TV-14 L
DINNER PARTY	4	R8613	TV-14 L
CHAIR MODEL	4	R8614	TV-14 DL
NIGHT OUT	4	R8615	TV-14 SDL
DID I STUTTER	4	R8616	TV-14 L
JOB FAIR	4	R8617	TV-14 DL
GOODBYE TOBY, PART 1	4	R8678	TV-14 L
GOODBYE TOBY, PART 2	4	R8679	TV-14
BUSINESS ETHICS	5	RB103	TV-14 SDL
BABY SHOWER	5	RB104	TV-14 DLS
CRIME AID	5	RB105	TV-14 DL
EMPLOYEE TRANSFER	5	RB106	TV-14
CUSTOMER SURVEY	5	RB107	TV-14
BUSINESS TRIP	5	RB109	TV-14 DLS
FRAME TOBY	5	RB108	TV-14 SL
WEIGHT LOSS, PART 1	5	RB170	TV-14 D
WEIGHT LOSS, PART 2	5	RB171	TV-14 D

THE SURPLUS	5	RB113	TV-14 L
MOROCCAN CHRISTMAS	5	RB110	TV-14 D
THE DUEL	5	RB111	TV-14 V
PRINCE FAMILY PAPER	5	RB112	TV-14 DLS
STRESS RELIEF, PART 1	5	RB172	TV-14 DLS
STRESS RELIEF, PART 2	5	RB173	TV-14 DL
LECTURE CIRCUIT, PART 1	5	RB114	TV-14 L
LECTURE CIRCUIT, PART 2	5	RB118	TV-14 L
BLOOD DRIVE	5	RB115	TV-14 SDL
GOLDEN TICKET	5	RB119	TV-14 DL
NEW BOSS	5	RB120	TV-14 L
TWO WEEKS	5	RB121	TV-14 L

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The Office Production numbers/Titles and TV Ratings
Continued

<u>Episode Title</u>	<u>Season</u>	<u>Production Number</u>	<u>TV Rating</u>
DREAM TEAM	5	RB122	TV-14
MICHAEL SCOTT PAPER CO.	5	RB123	TV-14 DL
HEAVY COMPETITION	5	RB124	TV-14 DL
BROKE	5	RB125	TV-14 L
CASUAL FRIDAY	5	RB126	TV-14
CAFÉ DISCO	5	RB127	TV-14 L
COMPANY PICNIC	5	RB128	TV-14 L
GOSSIP	6	E8401	TV-14 DL
THE MEETING	6	E8402	TV-14 DL
THE PROMOTION	6	E8403	TV-14 DL
NIAGARA, PART 1	6	E8470	TV-14 DL
NIAGARA, PART 2	6	E8471	TV-14 DL
MAFIA	6	E8406	TV-14 DL
THE LOVER	6	E8407	TV-14 DL
KOI POND	6	E8409	TV-14 DL
DOUBLE DATE	6	E8408	TV-14 DL
MURDER	6	E8410	TV-14 L
SHAREHOLDER MEETING	6	E8411	TV-14 L
SCOTT'S TOTS	6	E8413	TV-14 DL
SECRET SANTA	6	E8414	TV-14 DL
THE BANKER	6	E8412	TV-14 SVDL
SABRE	6	E8415	TV-14 DL
THE MANAGER AND THE ..	6	E8416	TV-14 DL
THE DELIVERY, PART 1	6	E8476	TV-14 DL
THE DELIVERY, PART 2	6	E8477	TV-14 DL
ST. PATRICK'S DAY	6	E8417	TV-14 SDL
NEW LEADS	6	E8420	TV-14 DL
HAPPY HOUR	6	E8421	TV-14 DL
SECRETARY'S DAY	6	E8422	TV-14 DL
BODY LANGUAGE	6	E8423	TV-14 DL
THE COVER-UP	6	E8424	TV-14 SDL
THE CHUMP	6	E8425	TV-14 SDL

WHISTLEBLOWER	6	E8426	TV-14 DL
NEPOTISM	7	F0701	TV-14 DL
COUNSELING	7	F0702	TV-14 L
ANDY'S PLAY	7	F0703	TV-14
SEX ED	7	F0704	TV-14 DL
THE STING	7	F0705	TV-14 DL
COSTUME CONTEST	7	F0706	TV-14 DL
CHRISTENING	7	F0707	TV-14 DL
VIEWING PARTY	7	F0708	TV-14 L
WUPHF.COM	7	F0709	TV-14 DL
CHINA	7	F0710	TV-14 DL
CLASSY CHRISTMAS, PART 1	7	F0770	TV-14 DL
CLASSY CHRISTMAS, PART 2	7	F0771	TV-14 L
ULTIMATUM	7	F0713	TV-14 L
THE SEMINAR	7	F0714	TV-14 L

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The Office Production numbers/Titles and TV Ratings
Continued

<u>Episode Title</u>	<u>Season</u>	<u>Production Number</u>	<u>TV Rating</u>
THE SEARCH	7	F0715	TV-14 DL
PDA	7	F0717	TV-14 DL
THREAT LEVEL MIDNIGHT	7	F0716	TV-14 L
TODD PACKER	7	F0718	TV-14 DL
GARAGE SALE	7	F0719	TV-14 L
TRAINING DAY	7	F0720	TV-14
MICHAEL'S LAST DUNDIES	7	F0721	TV-14 DL
GOODBYE, MICHAEL/1	7	F0774	TV-14 DL
GOODBYE, MICHAEL/1	7	F0775	TV-14 DL
THE INNER CIRCLE	7	F0723	TV-14 DL
DWIGHT K. SCHRUTE...	7	F0724	TV-14 DL
SEARCH COMMITTEE/1	7	F0772	TV-14 DL
SEARCH COMMITTEE/2	7	F0773	TV-14 DL
THE LIST	8	F3202	TV-14 DL
THE INCENTIVE	8	F3201	TV-14 DL
LOTTO	8	F3205	TV-14 DL
GARDEN PARTY	8	F3204	TV-14 DL
SPOOKED	8	F3206	TV-14 DL
DOOMSDAY	8	F3203	TV-14 DL
PAM'S REPLACEMENT	8	F3207	TV-14 DL
GETTYSBURG	8	F3208	TV-14 D
MRS. CALIFORNIA	8	F3209	TV-14 DL
CHRISTMAS WISHES	8	F3210	TV-14 D
TRIVIA	8	F3211	TV-14 D
POOL PARTY	8	F3212	TV-14 DLS
JURY DUTY	8	F3213	TV-14 DL
SPECIAL PROJECT	8	F3214	TV-14 DL
TALLAHASSEE	8	F3215	TV-14 DL
AFTER HOURS	8	F3216	TV-14 DL

TEST THE STORE	8		F3217	TV-14 DL
LAST DAY IN FLORIDA		8	F3218	TV-14 DL
GET THE GIRL	8		F3219	TV-14 D
WELCOME PARTY	8		F3220	TV-14 D
ANGRY ANDY	8		F3221	TV-14 DLS
FUNDRAISER	8		F3222	TV-14 DL
TURF WAR	8		F3223	TV-14 DL
FREE FAMILY PORTRAIT..	8		F3224	TV-14 DL
NEW GUYS	9		F6101	TV-14 DL
ROY'S WEDDING	9		F6102	TV-14 DL
ANDY'S ANCESTRY	9		F6103	TV-14 DL
WORK BUS	9		F6104	TV-14 DL
HERE COMES TREBLE	9		F6106	TV-14 DL
THE BOAT	9		F6107	TV-14 DL
THE WHALE	9		F6108	TV-14 DL
THE TARGET	9		F6109	TV-14 DLS
DWIGHT CHRISTMAS	9		F6110	TV-14 DL
LICE	9		F6111	TV-14 DL

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The Office Production numbers/Titles and TV Ratings
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SUIT WAREHOUSE	9	F6112	TV-14 DL
CUSTOMER LOYALTY	9	F6113	TV-14 DL
JUNIOR SALESMAN	9	F6114	TV-14 DL
VANDALIISM	9	F6115	TV-14 DL
COUPLES DISCOUNT	9	F6116	TV-14 DL
MOVING ON, PART 1	9	F6170	TV-14 DL
MOVING ON, PART 2	9	F6171	TV-14 DL
THE FARM	9	F6105	TV-14 DL
PROMOS	9	F6118	TV-14 DL
STAIRMAGEDDON	9	F6119	TV-14 DL
PAPER AIRPLANE	9	F6120	TV-14 DL
LIVIN' THE DREAM, PART 1	9	F6174	TV-14 DL
LIVIN' THE DREAM, PART 2	9	F6175	TV-14 DL
A.A.R.M., PART 1	9	F6176	TV-14 DL
A.A.R.M., PART 2	9	F6177	TV-14 DL
FINALE, PART 1	9	F6172	TV-14 DLS
FINALE, PART 2	9	F6173	TV-14 DLS