



## **ABCO/ ATD-American CO. GSA Contract Check List**

- ❑ Contact local ABCO Sales Representative to register project.**
- ❑ If interested in quoting inside delivery, installation and/or design services, notify ATD and submit ATD Installation Registration Form (if required).**
- ❑ Purchase orders list contractor as ATD-American/ABCO Furniture C/O “(Participating dealers name)”**
- ❑ Verify correct delivery zone and corresponding price.**
- ❑ Verify and confirm fabric, finishes and options.**
- ❑ Specify any special services required i.e. inside delivery or installation that will be included on the purchase order.**
- ❑ Specify a contact person and telephone number for delivery.**
- ❑ Contact ATD with any questions or special circumstances prior to sending the purchase order.**
- ❑ Send proof of insurance for installer if ATD is not responsible for contracting the install.**
- ❑ Provide the dealer and end user point of contacts and their corresponding telephone numbers.**