

ORDERING INFORMATION

Federal Supply Service, Office Furniture, FSC Group 71, Part II Section H
Contract Number: GS-28F-0016P

1a Special Item Numbers (S.I.N.):

71-1 Office Furniture

1b Lowest Priced Model # for S.I.N.:

SIN	Model	Zone 1/Zone 2
<u>71-1</u>	510	\$1.49 / \$1.79

2 Maximum Order:

SIN 71-1 As Per Individual Contract

3 Minimum Order: \$100.00

4 Geographic Coverage:

Continental United States and the District of Columbia

5 Points of Production:

High Point, NC; Apex, NC; Temple, TX; Florence, AL; Louisville, KY; Northbrook, IL; Grand Haven, MI; Framingham, MA; Dickson, TN; Lake Zurich, IL; Fridley, MN; Minneapolis, MN; Mississauga, Ontario; Toronto, Ontario; Lafayette, IN; Shoreview, MN; Pittsburgh, PA; Ludington, MI; Middlebury, IN; Buena Park, CA; San Diego, CA; Clifton, NJ

6 Prices shown are Government Net

7 Quantity Discounts:

As Per Individual GSA Contract

8 Prompt payment discount:

Net 30

9a Government Credit Card Accepted:

Below micro purchase threshold

9b Government Credit Card Accepted:

Above micro purchase threshold

10 Foreign Items:

None

11a Delivery Time:

15-90 days ARO

11b Quick Ship:

Available on many items. Contact Contractor for details.

11c Overnight and 2-Day Delivery Available:

Yes, on select items. Call contractor for rates.

11d Urgent Requirements:

Contact contractor

12 FOB Point:

As per individual GSA Contract

13a Ordering Address:

ATD-AMERICAN CO.
 Attn: Government Sales
 135 Greenwood Avenue
 Wyncote, PA 19095
 Telephone 888-283-2378
 or 215-576-1003
 Fax 888-737-2378
 Email govsales@atd.com

13b Ordering procedures for supplies and services:

The ordering procedures, information or Blanket Purchase Agreements (BPA's) and a BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

14 Payment Address:

ATD-AMERICAN CO.
 P.O. Box 8500S-2895
 Philadelphia, PA 19178-0001

15 Warranty:

As per individual Contract

16 Export Packaging Charges:

N/A

17 Terms and Conditions of Government Commercial Credit Card:

Accepted for all purchases

18 Terms and Conditions for Rental, Maintenance and Repair:

N/A

19 Terms and Conditions of Installation:

Contact Contractor

20 Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list price:

N/A

20a Terms and Conditions for any other services:

N/A

21 List of Distribution Points:

N/A

22 List of Participating Dealers:

Contact Contractor

23 Preventative Maintenance:

N/A

24a Environmental Attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:

N/A

24b Section 508 Compliance:

N/A

25 Date Universal Number System (DUNS) number:

#001992338

26 Central Contractor Registration (CCR) Number:

5A439

Contractor Services: Installation is on a job-by-job basis. Installation for orders under \$500.00 are 12% of the order with a \$100.00 minimum.

Additional Notes

Cancellations: No cancellation charge prior to production. After production begins, the buyer is responsible for actual costs incurred that cannot be recovered through resale of the merchandise within a reasonable length of time (6 months).

Returns: Return of non-defective merchandise is allowed only with prior written authorization from ATD-AMERICAN CO. These returns will be assessed a 25% restocking charge. Only returns of new, unused merchandise will be considered. No return will be considered beyond 3 months after the original shipment. Any expense incurred to return products to re-saleable condition will be deducted from the refund.

Inspection & Freight Claims: It is the responsibility of the buyer to inspect all shipments upon receipt and note any visible damage on the bill of lading. Buyer must notify ATD-AMERICAN CO. within 10 days for all damage claims or the buyer will be responsible for filing the freight claim with the responsible carrier.

Concealed Damage: Claims for concealed damage must be reported to ATD-AMERICAN CO within 10 days of delivery and the original carton must be retained