



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY AND SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an Electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET Address GSA Advantage! Is: GSAAdvantage.gov.

Office Products/Supplies and Services and New Products Technology
FSC Group 75
FSC Class-7510

Contract Number-GS-02F-0223R

For more information on ordering from Federal Supplies Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period-6/09-2006 thru 6/08/2011

Contractor: TOTAL OFFICE PRODUCTS SERVICE

2740 Cumberland Blvd

Smyrna, GA 30080

Telephone: 770-434-8677 Fax: 770-436-7830

Company website

<http://www.go-tops.com>

INFORMATION FOR ORDERING ACTIVITIES:

1. Awarded Special Item Number: 75200
2. Maximum Order: \$150,000 USD
3. Minimum Order: \$50.00 USD
4. Geographic Coverage:
The 48 Contiguous States and the District of Columbia
5. Points of Production: Various
6. Prices herein are net
7. Quantity Discounts: Call/fax for consideration
8. Prompt Payment Terms:
1%-10 days, net 30
9. Government purchase cards are accepted below and Above the micro-purchase threshold.
10. Foreign Item: N/A
11. Delivery Time:
Within 3-4 days ARO. Overnight and 2nd day delivery is available with upcharge.
12. FOB Points:
The 48 Contiguous States & The District of Columbia are FOB Destination.
13. Ordering Address:
Total Office Products Service
2740 Cumberland Blvd
Smyrna, GA 30080
Tax ID# 58-1278220
Cage Code: 352M4

2740 Cumberland Boulevard • Smyrna, GA 30080 • Phone (770) 434-8677
1710 Chattahoochee Avenue, Suite 108 • Atlanta, GA 30318 • Phone (404) 355-5505
500 Lanier Avenue West, Suite 703 • Fayetteville, GA 30214 • Phone (770) 460-0040
307 Commerce Drive, Suite D • Augusta, GA 30907 • Phone (706) 364-7994

14. Payment Address:
Total Office Products Service
2740 Cumberland Blvd
Smyrna, GA 30080
15. Warranty Provisions: Customer's must obtain
A return authorization number. No product
Will be accepted without prior authorization.
Defective product-Product will be warranted
For 180 days with replacement.
Non-defective product-0-30 days can be
Returned for a full refund. 31-180 days subject
To re-stocking fee of 15%.
16. Terms and conditions of Gov't credit cards:
Accept any above micro-purchase threshold.
17. Remanufactured cartridges are less expensive
And environmentally beneficial.
18. DUNS#: 060656618
19. Central Contractor Registration:
CAGE/NCAGE Code: 352M4
20. Terms and Conditions of installation (if applicable): N/A
21. Terms and conditions of repair parts including date of parts,
Price lists and any discounts from list prices (if applicable): N/A
22. Terms and conditions for any other services (if applicable): N/A

23. List of service and distribution points:
S.P. Richards Co.
FULL LINE DISTRIBUTION CENTERS
Atlanta* Baltimore* Birmingham* Boston* Charlotte* Chicago* Columbus*
Dallas* Denver* Grand Rapids* Houston* Indianapolis* Kansas City* Los Angeles*
Memphis* Miami* Minneapolis/St. Paul* Nashville* New Orleans* New York*
Oklahoma City* Philadelphia* Phoenix* Pittsburgh* Richmond* Sacramento* St. Louis*
Salt Lake City* San Antonio* Seattle* Syracuse* Tampa
24. List of Participating dealers (if applicable): N/A
25. Preventative Maintenance: (if applicable): N/A
26. Special attribute such as environmental attributes(e.g. recycled
Content, energy efficiency, and/or reduced pollutants):
Recycled products and their contents are included and identified.
Additionally, Total Office Products Service identifies Abilityone
Manufactured by small business enterprises, Women owned business enterprises
Minority owned business enterprises and Physically challenged business
Enterprises in its catalog.
27. Notification regarding registration in Central Contractor (CCR) database:
Total Office Products Service is registered on the Central Contractor Registration (CCR).