

## INFORMATION FOR ORDERING ACTIVITIES

- 1a. Special item numbers: SIN 711-18, SIN 711-17, SIN 711-11, SIN 711-19
- 1b. Lowest price models: SIN 711-18 Model #350 Net price \$77.85 FOB Grand Rapids, MI  
SIN 711-19 Model #400BS Net price \$81.90 FOB Grand Rapids, MI  
SIN 711-17 Model #1800-50 Gang Net price \$108.90 FOB Grand Rapids, MI  
SIN 711-11 Table/Base 24" Round Standard laminate, Black Vinyl T-mold edge, Black 22" Cast X Base, Net price \$107.55 FOB Grand Rapids, MI
2. Maximum order \$200,000 without prior consent in writing. (NET)
3. Minimum order: \$1.00
4. Geographic coverage: 50 states and District of Columbia
5. Point of Production: Grand Rapids, MI
6. Discount from List prices is \$0-\$250,000= 55% \$251,000 and over = 60%
7. Quantity discount: none
8. Prompt payment: Net 30
- 9a. Government purchase cards are accepted below micropurchase threshold.
- 9b. Government purchase cards are accepted above the micropurchase threshold.
10. Foreign Items: none
- 11a. Time of delivery- 45 days from receipt of order with all necessary information.
- 11b. All items on contract are available for expedited delivery.
- 11c. 2-Day delivery is not available.
- 11d. Urgent requirements should be directed to Tom Southwell, VP Sales ph: 616-774-0561.
12. FOB Origin (Freight prepaid and add)
13. Ordering address: Grand Rapids Chair Company  
625 Chestnut Street SW  
Grand Rapids, MI 49503
14. Payment address: Grand Rapids Chair Company  
625 Chestnut Street SW  
Grand Rapids, MI 49503
15. Warranty- 5 year warranty does not apply to any product, which had been altered or subjected to misuse, negligence, accident or routine maintenance.
16. N/A
17. We accept the Government purchase card for all dollar amount purchases.
18. If a warranty issue arises, we will make all necessary repairs or replace the defective product.
19. We do not provide installation.
20. Repairs will not be reimbursed without prior written consent by the factory. Repair parts are available upon request and will be priced according to part.
- 20a. We provide prepaid and add freight for customer's convenience. Freight damage is the responsibility of the consignee, although Grand Rapids Chair can assist in submitting a freight claim.
21. N/A
22. Any dealer who wishes to participate in the GSA program with Grand Rapids Chair Company will be considered viable provided accounts are up-to-date.

23. Preventative Maintenance includes washing with mild soap and water, checking for loose screws and touching up areas of wear or abuse.
24. Environmental attributes, e.g., recycled content, energy efficiency and/or reduced pollutant
25. Data universal number system (DUNS) number: 84-964-1238
26. We are registered with the Central Contracting Registration (CCR) database.
27. Cancellation Policy: No cancellation charge prior to production. After production, only actual cost incurred that the contractor can demonstrate will be assessed if the items are not sold within a 6-month period.
28. Restocking charge: The restocking charge will not exceed 15% for items returned for other than warranty reasons. Agencies must notify contractor for authorization prior to returning item.