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: GSAAAdvantage.gov.

**Multiple Award Schedule (MAS)**  
Contract Number – GS-02F-0067P

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

**Contract Period** – January 15, 2019 thru January 14, 2024

**Contractor** UNITED OFFICE SOLUTIONS, INC  
16180 HIGHWAY 7 STE 2  
MINNETONKA, MN 55345-3403  
Telephone: 800-367-2034 Fax (775)-908-4880  
Company website [www.itemsrus.com](http://www.itemsrus.com)

Small business  
SBA Certified Small Disadvantaged business

### INFORMATION FOR ORDERING ACTIVITIES:

1. Awarded Special Item Number(s):  
   - 322291, 339940
2. Maximum Order: $250,000 USD
3. Minimum Order: $50 USD
5. Points of Production: Various *TAA COMPLIANT
6. Prices herein are: NET
7. Quantity Discounts:  
   - Call/fax for consideration
8. Prompt Payment Terms: NET 30
9. Government purchase cards are accepted below and above the micro-purchase threshold: Yes
10. Foreign Items: N/A
11. Delivery Time: Within 2-5 days ARO
12. FOB Points: The 48 Contiguous States & The District of Columbia are FOB Destination. Alaska, Hawaii, Puerto Rico and Overseas are F.O.B. inland carrier point of exportation.
13. Ordering Address: United Office Solutions, Inc. 16180 Highway 7 Suite 2, Minnetonka, MN 55345 TAX ID # 20-0226851
14. Payment Address: 16180 Highway 7 Suite 2, Minnetonka MN 55345
15. Warranty Provisions: Customers 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. Optional Services: Customer must contact us for special expedited delivery; Can do over night and 2nd day delivery; customer must contact us for urgent delivery; Ordering procedures orders are done on Advantage, DOD Email, Email or Fax; Export Packaging: Handled per request.
17. Terms and conditions of Gov’t Purchase Card acceptance (any thresholds above the micro-purchase level): Accepted at any level.
18. Printer parts that describe a core return required: It is the responsibility of the buyer to return the core to us within 15 days of purchase.
19. Remanufactured cartridges and printer parts are less expensive and environmentally beneficial: Remanufactured options are available
20. DUNS: 137469768
21. Central Contractor Registration: Active SAM.GOV
22. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
23. Terms and conditions of installation (if applicable): N/A
24. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
25. Terms and conditions for any other services (if applicable): N/A
26. List of service and distribution points (if applicable): N/A
27. List of participating dealers (if applicable): N/A
28. Preventive maintenance (if applicable): N/A
29. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): See GSA Catalog for details