

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY AND SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

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.

**Multiple Awards Schedule
Contract Number GS-02F-0113W**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
Contract Period –2/6/2015 – 2/5/2025

**PREMIER & COMPANIES, INC.
525 WINDSOR DRIVE
SECAUCUS, NEW JERSEY 07094
Phone: 866-412-2GSA (2472) / Fax: 877-901-1141
Duns: 784141384/ TINS: 13-375-0244
Email: government@premierandco.com
Website: <http://www.premierandcompanies.com>**

INFORMATION FOR ORDERING ACTIVITIES:

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| <ol style="list-style-type: none">1. Awarded Special Item Number(s): 3PACK2. Maximum Order: \$250,000.00 USD3. Minimum Order: \$100.00 USD4. Geographic Coverage: 48 CONTIGIOUS STATES, THE DISTRICT OF COLUMBIA, ALASKA, HAWAII, AND PUERTO RICO5. Points of Production: VARIOUS6. Prices herein are net: YES7. Quantity Discounts: SEE ADDITIONAL TERMS AND CONDITIONS BELOW8. Prompt Payment Terms: NET 309. Government purchase cards are accepted below and above the micro-purchase threshold: YES10. Foreign Items: N/A11. Delivery Time: 14 DAYS SHIPPED ARO CONUS – SEE ADDITIONAL DELIVERY OPTIONS BELOW AND POSTED DELIVERY TIMES ON GSA ADVANTAGE12. FOB Points: 48 CONTIGIOUS STATES AND THE DISTRICT OF COLUMBIA ARE FOB-DESTINATION. ALASKA, HAWAII AND PUERTO RICO ARE FOB-DESTINATION INLAND CARRIER POINT OF EXPORTATION.13. Ordering Address: 525 WINDSOR DRIVE, SECAUCUS, NEW JERSEY 07094-270814. Payment Address: 525 WINDSOR DRIVE, SECAUCUS, NEW JERSEY 07094-270815. Warranty Provisions: PRODUCTS WILL BE COVERED UNDER THE MANUFACTURER'S STANDARD WARRANTY. AFTER 30 DAYS CUSTOMER MUST CONTACT MANUFACTUYRER FOR ALL WARRANTY CONCERNS OR ISSUES. SEE RETURN POLICY INFORMATION BELOW FOR ADDITIONAL INFORMATION | <ol style="list-style-type: none">17. Export packaging charges if applicable: N/A18. Terms and conditions of Gov't Purchase Card acceptance (any thresholds above the micro-purchase level): ACCEPT ANY ABOVE MICRO-PURCHASE THRESHOLD19. Printer parts that describe a core return required: SEE ADDITIONAL TERMS AND CONDITIONS BELOW20. Remanufactured cartridges and printer parts are less expensive and environmentally beneficial: YES21. DUNS: 78-414-138421. Central Contractor Registration: 3Z0CO22. Terms and conditions of rental, maintenance, and repair (if applicable): N/A23. Terms and conditions of installation (if applicable): N/A24. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A25. Terms and conditions for any other services (if applicable): N/A26. List of service and distribution points (if applicable): N/A27. List of participating dealers (if applicable): N/A28. Preventive maintenance (if applicable): N/A29. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): SEE GSA ADVANTAGE FOR ENVIORNMENTAL ATTRIBUTES OR OFFICIAL GSA PRICE LIST. |
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Quantity Discounts:

25 – 49 Units – 0.05% Discount

50 + Units – 1.0% Discount

Quoted pricing, provided by a Premier and Companies Sales Associate, are not eligible for additional Quantity Discounts other than noted on Quote Documentation. Quantity discounts are provided, as noted, on Quote Documentation.

Optional Delivery Services:

Next Day Delivery – Call or Email for Rates

Desktop Delivery – Call or Email for Rates

Secure Desktop Delivery – Call or Email for Rates

Convenience Fee for Orders under Order Minimum of \$100.00 - \$7.95

Return Policy:

All returns require a Return Merchandise Authorization (RMA) Number. Products received without Return Authorization may be refused and/or unable to be validated for credit posting. Delivery date is considered the date of product being delivered and not the date of the product being opened.

Damaged Products Received:

We encourage customers to inspect all materials immediately upon delivery. Damage claims should be reported as quickly as possible. After 7 days of signed acceptance of product, damage claim will be submitted for review. Damaged claims should be accompanied with a detailed description of damages to goods. Photos are welcome when available. Honored damaged claims will be retrieved at no expense to customer. Damaged products will be replaced free of charge or full credit will be issued.

Defective Products Received:

Defective products can be returned to Premier up to 30 days after signed date of delivery. Valid reason and proof of defectiveness is required. After 30 days customer may be directed to contact manufacturer direct for further assistance.

Wrong Item Ordered / Customer Error / No Longer Needs Item:

Return requests will be honored up to 30 days after signed date of delivery. We are unable to honor return requests for Medical Supplies (First Aid Kits/Tylenol/Advil etc.) and/or perishable items at this time. A **10% Restocking Fee** will be deducted from credit posting for incorrect products ordered. Customer will be responsible for return of product to our designated facility (return details will be provided on a case by case basis).

Contractor Error:

Return requests will be honored up to 30 days after signed date of delivery and will be fully refunded. Contractor will provide pickup / call tag information at no expense to customer.

All returned products must be in their original manufacturer packaging and unopened. Merchandise received opened and/or used may be returned to sender. We will be unable to post credit to customer account if products are open or used. Once merchandise is received and processed, credit will be issued. Finalization of credit can take approximately 5-7 business days after receipt of goods into our facility.

Shortage/Warehouse Picking Error:

Shortages and Warehouse picking errors should be reported within 5 days of signed acceptance and delivery. Shortage claim will be filed with shipping facility and merchandise will be processed for reshipment at no charge to customer.

Cancellation Policy:

Cancellation Requests should be made as quickly as possible. After 24 hours of order receipt, we reserve the right to deny cancellation request.

Adjustment of Delivery Address or Refusal of Deliveries:

Orders requiring delivery address correction, after merchandise has shipped, will be assessed a **15% Re-Consignment Fee**. Orders refused upon delivery, due to customer error or receiving error, will be assessed a **15% Refusal Fee**. Customer will be responsible for **15% Re-Delivery Fee** if reshipment is requested.

Orders refused at delivery, due to damage, must be noted with Delivery Company and will be redelivered at no expense to customer.

Orders unable to be delivered, due to Facility Closures or Incorrect Address provided by customer will be assessed a **10% Restocking Fee**. Customer will be responsible for **15% Re-Delivery Fee** if reshipment is required.

Address Correction Fees:

If any shipment has an incorrect or incomplete address, Premier will make reasonable efforts to secure the correct or complete address and will make available to the shipper the correct address. Premier may also correct or complete an address based on information obtained from the shipper or consignee. An Address Correction charge will be assessed to the shipper for an address correction or completion. An address validated by Premier may be incorrect or incomplete for purposes of completing delivery and may be corrected by Premier. **Address Correction Fees will be assessed at a flat rate of \$10.00 per package.**

Residential Delivery Fees:

Residential deliveries will incur a flat rate **\$3.50 Residential Delivery Fee** per package.

Point of Export Deliveries:

Orders utilizing a GSA export depot delivery location (New Cumberland Pennsylvania, Tracy California, Etc....) are considered accepted at the Point of Export on the date signed for delivery. Damage claims must be annotated at the delivery location and Premier will NOT be responsible for damage claims incurred by the Government moving the items to an overseas or stateside location.

All other Terms and Conditions for Point of Export deliveries will abide by the outlined Terms and Conditions contained within Premier's Terms and Conditions attached here within.

Returns for any reason on Point of Export Deliveries will be the customers' responsibility to return back to our designated warehouse upon receipt of a Return Authorization Number (RMA).

Special Delivery Services:

GroundServiceDeliveries

Special Delivery Services must be coordinated with Premier prior to order placement. Orders placed with Premier are Dock to Dock deliveries. Orders that are eligible to be shipped via Ground Service (UPS, Fedex, or US Mail) will be delivered to the floor or suite number annotated on order.

Orders that exceed the limits for Ground shipments will ship via LTL or Common Carriers. UPS/Fedex/US Mail has established specific weight and size limits for the packages that you send with all UPS/Fedex/US Mail services.

Shipments larger than the limits listed below will require the use of our Common or LTL Carriers.

Packages can be up to 65 lbs.

Packages can be up to 165 inches in length and girth combined.

Packages can be up to 108 inches in length.

Orders outside these size or weight restrictions will ship via Common or LTL Carriers and are Dock to Dock deliveries only. If additional services are required on these orders please contract Premier and Companies, Inc. prior to order placement. Any additional charge incurred due to Common or LTL carriers without prior notification to Premier will be customers' responsibility.

Examples of Delivery Services that will require additional delivery costs:

Lift Gate Required

Offloading of Merchandise onto Loading Dock

Inside Delivery to Floor or Suite for LTL / Common Carrier orders

White Glove Inside Delivery

Stairs or Obstacles preventing normal delivery

Change of delivery location at point of delivery

Excessive wait times due to security or clearance checks

Re-consignment of merchandise

Special Truck Size other than Standard LTL Trailers

Deliveries requiring merchandise to be palletized

Driver required to have a forklift and/or Pallet Jack on board for offloading purposes

APO/FPO Delivery required

International or OCONUS Deliveries

Overnight / 2nd Day / Expedited Delivery Services

For all non-standard deliveries it is suggested that you contact Premier and Companies to ensure deliveries meet the requirements for Free Freight and that our trained and professional staff can assist you with unique or special delivery instructions. A quote can be provided for special delivery requirements.

If Premier is not contacted before the placement of order it will be the customers' responsibility to cover all verifiable shipping costs incurred by Premier due to delivery issues caused by customers' delivery locations.

Empty Toner Return Policy:

For all Toner purchased from Premier & Companies, Inc. we will provide you a customer and Return Authorization Number and Prepaid FedEx Label for the return of the depleted toner cartridges. Proof of original purchase is required, and empty toner cartridges must be received back within 120 days of original purchase date.

Depleted toner cartridges must be sent back in the original manufacturer boxing and the prepaid label and Return Authorization Number clearly visible. It is the customers' responsibility to provide the sealed, labeled, and prepared return to an authorized FedEx representative or location.

All returns received without prior Return Authorization Number and Prepaid FedEx Label will be refused at warehouse facility. Toner Return Policy only applies to Certified Original Manufacturer Toners (OEM) and is not applicable for Ink Jet, Plotter, or Specialty Ink Cartridges.

To find out if your purchase is eligible for our Empty Toner Return Policy please contact government@premierandco.com and provide your original Invoice Number and Customer PO Number and we will provide you an Empty Toner Return form to fill out and send back to us. Upon approval you will be provided directions on how to proceed with your return.