

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY 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 for GSA Advantage! is www.gsaadvantage.gov.

SCHEDULE #36 OFFICE, IMAGING AND DOCUMENT SOLUTIONS

Contract Number: GS-25F-0072N

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

Period Covered by Contract: 8/21/2003 to 8/19/2008



Formax, a Division of Bescorp, Inc.

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www.formax.com

Business Size: Small



Formax

12-1-2006

GSA Contract #GS-25F-0072N

TERMS AND CONDITIONS

Purchase Orders: Formax will not accept verbal purchase orders. All purchase orders must be faxed, mailed or e:mailed.

Minimum Order: \$100.00

Maximum Order: \$350,000.00

Delivery Terms: FOB Destination

Shipping & Handling:

Drop Ship Location: Formax – Dover, NH and Formax Technologies, Inc. – Turlock, CA

Destination Inspection: Merchandise should be fully inspected upon receipt for any evidence of damage or shortage before acceptance. If damage or shortage occurs, refuse acceptance until a transportation agent endorses extent of damage or shortage. Notify your Formax Representative of the damage or shortage.

If external appearance has not indicated damage, but upon opening, the contents are found damaged, unpacking should be stopped and the inspector of the delivering carrier immediately notified. Transportation agent notification must be made within 10 days of delivery to your premises. All cartons should be saved for inspection. The inspector should indicate on the delivery receipt the exact conditions of the contents. Notify your Formax Representative of the damage.

Your cooperation in handling damaged shipments will help us to promptly replace the damaged product, and protect our mutual rights against the transportation carrier.

Return Goods Policy: 30 days within the purchase date; must be confirmed/authorized in advance in writing by Formax management; 20% restocking charge plus freight and shipping charges and products returned in original packaging.