

**Contract Number:** GS-28F-0003V  
**Case Code:** 69600  
**Tax ID:** 38-1864337  
**Duns:** 04-368-3515

**1. Special Item Numbers**

- 71-1, Packaged Office
- 711-1, Furniture Systems
- 711-1, Demountable Walls
- 711-2, Freestanding
- 711-3, Filing & Storage Cabinets, Mobile Carts, Dollies, Racks and Accessories
- 711-8, Executive Office Furniture
- 711-11, Tables
- 711-17, Multiple Seating
- 711-18, Seating
- 711-19, Guest Chairs
- 711-20, Display & Communication Boards, Wall Stations and Accessories
- 711-91, Project Management (\$65.00/hr.) up to \$150,000.00 net. Project Management in excess of \$150,000.00 net will be negotiated on a case-by-case basis.
- 711-93, Reconfiguration (\$40.00/hr.) up to \$150,000.00 net. Reconfiguration in excess of \$150,000.00 net will be negotiated on a case-by-case basis.
- 711-94, Design and Layout Services (\$50.00/hr.) up to \$150,000.00 net. Design in excess of \$150,000.00 net will be negotiated on a case-by-case basis.
- 711-95, Installation Services (\$50.00/hr.) up to \$150,000.00 net. Installation in excess of \$150,000.00 net will be negotiated on a case-by-case basis.
- 711-99, Raised Floor and Feek

**2. Maximum Order Level** \$500,000 Net per SIN Number. Orders above \$500,000 Net are subject to the schedule requote procedure, but it is not mandatory. Any orders of this size are negotiated between agency and Trendway.

**3. Minimum Orders** \$100.00 list.

**4. Geographic Coverage** All states and District of Columbia.

**5. Point of Production** Holland, Michigan, Ottawa County.

**6. Pricing** Prices shown herein are list.

**7. Quantity Discounts (From List Price)** Quantity discount is determined after receipt of proper purchase order at Trendway's manufacturing address. Purchase order required delivery date must reflect period of time from issuance to receipt of proper purchase order at Trendway's manufacturing address -Holland, MI.

**Contact Trendway Corporation's Customer Care for Discounts At 800-893-8115**

**8. Prompt Payment Terms - Terms Apply to Product Only** 2% 20 days, net 30 days. Reconfiguration, installation, design, and miscellaneous services at net 30 days.

**9a. Government Commercial Credit Card**  
Applicable.

**9b. Government Commercial Credit Card Payment Discount**  
Not applicable.

**10. Foreign Items** None.

**11a. Standard Delivery** Receipt of standard order 30-45 days.

**11b. Expedited Delivery** Contact Customer Care if expedited delivery is required.

**11c. Overnight and 2-day Delivery** The Schedule Customer may contact Trendway's Customer Care for Overnight and 2-day delivery charges on existing orders. Freight will be billed at actual cost.

**11d. Urgent Requirements** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time in accordance with all other terms and conditions of the contract.

**12. F.O.B.** Destination - Within 48 contiguous states and District of Columbia.

**13. Ordering Address**  
Trendway Corporation  
P.O. Box 9016  
Holland, MI 49422-9016  
or  
Trendway Corporation  
C/O Authorized Dealer  
P.O. Box 9016  
Holland, MI 49422-9016

**14. Payment Address**  
Trendway Corporation  
P.O. Box 9016  
Holland, Michigan 49422-9016

**15. Export Packaging Charges**  
Not applicable.

**16. Government Commercial Credit Card Terms** Prompt payment terms do not apply. Accepted on orders up to \$25,000 government purchase price.

**17. Terms and Conditions of Rental, Maintenance and Repair**  
Not applicable.

**18. Terms and Conditions of Installation** All installation services will be negotiated between the government ordering agency and the Trendway Corporation and/or authorized Trendway Representative. Installation must be separately listed and invoiced, as special item 711-95. Terms are net 30 days.

**19. Terms and Conditions of Repair Parts** Not applicable.

**20. List of Service and Distribution Points** Trendway Corporation - Holland, Michigan.

**21. List of Participating Dealers** Contact your local Trendway Sales Representative (back of price book) for authorized dealer in your area.

**22. Preventive Maintenance**  
Not applicable.

**1. Prices** Prices shown in this price list are F.O.B. destination, freight prepaid, in the contiguous United States. Pricing for shipments outside the contiguous United States will be based on the port of departure. Freight will be prepaid to port of departure. List prices include coverage of prepaid standard, Trendway-specified freight cost. However your invoice will add a fuel contribution cost charge of 0.33% of list applied to all orders.

**2. Order Placement** Trendway Corporation requires all orders to be submitted in writing, or electric transfer to assure completeness and avoid errors and duplications. To expedite your order call Customer Care direct at 1-800-893-8115, or Fax 1-800-893-8121. Minimum order must be \$100.00 list.

**3. Confirmation** Upon receiving an order, Trendway Corporation will send an acknowledgement with exact pricing information and scheduled shipping date to dealer. Acknowledgements should be checked carefully by Dealer to ensure that order is correct. Order will be processed as acknowledged.

**4. Taxes** Prices listed do not include any federal, state, local or other taxes. Purchaser agrees to pay or reimburse any such taxes which Trendway Corporation, Trendway Corporation subcontractors or suppliers are required to pay.

**5. Storage** When shipment is delayed by the Buyer, Trendway reserves the right to place the goods in storage at customer's risk and cost. Trendway charges 1/4 of 1% list price per week to cover storage. All terms and conditions of the sale, including but not limited to invoicing and payment, will continue as Buyer-specified destination; except that title remains with Trendway and that Trendway reserves the right to modify payment terms to assure recovery of any additional cost incurred.

**6. Transportation** All orders shipped to any destination within the 48 contiguous states will be F.O.B. destination. Trendway will determine the method and agency of transportation to be used.

Customer directed or expedited shipments (Air Freight, Federal Express, etc.) will be prepaid and billed at actual cost.

The customer or authorized representative is responsible for noting any freight damage or shortage on the freight bill of lading at time of delivery and must notify Trendway within five (5) days of delivery day of any such damage or shortage. Assistance in a concealed damage claim on an F.O.B. Destination shipment will be provided by Trendway only if the product has been immediately unpacked and both the carrier and Trendway have been promptly notified of resultant damage so the proper inspection can be made.

Furniture Systems and Work Station Cluster products will be shipped in cartons unless otherwise specified by customer or determined unnecessary by Trendway, in which event, customer will be notified.

Truckload deliveries that are requested to deliver on weekends, Holidays or after 5:00 pm on Friday's will have an additional charge of \$450 per truck.

**Shipping Note:** Trendway strives to minimize packaging to help the environment and to make installations faster and cleaner.

Trendway ships products using various packaging methods based upon the product type and shipping method (full truck vs. LTL), all of which are designed to provide protection for the product while minimizing packaging materials.

Trendway tests packaging designs to ensure their effectiveness.

**7. Product Usage and Compliances** Buyer assumes full responsibility for the application of Trendway's product to Buyer's use, and compliance with Trendway installation and maintenance instructions and reasonable load restrictions. Compliance to local code restrictions regarding fire, electrical and building codes are the responsibility of the customer or his authorized agent.

**8. Post Delivery Assistance** Installation and servicing of Trendway products are normally handled directly

by Trendway authorized dealers. When this is not possible, assistance is available by calling Trendway's Customer Care Department, Holland, Michigan.

**9. Returned Goods** As a basic policy, Trendway does not accept returned material because most items are manufactured per order and are not in stock at the factory. If material is authorized for return because of Trendway error, shipment may be made freight collect. Any other goods for which Trendway does authorize a return will be sent prepaid and a restocking charge of 20-25% will apply. **To receive authorization to return goods, please contact Trendway's Customer Care Department. All Returned Goods Authorizations expire thirty (30) days from date of issue. Any product returned after 30 days will be refused and returned to sender collect.**

Electrical components, non-standard items, Express products, and fabriccovered goods may not be returned. Replacement products will be billed to you with credit being issued upon return of the product in good condition. All goods returned must be in the original Trendway packing cartons. Goods will be inspected for damage upon return. No credit will be issued for goods which are damaged. As a general statement of policy, return authorization will not be issued for items unless they are Trendway stock items.

**10. Customer's Own Material (COM)** The Trendway COM program allows customers to use special materials. By complying with the COM testing for manufacturability procedure in the steps below, Trendway will be able to identify if your material is appropriate for application to the products you specify.

To comply with the COM process, please follow these steps:  
1. Select the COM fabric.

2. Check first with [www.trenddealer.com/COM](http://www.trenddealer.com/COM) Library, to determine if this material has already passed testing for manufacturability on the intended product.

3. If the material is pre-approved in the COM Library, customer must submit a COM *Guideline Form* (available on [www.trenddealer.com](http://www.trenddealer.com) or from a Trendway Customer Care Representative).

4. If the material requested is not in the COM Library, customer must submit a *COM Request Form* on-line at [www.trenddealer.com](http://www.trenddealer.com), send a sample of the COM material (see Test Yardage Requirements below), and include a list of Trendway product numbers designated for the COM application. Fabric sample should include fabric name, pattern number and color, manufacturer, direction fabric should be applied, and Control # from the *COM Request Form* response.

5. Ship COM samples to:

U.S. Mail Shipment:  
Customer Care  
Trendway Corporation  
P.O. Box 9016  
Holland, MI 49422-9016

UPS, FedEx Shipment:  
Customer Care  
Trendway Corporation  
13467 Quincy Street  
Holland, MI 49424 6.

You will be notified within five working days by Trendway, whether your COM has been approved or disapproved for application.

**TEST YARDAGE REQUIREMENTS**

Seating 1/2 yard  
Choices panels 1 1/2 yards  
Flipper Doors 2/3 yards  
Contrada Tiles 1 yard  
Intrinsic Freestanding 1 yard

NOTE: Most fabric houses have a one yard minimum or an upcharge on less than one-yard cuts.

NOTE: All COM applications are priced at Grade 1 or Grade A.

If Buyer desires to use his own material in the production of Trendway's products, it is necessary to obtain the prior written consent of Trendway. Material provided by the Buyer shall be shipped to seller, freight prepaid, and all risk of loss or damage shall remain with Buyer. Buyer must assume responsibility for any spoilage that takes place in the course of processing or during transportation.

Buyer hereby holds Trendway harmless against any and all claims for loss, liability, injury, or damage arising from use of customer material; and Buyer takes full responsibility for performance and quality of customer material. Buyer should also be aware that Buyer furnished materials may not qualify for UL Listing or meet fire codes.

**11. Damaged Materials** Trendway Corporation is not responsible for shipped products when the common carrier is in receipt of the material. Trendway expects all customers to thoroughly inspect orders on receipt regardless of point of delivery. Clear receipt should not be given on the material until it has been checked for damage in transit. All claims for noted damaged material must be made by the customer to Trendway Customer Care. Concealed damage or damage not noted at time of delivery shall be made by the customer to the common carrier within 15 days after receipt. Trendway assumes no liability for such damages.

**12. Special Marking or Tagging** Special tagging is available on all orders free of charge. Trendway suggests this option to simplify the staging and installation of product. **Tag designations must be specified at the time an order is placed.**

**13. Key-Alike Option** The key-alike option is available on all orders. To order key-alike items within a workstation, follow these steps: • Fill out a key-alike form and submit it with your purchase order. If key-alike orders are placed with your PO or within 30 days of receipt of your order, they will be sent at no charge. • After 30 days of your PO regardless of your installation date, the cost of key-alike requests will be \$3.00 net per core and key, if the quantity exceeds 10.

Note: Credit will not be issued for return of unused cores and keys.

Key-Alike forms are available on [www.trenddealer.com](http://www.trenddealer.com) or through Trendway Customer Care.