

CUSTOMER INFORMATION

Information For Ordering Activities

1. Awarded Special Item Numbers:
SIN 711-2 Laminate Executive Office Furniture
SIN 711-8 Executive Office Furniture
SIN 711-11 Tables and Accessories
SIN 711-206 Upholstered Seating
SIN 711-95 Design - Not to Exceed \$50 per hour
2. Maximum Order Limitations: \$300,000 Net
3. Minimum Order: orders less than \$650 net will be assessed a handling charge of \$75.
4. Geographic Coverage (delivery area):
48 contiguous states and Washington D.C. Contact factory for all other destinations.
5. Distribution Point: Huntingburg, Dubois County, Indiana, 47542
6. Discount from List: Pricing listed is the "Delivered Net Price" with .0075 added for IFF and/or handling fee for product orders totaling \$3500 or less.
7. Quantity Discounts: Product orders totaling \$3501 net to \$25,000 net earn an additional 1% off the prices listed herein. Product orders totaling above \$25,000 net earn an additional 2.7% off the prices listed herein.
8. Prompt Payment Terms: Net 30 days from date of invoice.
9. Notification that Government Mastercards and Visas are Accepted Below the Micropurchase Threshold: Accepted; no discounts allowed.
10. Foreign Items (List by country of origin): All items noted with an asterisk are made in China.
- 11a. Lead Time: 10 working days after receipt of order
- 11b. Expedited Delivery: Subject to 10% handling charge
- 11c. Overnight and 2-Day Delivery: N/A
- 11d. Urgent Requirements: Contact customer service
12. F.O.B. Delivered: Huntingburg, Indiana, 47542
13. Ordering Addresses: DMI Office Furniture
9780 Ormsby Station Road Ste 2000
Louisville KY 40223
14. Payment Address: DMI Lock Box
PO Box 22812
Louisville, KY 40252-0812
15. Warranty Provision: Life Time Limited
16. Export Packing Charges: Contact customer service.
17. Terms and Conditions of Government Mastercards and Visas Acceptance:
Accepted; no discounts allowed.
18. Terms and Conditions of Rental, Maintenance and Repair: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: N/A
- 20a. Terms and Conditions for Any Other Services: N/A
21. List of Service and Distribution Points: Huntingburg, Indiana, 47542
22. List of Participating Dealers: N/A
23. Preventive Maintenance: N/A
24. Environmental Attributes, Recycled Content, Energy Efficiency, and/or Reduced Pollutants: DMI maintains internal programs to reduce the impact on the environment of our products and operations.
25. Data Universal Number System (DUNS) Number: 00-230-5159
Federal ID Number: 41•0678467
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:
Cage Number is IVSF4

ORDERING INFORMATION

All orders should be mailed or faxed to:

DMI Office Furniture
9780 Ormsby Station Road Ste 2000
Louisville KY 40223

Phone: (866) 203-5795

Fax: (877) 893-0276

Customer Service Fax: (800) 755-2878

Ordering Instructions: Please include the items Listed below to ensure that your purchase order is complete and contains all information required to process your order. All orders with missing information or incomplete information will be held for clarification. Scheduled lead time begins on the date of receipt of a complete and accurate purchase order.

1. Contract Number: GS-28F-0019L
2. Contractor: DMI Office Furniture, A Division of DMI Furniture, Inc., must be named as the contractor. Purchase orders may be submitted to DMI Office Furniture c/o Authorized GSA Dealer if desired.
3. F.O.B. Terms: FOB Huntingburg, Indiana 47542
4. Model Number: See individual series for specific model numbers.
5. Pricing: Please provide the correct unit price and extended amount.

Acknowledgement: All orders will be acknowledged promptly, showing how the order was entered, its approximate shipping date and other pertinent information. This acknowledgement is the final agreement between the customer and DMI Office Furniture and is the exclusive statement of the terms thereof. Please examine this acknowledgement carefully and advise DMI Office Furniture immediately of any discrepancies.

Cancellation Policy: DMI Office Furniture agrees to the GSA National Furniture Center's Order Cancellation Policy when that order(s) is cancelled prior to shipment: in that the order(s) shall be returned to stock at no charge, and if not sold to another customer within one hundred eighty (180) days it shall seek invoice to the Government for actual costs incurred in the manufacturing and storage of the order(s).

Product Design and Specification Charges: DMI Office Furniture reserves the right to make changes in design and construction or discontinue products without prior notice.

CONDITIONS OF SALE

Payment terms on shipments from our Huntingburg, Indiana Distribution Center are Net 30 days. Prices are subject to change without notice. Shipping weights and cubes are estimated and are also subject to slight variations. DMI reserves the right to make changes in design and construction detail without notice. All orders are subject to acceptance by DMI. The mailing or distribution of this price list does not constitute an offer to sell. Cancellations will not be accepted unless they are received and acknowledged by the DMI Customer Service Department. Additional terms and conditions as found on DMI acknowledgements, invoices and other official communications may be considered as part of these "Conditions of Sale".

DMI designs and tests its products and packaging to ensure they meet or exceed furniture transport standards generally accepted in the industry. Therefore, damaged merchandise and concealed freight damage is the responsibility of the freight carrier. Claims must be filed by Consignee with the delivering freight carrier within fifteen days of receipt of shipment. DMI accepts no responsibility for merchandise shortages or damages caused by freight carriers or consumer delivery services.

The transportation company is responsible for safe delivery of product. DMI customers should inspect all merchandise upon delivery of shipment. Any visible damage should be noted on the freight bill, signed and dated by the person accepting the delivery. In order for a concealed damage claim to be accepted it must be filled within 15 days of receipt of merchandise with the carrier. Merchandise moved from original delivery location will not qualify for concealed damage claims. Always retain the carton for possible inspection by the carrier.

DMI SHIPPING POLICY – DELIVERED CUSTOMERS

- Pricing includes delivery.
- Minimum order requirement \$650 net; orders less than \$650 net will be assessed a handling charge of \$75.
- Standard shipping time is 10 working days or less, expedited shipments subject to a 10% handling charge.
- No returns will be accepted without prior written authorization from DMI Office Furniture.
- All returns are subject to a restocking fee of 35% unless there is a prior agreement with DMI management.
- Only merchandise in unopened cartons will be considered for return authorization.
- Freight claims are the responsibility of the consignee and/or the billed to party.

RETURNS AND ALLOWANCES POLICY

ONLY merchandise in unopened cartons will be considered for a return authorization. Defects in DMI merchandise should be reported to the local DMI sales representative. The DMI sales representative is expected to inspect and report on all defective merchandise and report results of inspection to DMI's Customer Service Department. DMI's Customer Service must authorize all claims. No returns, allowances, or deductions from invoices, of any kind, will be accepted without prior written authorization. Any freight charges incurred by an unauthorized return will be invoiced to the DMI customer.