On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at: http://www.gsa.gov/schedules-ordering
Ordering Instructions

1. Table of Awarded Special Item Numbers
   Special Item No.
   337215MSB - Mail Sorting and Distribution
   Furniture (SBSA)
   337215SBSA Wall Units and Displays SBSA

2. Maximum Order Limitation (MOL) at List Price
   None

3. Minimum Net Order
   Minimum dollar value order to be issued under this contract at $25.00.

4. Geographic Coverage (Delivery Area)
   Geographic coverage of this contract is the 48 contiguous states and District of Columbia.

5. Point of Production
   Fairfield (Butler County), Ohio

6. Discounts from List Price
   30% off List

7. Quantity Discounts
   Not applicable

8. Prompt Payment Terms
   1% 20 days

9a. Government Commercial Credit Card Accepted

9b. No Additional Discounts for Payment by Government Credit Card

10. Foreign Items
    No foreign product items are included.

11. Time of Delivery
    Within 60 Days ARO>

12. F.O.B. Point/Delivery Terms
    Prices listed in this contract are: FOB Origin, Pre-Pay and Add

13. Ordering Address
    Workstream dba Hamilton Casework Solutions
    c/o Participating Dealer
    3158 Production Drive
    Fairfield, Ohio 45104
    Phone: 800.503.9966
    Fax: 800.503.9963

14. Payment Address:
    Hamilton Casework Solutions
    8216 Solutions Center
    Chicago, IL 60677-8002

15. Limited Lifetime Warranty

15a. Changes/Cancellations/Returns:
    Orders may not be changed or canceled without written consent. Orders for non-standard or modified products may not be canceled. Cancellation or change requests must be submitted within three (3) working days after receipt of the Order Acknowledgement, providing the order has not already been put into production. A minimum charge of 25% will be imposed for changes or cancellation. The minimum charge will be increased if necessary, to fully compensate us for all materials ordered, work performed, lost profits, reasonable overhead, and any other expenses resulting from the cancellation or change.

    Merchandise is not returnable unless written authorization is received from the factory. All transportation charges must be prepaid. Collect shipments will not be accepted. Return shipments, when accepted, are subject to a minimum 25% re-handling, restocking charge. No returns on modified or non-standard products will be allowed. Our agreement to accept a return is conditional upon our inspection of the returned product.

16. Export Packing Charges
    Not applicable

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

18. Terms of Conditions of Installation
    Negotiated on a project-by-project basis

19. Terms and Conditions on Repair Parts
    Not applicable

20. List of Service and Distribution Points
    Not applicable

21. List of Participating Dealers
    List available upon request

22. Preventative Maintenance
    Not applicable