



# GSA Order Analysis Form

Contract #GS-28F-0013K  
Phone: 800.289.1274  
Fax: 800.257.2635

OFFICE FURNITURE FSC 71-1

FSC CLASS 7110

## INFORMATION RECAP MUST BE INCLUDED ON ALL MAXON GSA ORDERS:

GSACustomer/Agency/Command: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Territory: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Government PO# Attached 1449 - Other: Yes \_\_\_\_\_ No \_\_\_\_\_

Bill-To, If Other Than 1449: \_\_\_\_\_

MAXON Bill of Materials Attached?: Yes \_\_\_\_\_ No \_\_\_\_\_

Contract Type: Standard-Mas: \_\_\_\_\_ Teaming: \_\_\_\_\_ Package Office: \_\_\_\_\_

Participating Dealer: \_\_\_\_\_

Contact: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

MAXON Account Number: \_\_\_\_\_

Shipment Request Date: \_\_\_/\_\_\_/\_\_\_

Sailing Request Date (If Applicable): \_\_\_/\_\_\_/\_\_\_

Ship: Standard: \_\_\_\_\_ QuickShip: \_\_\_\_\_ Prepaid Ocean: \_\_\_\_\_

### PROJECT TOTALS:

PROJECT LIST: \$ \_\_\_\_\_

GSA DISCOUNT: \_\_\_\_\_ % (\$ \_\_\_\_\_)

GSA NET: \$ \_\_\_\_\_

DESIGN FEES: \$ \_\_\_\_\_

INSTALLATION: \$ \_\_\_\_\_

OCEAN FREIGHT (IF APPLICABLE): \$ \_\_\_\_\_

TOTAL INVOICE AMOUNT: \$ \_\_\_\_\_



**SPECIAL INSTRUCTIONS:**

**SPECIAL FREIGHT/HANDLING/CONTAINER CONSOLIDATION INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL BILLING INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION OR INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**COLORS: LAMINATE:** \_\_\_\_\_

**PAINT:** \_\_\_\_\_

**T-MOLD or 3MM:** \_\_\_\_\_

**FABRIC:** \_\_\_\_\_

**SEATING FABRIC:** \_\_\_\_\_

**OTHER NOTE:** \_\_\_\_\_

**GLASS:** \_\_\_\_\_

**GRAIN DIRECTION:** \_\_\_\_\_ LH \_\_\_\_\_ RH \_\_\_\_\_ DIAG

**FOR CORNER UNITS  
(DIRECTIONAL LAMINATES ONLY)  
(60" CORNERS AVAILABLE IN LH OR RH ONLY)**