



GOVERNMENT PROJECT DEVELOPMENT REGISTRATION FORM

Effective January 1, 2010

The Project Development Program for government sales is intended to reward **Maxon Furniture Inc.** customers for efforts expended in providing services to and developing relationships with end users, which make it more likely that **Maxon** products will be selected by end users. **Registration form requires Dealer Signature and Region Manager Approval.**

CONSULT YOUR REGION MANAGER PRIOR TO BEGINNING WORK ON ANY PROJECT OUTSIDE OF YOUR AREA OR RESPONSIBILITY. FAILURE TO DO SO MAY RESULT IN UNNECESSARY EXPENDITURE OF RESOURCES.

RFQ OR GOVERNMENT SOLICITATION NUMBER: _____ RFQ CLOSE DATE: _____

Name: (Base Or Agency Name/Command/Mission (If Applicable) Building Number): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name/Title: _____

Phone: _____ Approximate Order and Date of Anticipated Install: _____

Product: _____ List Price: _____

PROPOSAL SUBMITTED DATE: _____

Dealership Information

BY SIGNING, DEALER ACKNOWLEDGES THAT IT HAS READ THE PROJECT PROGRAM TERMS AND CONDITIONS AND REPRESENTS/WARRANTS THAT THE INFORMATION PROVIDED ON THIS FORM ARE TRUE AND ACCURATE.

Dealer Name: _____ MAXON Acct #: _____

Dealer Address: _____

City: _____ State: _____ Zip: _____

Dealer Sales Representative: _____

Dealer Signature: _____ Date: _____

ENSURE THE FOLLOWING IS COMPLETED/ATTACHED FOR PROPER REGISTRATION. FAILURE TO SUBMIT/COMPLY WITH THE FOLLOWING RENDERS THIS REGISTRATION INCOMPLETE:

- **Project is entered on Maxoninfo Pipeline (Rep)**
- **Bill of Materials attached with list price total**
- **Drawing(s) attached**
- **Registration form filled out completely and signed**



PROJECT DEVELOPMENT PROGRAM TERMS AND CONDITIONS

The dealer and the project must meet all of the following eligibility criteria.

1. **\$35,000 list minimum for MAXON projects. No exceptions.**
2. After a Request For Quote/Proposal is publicly released by an agency/Contracting Officer soliciting responses for projects; said project is no longer eligible to be registered whether it is specified Maxon or generic.
3. The dealer must be an authorized direct dealer of Maxon Furniture Inc. and in good standing at the time of the application.
4. TO BE ELIGIBLE FOR REGISTRATION THE PROJECT MUST BE ORDERED FROM MAXON FURNITURE INC. WITHIN 120 DAYS OF APPROVAL. THE EXPIRATION DATE WILL BE NOTED ON THE AUTHORIZATION.
5. All requests must be submitted through the MAXON Sales Representative for the area.
6. Projects are assumed to be one order, one shipment, unless otherwise specified.
7. Maxon Furniture Inc. will evaluate applications for participation in the project development program in connection with a specific project in the order it receives the properly completed applications. Incomplete applications and applications lacking the necessary supporting documents will not be considered.
8. Only one dealer will be approved for registration per project. The dealer submitting the first application received by Maxon Furniture Inc. which meets all the requirements for the project development program will be registered by Maxon Furniture Inc. as the Project Registrant. There is a 24 hour waiting period before the registering dealer is notified that the project has been successfully registered to them. If there are any requests for registration for this project within the 24 hour waiting period, the project becomes ineligible for registration by any dealer and the original registration request is voided. The waiting period begins when all required information is received (See page 1).
9. This application and any subsequent registration of the project is valid for the above-mentioned project only. It cannot be used for any other government projects, including other projects with the government entity referenced on page 1.
10. The Project Development Program is separate from and not contingent upon the contract for the project being awarded to the registered dealer. However, a commission will be paid to the registered dealer only if Maxon is ultimately awarded the project.
11. Only Standard Maxon product is eligible for the Project Development Programs. Special, non-standard product is excluded.

Payment

Commissions are awarded pursuant to the Project Development Program are set forth below:

List Price Range		GSA PD Commission/ Administrative Fee Rate		
		Project Registrant	Ordering Dealer	Total
		%	%	%
\$ 35,000	\$ 500,000	7.00%	3.00%	10.00%
\$ 500,001	\$ 1,666,670	6.30%	2.70%	9.00%

TO RECEIVE PAYMENT, IT IS THE RESPONSIBILITY OF THE PROJECT REGISTRANT TO NOTIFY MAXON FURNITURE PRIOR TO SHIP DATE, WHEN A PROJECT HAS BEEN LOST TO ANOTHER MAXON DEALER.

Maxon Furniture Inc., reserves the right to:

- Determine, in its sole discretion, which projects are eligible for the Project Development Program;
- Verify the project with the end user;
- Restrict product from the Project Development Program;
- Offset any commissions owed by Maxon pursuant to the Project Development Program against any amounts owed to Maxon by the registered dealer; and
- Amend, modify or terminate the Project Development Program at any time.