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GSA Customer Information

For use in conjunction with
Maxon Furniture Inc. Contract Pricebook 10.01.08

GSA Advantage!®
www.gsaAdvantage.gov

FSC Class 7110
Contract Number GS-28F-0013K

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov.

April 7, 2000 - April 6, 2010 (GSA Customer Information Document pending GSA approval)

Contractor:
Maxon Furniture Inc.
660 SW 39th Street, Suite 150
Renton, WA 98057-1037
(refer to Customer Information for "Remit To:")
Phone: 800.289.1274
Fax: 800.257.2635

Contract Administration Source: 800.876.4274
Business Size: Large
CCR Information: Tax ID 42-1295118
DUNS 067694315
CAGE 1QKD6 (Contractor Location)

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1a. Special Item Numbers (SIN)

SIN #	Item Type	Contract Pricebook pages
SIN 711-1	Furniture Systems	Refer to pages C1-C122, 1-39, 50-93, 127-152
SIN 711-2	Computer Furniture	Refer to pages 94-126
SIN 711-18*	Multi-purpose Seating	Refer to pages 153-161
SIN 711-93	Reconfiguration Services	Negotiated
SIN 711-94	Design/Layout Services	$50.00/hour
SIN 711-95	Installation Services	12 percent of the net purchase order for installation projects under $500 net. Installation services over $500 net will be negatiated on a case by case basis
SIN 711-99	New Item Introduction	Accessories

*please note: order(s) for Seating (SIN 711-18) shall be separate from other products.

1b. Lowest Price Model(s)

SIN	Model	Unit Price	QuickShip
SIN 711-1	RCKO	$2.84	$1.53
SIN 711-2	MK1	$4.45	$4.58
SIN 711-18	SEKG100	$129.85	$133.70
SIN 711-93	Negotiated on project-by-project basis		
SIN 711-94	1 Hour	$50.00 Negotiated	
SIN 711-95	Negotiated on project-by-project basis		

1c. National Stock Numbers (NSN's) Refer to Block 31 for details

2. Maximum Order $500,000.00 (Net), Except SIN 711-18 = $200,000.00 (Net)

3. Minimum Order $50.00 (Net) ($130.00 List)

4. Geographic Coverage 48 Contiguous States and the District of Columbia (CONUS, POE)

5. Point(s) of Production Salisbury, Rowan County, North Carolina

6. Discount(s) from list Discount from list prices or statement of net price.

List Value of Order			Normal Lead-time 30 ARO Disc.	QuickShip 15 ARO Disc.
$0.00	-	$30,000.00	62.900%	61.800%
$30,001.00	-	$75,000.00	64.700%	63.600%
$75,001.00	-	$150,000.00	67.000%	
$150,001.00	-	$300,000.00	68.500%	
$300,001.00	-	$500,000.00	70.400%	

***A CLIN shall be provided to recognize a standard freight charge of $120.00 for orders less than $6,000 List**

7. Quantity Discounts Refer to 6 (Volume Tiers)

8. Prompt Payment Terms Net 30 Days from date of invoice

9a. Credit Card(s) Accepted below micropurchase threshold
*confirmation of order required (see page GSA-6)

9b. Credit Card(s) Accepted above micropurchase threshold
*confirmation of order required (see page GSA-6)

10. Foreign Items None

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11a.	Time of Delivery	30 Days ARO or sooner
11b.	Expedited Delivery	6-8 days priorty production based on day of shipment. Numerous items contained in this price list are available for expedited delivery, subject to published program limitations. Refer to "QuickShip" discounts in number 6. Please contact MAXON Customer Service for as sistance, if necessary. "QuickShip" orders are not subject to cancellation.
11c.	Overnight and 2-Day Delivery	Selected items may be available for Overnight or 2-Day Delivery, subject to applicable charges.
11d.	Urgent Requirements	Available as I-FSS-140-B, please contact MAXON Customer Service.
12.	F.O.B. Point(s)	Destination
13.	Ordering address	Maxon Furniture Inc. 660 SW 39th Street, Suite 150 Renton, WA 98057-1037
14.	Payment Address (Remit To)	Maxon Furniture Inc. 13371 Collections Center Drive Chicago, IL 60693
15.	Warranty Provision	Commercial Warranty
16.	Export Packing Charges	Available upon request
17.	Credit Card Terms	None
18.	Rental, Maintenance & Repair	Not applicable
19.	Installation	Available, Negotiated with contractor on a project-by-project basis by the ordering activity involved, inclusive of IFF (IFF will be withheld from servicing fee). Installation, if ordered under contract, shall be a line item on the order. (CLIN)
20.	Repair Parts	Available upon request, per standard commercial practice. Contact MAXON Customer Service.
20a.	Other Services	Design and/or reconfiguration services are available. Design charges at $50.00/hr, reconfiguration negotiated on a project-by-project basis with the contractor by the ordering activity.
21.	Service and Distribution	Refer to Participating Representative listings. Contact Contractor.
22.	Participating Representatives	List of participating dealers (if applicable). Contact Contractor at 800.289.1274.
23.	Preventative Maintenance	Not applicable
24.	Year 2000 (Y2K) Compliant	Not applicable to contract products. Y2K preparedness statement avail able upon request.
25.	Environmental Attributes	Maxon Furniture Inc. is an environmentally conscientious manufacturer. Published Environmental Statement(s) are available upon request.
26.	DUNS number	EIN/TIN 42-1295118 CAGE 1QKD6 (for contractor location) DUNS 067694315
27.	CCR Notification	Contractor is registered with Central Contractor Registration

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28. Changes or Cancellation

All Cancellations must be submitted to MAXON Customer Service in writing. Changes or cancellations may be made on standard lead-time orders up to 24 hours after acknowledgment has been sent – at no charge to the customer. No cost prior to production. After production has begun, only cost incurred will be billed to the customer if merchandise is not resold within a resonable period of time (3 months). Any changes or cancellations after that time must be submitted to customer service for approval. If approved, customer will be held responsible for all labor and material costs incurred prior to the change and/or cancellation. There is no financial penalty for additions to orders, however, any change (whether change or addition) may cause the order to be rescheduled. All order changes must be submitted in writing, regardless of the dollar value. (If customers submit verbal orders, without following them up in writing, the Company will not be responsible for any discrepancies produced as a result of such verbal orders.) Order changes are not binding upon the Company until the Company issues a new acknowledgment indicating the change.

29. Restocking

All products are custom manufactured for the customer. The Company maintains no finished goods inventory. If the customer orders products in error, the Company will work with the customer to suggest the most cost-effective resolution. If the Company approves a product return, a minimum 25% handling and recycling fee based on invoiced amount will apply to all returns for customer convenience. All products are subject to return only if authorized by the company on a Returns Goods Authorization (RGA) form furnished by the Company. Merchandise must be returned in original shipping cartons, with proper inner packing. Acceptance of returned merchandise is subject to inspection and credit will be issued only if merchandise is received in saleable condition. (No credit will be issued for products that have been assembled.) Returned merchandise should be forwarded with transportation charges PREPAID. Returns must be made within 30 days after authorization is issued.

30. Freight Handling

In the unfortunate event that freight damage or loss occurs on shipments, the Company provides a service for filing all freight claims with our carrier if proper procedures are followed. Call MAXON Customer Service IMMEDIATELY to initiate the replacement and claim process.

- Consignee is responsible for inspecting deliveries and verifying carton counts; noting any visible damage or shortages on delivery receipt before signing. Signing subject to inspection does not qualify as signed damage.
- If noted on the delivery receipt, damaged items can be refused and returned with the carrier or the item can be accepted. The entire shipment can not be refused. If accepted, the damaged merchandise must be held until the claim is settled.
- Concealed Damage Claims: the Company is not responsible for claims if Customer Service has not been notified within 10 days of receipt of goods.
- Customer may make no deduction under any circumstances resulting from freight claims when settling invoices to the Company.
- Call Freight Claims to check claims status, if consignee has not been contacted by carrier after 30 days.
- Customer is responsible for all freight claims on collect and third party shipments.

31. Intended use of generic NSN's

The following NSN's may be used to obtain a variety of "Commercial Items";

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under this GSA sponsored initiative, the NSN descriptors may be used to procure individual items and a group of similar items as a "lot". Orders placed shall provide the commercial model and finish in the exception data or notes fields (the body of the order).

In those cases where a "lot" of furniture is purchased the complete "bill of material" (BOM) or similar listing of the items shall be incorporated in the exception data or notes by reference, and forwarded as an attachment to the order.

NSN 7110-01-482-1192	Desk	SIN 711-2
NSN 7110-01-482-1196	Cabinet	SIN 711-1
NSN 7110-01-482-1198	Credenza	SIN 711-2
NSN 7110-01-482-1202	Seating	SIN 711-18
NSN 7110-01-482-1207	Partition	SIN 711-1

Under this program, a complete "typical" Systems workstation or group of workstations might be purchased by providing the NSN (model number) 7110-01-482-1207 with a description as; Partition, Lot, 1 ea, as per the attached BOM, the price, and including or attaching the itemized listing of the products, with the fabric and finish selections.

Similarly, the NSN 7110-01-482-1192, Desk, 3 ea (refer to pages 96-101) might be used to purchase any of the Freestanding Desk shells, by providing the description of your selection, by providing the "commercial" model and finish selections as annotated information.

Hence, the NSN with a description (see page 104) as our model number; DSLRK3M-48-72-HMEP-R-W7039-3CH-PCH after the NSN "Desk," would result in a "Series 2000" steel desk shell, corner computer workstation, that is 48" deep by 72" wide, configured as a right return corner assembly with an adjustable keyboard platform. It would have half-height modesty panels (so you can access wall electrical), the tops would be mahogany laminate with charcoal color 3mm edge-banding, and the steel body would be painted charcoal. Even more complete stations may be purchased using a BOM attachment that includes other shells, storage products and accessories, all using a single NSN, and using a "lot" per the attachment method.

A single order may contain multiple line items (CLIN) for the same model (NSN) by providing any unique identifier in the description for clarity. By way of example, two different chairs might be shown as 7110-01-482-1202 Seating, Task and 7110-01-482-1202 Seating, Guest. Each (NSN) model should then have the complete "commercial item" model and finishes as the description for each CLIN.

Please Note: Order(s) for seating (SIN 711-18; NSN 7110-01-482-1202) shall be separate from other products. We apologize for this inconvenience resulting from our system integration requirements.

For assistance in using this program initiative, please contact Maxon Furniture Inc. Customer Service or one of our authorized representatives. For the most up-to-date information, check our web site:

http://www.maxongsa.com

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GS-28F-0013K

FEDERAL GOVERNMENT CREDIT CARD ORDER

Contract Number GS-28F-0013K

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Date: _____

P.O. #: _____

Complete Name and Address of Cardholder

_____

_____

_____

_____

Ship To:

_____

_____

_____

_____

Cardholders Telephone #: _____

Credit Card #: _____

Expiration Date: _____

Please provide us with your email or fax number if you would like a copy of your credit card receipt.

Email:_____

Fax Number:_____

Attention: _____

Special Instructions: _____

_____

_____

Dealer: _____

Contact: _____

Phone #: _____

Qty.	Catalog Number / Description	List	Extended

Extended List Total: _____

Freight $: _____ Reconfiguration $: _____ GSA Discount: _____

Design $ _____ Installation $: _____ Net Cost Total: _____

I authorize Maxon Furniture Inc to charge my credit card for: Order Total $: _____

Cardholder Signature: _____