



# Ordering Information

State of South Carolina – End User

- PRICING:** ESI's product list and South Carolina state contract discount pricing is found on the Volume 32 South Carolina state contract price list effective December 6, 2019. Pricing is DELIVERED & INSTALLED.
- ORDERING:** Forward the South Carolina state contract purchase order by email to [orders@esiergo.com](mailto:orders@esiergo.com). South Carolina state contract customers can choose to be billed directly by the manufacturer. Please have the South Carolina state contract entity issue the Purchase Order (PO) to ESI, C/O (Dealer of Record) which will ensure proper credit of the order to the dealer. If the PO is issued to the Dealer, ESI MUST get a copy of the first page of the PO and page(s) which include the ESI products being ordered. ESI can also accept credit cards for purchases. Contact our Customer Service department for assistance.
- SHIPPING:** Due to the cancellation policy of the contract, ESI will not ship any product until after 5 business days from receipt of order. If customer would like to receive the order sooner, ESI is able to do so with a written request from the customer will need to agree to pay a restocking fee of 30% and freight to return product if they cancel the order.

*Please note:*

- POs that include LT designated products will be shipped based on the lead time of the LT designated products, unless otherwise requested. Call for on-hand availability.
- The State user will not accept or store the furniture for the Manufacturer and/or Authorized Dealer/Reseller. The Manufacturer and/or Authorized Dealer/Reseller is responsible for and must provide direct supervision of receipt, inspection and standard delivery.

**FREIGHT TERMS**

Standard Freight is included.

ESI ships orders by way of standard ground carrier service dock-to-dock within the contiguous 48 states. Special requests such as "call before delivery", "delivery lift gate required", residential delivery, re-routed deliveries, or specific delivery date/time requests may be subject to additional charges or may not be available. Contact Customer service for expedited delivery requests or deliveries outside of the contiguous 48 states.

Customers will be charged additional fees for changes made to orders that have already departed the facility, resulting in re-delivery or re-consignment.

ESI accepts requests for expedited freight at the customer's expense. Please contact customer service at 800.833.3746 and provide your preferred carrier account number in which to charge the expedited freight.

Worksurfaces may be drop-shipped from a separate location and may arrive on a date different than the other items on the order.

Packages should be inspected upon receipt and any shortages must be conveyed within five (5) business days of delivery. We are not responsible for damages or shortages occurring after delivery. Additional shipping charges will apply for expedited shipping, inside delivery or lift gate services. We are happy to drop ship to any customer within the 48 contiguous United States at no extra charge.

**DISCOUNTING:**

**WORK GEAR:**

TOTAL LIST	END USER DELIVERED AND INSTALLED DISCOUNT
\$1–\$1,700,000	50%

**ADJUSTABLE TABLE BASES AND WORKSURFACES:**

TOTAL LIST	END USER DELIVERED AND INSTALLED DISCOUNT
\$1–\$1,250,000	50%

- CONTRACT:** #440002813
- GEOGRAPHIC COVERAGE:** State of South Carolina
- CONTRACT PERIOD:** 12/06/19–12/05/24
- POINT OF PRODUCTION:** Mesa, Arizona 85215
- PRICE** As included in the V32 South Carolina state contract price list
- PAYMENT TERMS:** Net 30
- CREDIT CARDS ACCEPTED:** Visa, Mastercard or American Express
- TIME OF DELIVERY:** Due to the cancellation policy of the contract, ESI will not ship any product until after 6 business days from receipt of order. If customer would like to receive the order sooner, please contact Terry Moore at OED 770-984-9047, [terry@oedreps.com](mailto:terry@oedreps.com).
- FOB POINT:** Destination
- WARRANTY PROVISION:** Most of ESI products are covered under a 15 year warranty. View the terms and conditions for complete details.
- RETURNED GOODS:** Restocking charge up to 30% of the order
- CONTRACTOR/PAYMENT ADDRESS:** ESI  
PO Box 21239  
Mesa, AZ 85277-1239