

## END USER

Contract #: 1102215

Effective Dates: 10/22/15–05/28/2021

**END USER DISCOUNT:** 53% off list (work gear, tables, and sit-to-stand series)**PRICE LIST:** V32 ESI price list.**PAYMENT TERMS:** Net 30**FREIGHT:** **48 HOUR SHIP PROGRAM**

ESI offers 48 hour shipping on the majority of products. 48 hour ship products are shipped out of Phoenix, Arizona, within two business days of receiving the Purchase Order (PO), depending on quantity ordered and available inventory. Orders that include products with longer lead times including special orders, custom products, or worksurface orders, are designated as "LT" (lead time) and therefore not included in the 48 hour ship program. Large orders may also require additional lead time. Products designated as LT could take up to 90 days ARO for delivery. Call for on-hand availability.

*Please note:*

1. For the order to qualify for 48 hour shipping, all products on the PO must be available under the 48 hour ship program.
2. POs that include LT designated products will be shipped based on the lead time of the LT designated products, unless otherwise requested.
3. 48 hour orders will be shipped out in two business days unless otherwise specified on the PO.

**FREIGHT TERMS**

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 are not sold separately and must be purchased with a table base. Worksurfaces may be drop-shipped from a separate location and may arrive on a date different than the other items on the order.

Orders more than \$250 list will now have free freight. All orders \$250 list or less will incur a flat fee of \$25.

*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.

POs must be made out to the Dealer of Record. ESI needs a copy of the end user PO.

The end user must also register at [www.tips-usa.com](http://www.tips-usa.com). The process is easy, there is no cost.

**PO REQUIREMENTS:**

TIPS members must email their POs to the TIPS office at: [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com)

**DEALER ORDERING INFO:****Who can be a member of TIPS?****WHO CAN PURCHASE:**

The Interlocal Purchasing System currently serves entities such as state and local governments and non-profit organizations, including but not limited to:

K-12 School Districts | Charter Schools | Private Schools/Daycare Centers | Colleges and Universities (State and Private) | Cities/Municipalities | Counties/Parishes | Churches | Charitable Organizations | State Agencies | Emergency Service Districts | Other Entities with legislated purchasing/bidding requirements

**About TIPS:**

TIPS is a National Purchasing Cooperative that offers access to competitively procured purchasing contracts to its membership. TIPS is housed at and managed by the Region 8 Education Service Center located in Pittsburg, Texas.