



Ordering Information

University of Alabama – End User

PRICING:	Refer to the V33 University of Alabama Discount Structure												
ORDERING:	Forward the University of Alabama contract Purchase Order (PO) by email to orders@esiergo.com. Please have the University of Alabama contract entity issue the PO to ESI, C/O (Dealer of Record) which will ensure proper credit of the order to the dealer. ESI will need a copy of the PO which includes the ESI products being ordered, agency billing code, agency contact, agency address, and contact phone number for each order placed under this contract. Contact our Customer Service department for assistance.												
SHIPPING:	48 Hour Ship Program ESI offers 48-hour shipping on majority of products. 48-hour ship products are shipped out of Phoenix, Arizona, within two business days of receiving the Purchase Order, 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” (Lead Time) 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 Purchase Order must be available under the 48-hour ship program. 2. Purchase Orders 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 within two business days unless otherwise specified on the Purchase Order. 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 our Customer Service Department 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 our Customer Service Department 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. Orders of \$250 list or more, ship free freight. A \$25 flat shipping fee will be incurred for orders under \$250 list												
DISCOUNT:	WORK GEAR: <table><tr><th>TOTAL LIST</th><th>DISCOUNT</th></tr><tr><td>\$1-\$45,000</td><td>45%</td></tr></table>	TOTAL LIST	DISCOUNT	\$1-\$45,000	45%	TABLES: <table><tr><th>TOTAL LIST</th><th>DISCOUNT</th></tr><tr><td>\$1-\$44,999</td><td>42%</td></tr><tr><td>\$45,000+</td><td>Negotiable</td></tr></table>	TOTAL LIST	DISCOUNT	\$1-\$44,999	42%	\$45,000+	Negotiable	
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CONTRACT:	#T054514												
CONTRACT PERIOD:	03/01/17–02/28/22												
GEOGRAPHIC COVERAGE:	University of Alabama												
POINT OF PRODUCTION:	Mesa, Arizona 85215												
CREDIT CARD ACCEPTED:	Visa, Mastercard or American Express												
TIME OF DELIVERY:	Most orders are shipped within 48 hours of received PO												
FOB POINT	Destination												
RETURNED GOODS:	Restocking charge up to 25% of the order												
CONTRACTOR/PAYMENT ADDRESS:	ESI PO Box 21239 Mesa, AZ 85277-1239												