Ordering Information

University of Alabama – End User

PRICING:

ESI's product list and University of Alabama discount pricing is found on the V32 University of Alabama price list dated January 28, 2019. Discounting is based on list price order totals with tiered pricing options which are included on the price list.

Products included in ESI's July 2018 catalog, but not on the price list can be purchased as "Open Market" items using the University of Alabama tier discounting. The term "Open Market" must be included next to the part number or within the product description.

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 the majority of products. 48 hour ship products are shipped out of Phoenix, Arizona, within two business days of receiving the 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.

Standard freight is free. 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.

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	DISCOUNT
$1–$45,000	45%

ADJUSTABLE TABLES AND WORKSURFACES:

TOTAL LIST	DISCOUNT
$1–$44,999	42%
$45,000+	Negotiable

CONTRACT: #T054514

GEOGRAPHIC COVERAGE: University of Alabama

CONTRACT PERIOD: 03/01/17–02/28/22

POINT OF PRODUCTION: Mesa, Arizona 85215

PRICES: As included in the University of Alabama contract price list

PAYMENT TERMS: Net 30

CREDIT CARDS ACCEPTED: Visa, Mastercard or American Express

TIME OF DELIVERY: 48 hours as noted in the University of Alabama contract price list. All other products up to 90 days ARO. Call customer service for express requests.

FOB POINT: Destination

WARRANTY PROVISION:

All ESI products are covered under a 15 year warranty, except the products listed below:
Electric table components, motors, crank mechanisms, counter balance mechanisms – warranted for 7 years
Laminated worksurfaces – warranted for 5 years
Lift and Climb series – warranted for 3 years
Palm rests and mouse pads – warranted for 2 years
Pencil drawers, Fluorescent ballasts, LED transformers – warranted for 1 year

RETURNED GOODS: Restocking charge up to 25% of the order

CONTRACTOR/PAYMENT ADDRESS:

ESI
PO Box 21239
Mesa, AZ 85277-1239

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