



# Ordering Information

## State of Alabama – End User

<b>PRICING:</b>	Refer to the V33 State of Alabama Discount Structure
<b>ORDERING:</b>	Forward the State of Alabama contract Purchase Order (PO) by email to orders@esiergo.com. Please have the Alabama State 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.
<b>SHIPPING:</b>	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

### STATE DISCOUNT OFF PRICING:

#### Dock to Dock:

PRODUCT CATEGORY	DISCOUNT TO STATE
WORK GEAR	53%
TABLES	53%

#### Delivered and Installed:

PRODUCT CATEGORY	DISCOUNT TO STATE
WORK GEAR	45%
TABLES	45%

<b>CONTRACT:</b>	#MA999 17000000152
<b>VENDOR NUMBER:</b>	#86095504700
<b>CONTRACT PERIOD:</b>	3/1/2017–2/28/22
<b>GEOGRAPHIC COVERAGE:</b>	State of Alabama
<b>POINT OF PRODUCTION:</b>	Mesa, Arizona 85215
<b>CREDIT CARD ACCEPTED:</b>	Visa, Mastercard or American Express
<b>TIME OF DELIVERY:</b>	Most orders are shipped within 48 hours of received PO
<b>FOB POINT</b>	Destination
<b>RETURNED GOODS:</b>	Restocking charge up to 25% of the order
<b>CONTRACTOR/PAYMENT ADDRESS</b>	ESI PO Box 21239 Mesa, AZ 85277-1239