



# GSA Customer

How to place your GSA order

## PRICING:

ESI's product list and GSA discount pricing is found on the V35 price list effective 6/10/21. Discounting is based on list price order totals with tiered pricing options which are included on the price list.

Products included in ESI's March 2021 catalog, but not on the price list can be purchased as "Open Market" items using the GSA tier discounting. The term "Open Market" must be included next to the part number or within the product description.

## ORDERING:

Forward the government purchase order by email to [orders@esiergo.com](mailto:orders@esiergo.com). Please issue your PO to FELLOWES or FELLOWES DBA ESI ERGONOMIC SOLUTIONS; C/O (Dealer of Record) which will ensure proper credit of the order to the dealer you have been working with. ESI can also accept a GSA credit card for purchases. Contact our Customer Service Specialists 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" (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 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 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.

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.

Cutting Fee - A fee of \$40 List will be assessed per unit for all custom cutting requests.

## HANDLING & SPECIAL SERVICES

### WORK GEAR: SIN 33721 and OLM

TOTAL LIST	DISCOUNT
\$1-\$25,000	66.08%
\$25,001-\$250,000	71.5%
\$250,001-\$940,000	73.4%

### TABLES BASES AND WORKSURFACES: 33721 and OLM

TOTAL LIST	DISCOUNT
\$1-\$657,900	62%



Contract Holder  
Contract GS-28F-0028Y



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**CONTRACT:** #GS-28F-0028Y  
SIN: 33721 and OLM

**CONTRACT PERIOD:** 4/27/2017–4/26/2022

**GEOGRAPHIC COVERAGE:** United States

**POINT OF PRODUCTION:** Las Vegas, Nevada 89115

**DATA UNIVERSAL NUMBER (DUNS):** 005070008

**PRICES:** Net government cost (discount already taken) GSA V35 price list

**MAXIMUM ORDER LIMITATION:** SIN 33721 and OLM: \$250,000 net

**MINIMUM ORDER LIMITATION:** \$100.00 net

**PAYMENT TERMS:** Net 30

**CREDIT CARDS ACCEPTED:** Visa, Mastercard or American Express

**TIME OF DELIVERY:** Between 48 hours and 90 days ARO.

**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; Palm rests and mouse pads – warranted for 2 years; Pencil drawers, Fluorescent ballasts, LED transformers, FlexCharge series – warranted for 1 year.

**RETURNED GOODS:** ESI honors a no restocking fee for our customers, if the return is approved in advance.

**CONTRACTOR/PAYMENT ADDRESS:** Fellowes, DBA ESI Ergonomic Solutions  
PO Box 21239  
Mesa, Arizona 85277-1239



Contract Holder  
Contract GS-28F-0028Y