

## Federal Government Clean Order Checklist

Who may purchase from GSA's Multiple Award Schedule – refer to the following link: [GSA - Eligibility Determinations](#). For questions about eligibility, please contact the Federal Contract Manager.

Use this checklist to ensure that your Purchase Order is complete and has all information required to process your order. Any order with missing or incomplete information will be held for clarification or written modification, if necessary. **Scheduled lead time begins on the date of receipt of a complete and accurate purchase order.**

**Contractor:**

National Office Furniture, Inc.  
Cage Code 633M8  
1600 Royal Street, Jasper, IN 47546

**Payment Address:**

National Office Furniture, Inc.  
PO Box 93096  
Chicago, IL 60673-3096

**Purchase Order must** be made out to National Office Furniture, Inc. unless the government agency has issued a proper letter of authorization naming another entity to purchase on their behalf. For more information,

Reference FAR [Part 51 - Use of Government Sources by Contractors | Acquisition.GOV](#)

\*\* Purchase Orders may reference in c/o Authorized GSA Dealer\*\*

**Contract Number GS-27F-0034X - must be listed on Purchase Order**

**Signatures** – Authorized Agency signature is required on all purchase orders. For Contractor Teaming Arrangements, approval and signatures from National Office Furniture and other teaming partners are required prior to purchase order acceptance.

**Date** – Purchase Order date must be on or before the expiration date of this schedule.

**Product Specifications** – provide the complete model number and all options for each line item.

\*\* Note, if any Open Market items are offered, they **must** be labeled as “Open Market” on the quote to the government agency. Open Market items cannot be the only models on the order to use GSA discounts.

*This would be considered a commercial order at standard discounts unless other discounting has been pre-approved prior to submission of your order.* \*\*

**FOB Terms** – Destination to 48 contiguous states, District of Columbia, or port of exit. For special requirements, reference General Information in the Commercial Price Lists.

**Design, Installation, Project Management** – Show all service charges (inclusive of the Industrial Funding Fee -IFF) separately on Purchase Order, which may only be ordered in conjunction with the purchase of product. IFF of .75% should be included in all service charges. IFF cannot be a separate line item. National Office Furniture assesses a 2% processing fee to the participating dealer for installation charges, on all Direct Bill orders, which will be deducted from their payment.

**Pricing** – supply the correct Agency unit net price and extended net amount. If incorrect, pricing may be required to change via contract modification. \*\* Make sure you are using the correct price list date for the GSA contract, which are posted at <https://www.nationalofficefurniture.com/industries/federal-government>

**Shipping Address** – complete shipping address and special delivery instructions are required (special ship dates, ship complete or split shipment and tags if applicable). Changes in shipping address require a modification to the purchase order. If split ship, payment is due upon receipt of each shipment.

**Billing Address** – complete billing address must be included.

**Payment Terms**

Product – 1.5% 15 days, Net 30 days. Services – Net 30 days.

Credit Card purchases must be processed for payment at the time of shipment and are not eligible for prompt payment discounts.

**\*Note** – if payment is by government Credit Card, a Credit Card form must be completed. You may obtain this form at <https://www.nationalofficefurniture.com/industries/federal-government>

For questions, please contact Government Customer Service at 800-482-1213.

