

**Kimball International Brands, Inc offers two methods as outlined below**

**OPTION 1  
AGENCY ORDERS PLACED DIRECTLY WITH  
KIMBALL INTERNATIONAL BRANDS, INC.  
(DIRECT BILL)**

**Orders issued directly to Kimball International Brands, Inc. must adhere to the following:**

- » Orders **MUST** be made out to Kimball International Brands, Inc. c/o Servicing Dealer.
- » Orders **MUST** reflect the correct contract pricing.
- » Orders **MUST** include the contract number from the state of North Carolina.
  - Orders should be sent to [Orders@Kimball.com](mailto:Orders@Kimball.com) or via EDI or Electronic Ordering:
  - Please contact Customer Service for details@ [Governmentcs@kimballinternational.com](mailto:Governmentcs@kimballinternational.com)

Contractor Purchase Order Address:  
Kimball International Brands, Inc.  
C/O Authorized Dealer Name  
1600 Royal Street  
Jasper, IN 47546  
Phone 800-481-1213  
Fax: 877-412-4797

**OPTION 2  
ORDERS ARE PLACED THROUGH THE AUTHORIZED DEALER  
(DEALER BILL)**

**Select Authorized Dealers have been approved by the State of North Carolina to receive purchase orders and payments; dealers must adhere to the following rules:**

- » Both the End User purchase order to the dealer and the dealer's order to Kimball International Brands, Inc. must reference Kimball International Brands, Inc's contract number from the state of North Carolina.
- » The dealer **must** provide a copy of the End User's purchase order to Kimball International Brands, Inc. that reflects the correct pricing & Kimball International Brands, Inc.'s contract number from the State of North Carolina