

## Contract Summary

|                     |               |
|---------------------|---------------|
| Contract Expiration | June 30, 2025 |
|---------------------|---------------|

### ELIGIBLE END-USERS

- » All State agencies, boards, commissions, departments, institutions, counties, municipalities, school districts and other local political subdivisions of the State of Mississippi.

### CONTRACT TERMS & CONDITIONS

**Payment Terms**    Net 45 Days

#### DELIVERY

- » Dockside - Transportation terms shall be F.O.B. destination, freight charges paid by Allsteel to the dock only. No installation included. Dockside prices shall be per unit delivered to loading dock or tailgate (typically unloaded at the loading dock).
- » Delivered and Installed - Transportation terms shall be F.O.B. destination, freight, and installation cost prepaid. The term F.O.B. destination shall mean delivered and installed inside any state agency or local government agency within the State of Mississippi with all charges for transportation and installation paid by Allsteel. Delivered and Installed prices shall include inside delivery, complete installation, and removal of all packaging materials.

#### SERVICES

- » Installation: Installation services are included in the discount and cannot be quoted separately.
- » Design: Negotiated on case-by-case basis
- » Reconfiguration: Not Allowed

### PRODUCT & PRICING INFORMATION

#### DISCOUNTS/PRODUCTS

See Matrix for discounts and available products.

#### NON-CONTRACT ITEMS

Items not approved on contract cannot be quoted or represented as a contract sale; non-contract items will not be accepted on an order.

#### SPECIALS

Specials are not allowed on contract and will not be accepted on orders.

**DISCOUNT MATRIX & PRODUCT LISTING**

Allsteel Price List      February 1, 2024

| PRODUCTS  | DELIVERY & INSTALLATION DISCOUNT FROM LIST | DOCKSIDE DISCOUNT FROM LIST |
|---|--|-----------------------------|
| Allsteel Products:<br>Approach, Align, Essentials, Radii, Aware, Universals, Worksurfaces, Lateral Files, Vertical Files, Overheads, Altitude Tables, Universal Screens   | 40%  | 50%                         |
| Evo, O6, Pli, Nimble, Relate, Seek, Inspire, Acuity, Mimeo, Clarity, Svelte, Lyric, Vicinity, Quip  | 40%  | 50%                         |
| Gather (Belong, Clubhouse, Harvest Classic, Harvest Metal/Rustic, Jetty:Mod, Linger, Reflect, Rise, Recharge, Sketch, Take-5, Scooch) Parallel, CoHo, Retreat, Two-Thirds, Park, Structure, Townhall (Cloud, Picnic, Rock, Summit, Peak, Wedge) | 40%  | 50%                         |
| Accessories and Ergonomic Tools   | 40%  | 50%                         |
| Gunlocke Products   | 40%  | 50%                         |

## For Dealer & Sales Reference Only

| SERVICING FEES       |   |
|----------------------|---|
| Dealer Servicing Fee | 18% Dockside<br>27% Delivered and Installed |

| ORDER PLACEMENT  |
|--|
| <b>COMPASS CODES</b>   |
| <ul style="list-style-type: none"> <li>» B934 Dockside Invoice to Dealer</li> <li>» B935 Delivered &amp; Installed Invoice to Dealer</li> </ul>  |
| <b>ORDERS ARE PLACED THROUGH THE AUTHORIZED DEALER</b>   |
| <p><b>Select Authorized Dealers have been approved by the State of Mississippi to receive purchase orders and payments; dealers must adhere to the following rules:</b></p> <ul style="list-style-type: none"> <li>» Both the End User purchase order to the dealer and the dealers order to Allsteel, must reference Allsteel's contract number 8200075416.</li> <li>» The dealer <b>must</b> provide a copy of the End User's purchase order to Allsteel.</li> <li>» End User pricing must match Allsteel's stated contract pricing. The dealer is not authorized to change discounting or net pricing to the customer without written authorization from Allsteel.</li> </ul> |
| <p><b>Dealer <u>must</u> provide the following information:</b></p> <ul style="list-style-type: none"> <li>» End User Name: Enter the name of the Agency/End-User facility</li> <li>» End User Address: Enter the End User's street address</li> <li>» End User City: Enter the End User's city</li> <li>» End User State: Enter the End User's state</li> <li>» End User Zip Code: Enter the End User's zip code</li> </ul>   |

## DEALER ADDITIONS/UPDATES

Dealers can be updated on a quarterly basis with approval from Allsteel and the State of Mississippi.

Due dates for Sales to send complete submittals are January 1, April 1, July 1, and October 1.

**Required Documentation to add a Dealer are as follows:**

- » Allsteel Dealer Agreement Form
- » Allsteel General Information Form
- » Dealer Flow-down Letter

For further details regarding new dealer setups, please contact HNI Government Support at [governmentsupport@hniworkplacefurnishings.com](mailto:governmentsupport@hniworkplacefurnishings.com)

## CONTACT INFORMATION

**Allsteel Customer Support**

888-255-7833

[governmentsupport@hniworkplacefurnishings.com](mailto:governmentsupport@hniworkplacefurnishings.com)

Order Assistance: [ASIOOrder@allsteeloffice.com](mailto:ASIOOrder@allsteeloffice.com)

Compass Ordering Issues: [HNIPortalSupport@hnicorp.com](mailto:HNIPortalSupport@hnicorp.com)

Credit Assistance (Invoice copies, payment information): [credit@hniworkplacefurnishings.com](mailto:credit@hniworkplacefurnishings.com)

Contracts & Compliance details: [AllsteelGovContracts@allsteeloffice.com](mailto:AllsteelGovContracts@allsteeloffice.com)

Feel free to contact your local Allsteel Business Development Manager