



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

Allsteel LLC _____ hereby provides notice of the following update to
(Vendor Name)

Contract number: R240102 for Furniture and Installation on this date 2/27/2025.
Contract Title

Instructions: Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned.

☒ **Authorized Distributors/Dealers**

X Addition

_____ Deletion

_____ Supporting Documentation

☐ **Price Update**

_____ Supporting Documentation

☐ **Products/Services**

_____ New Addition

_____ Update Only

_____ Supporting Documentation

☐ **Material Change**

_____ Assignment

_____ Change in ownership (sale/purchase)

_____ Bankruptcy

_____ Acquisition

_____ Merger

_____ Supporting Documentation

☐ **Discontinued Products/Services**

_____ Supporting Documentation

☐ **States/Territories**

_____ Supporting Documentation

☐ **Other** _____

_____ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). For material changes, indicate the name of the company of the awarded supplier and the official name of assigned or added company.

Allsteel is requesting to make updates to our dealer list for Contract R240102. These changes are listed on the second page and are also included in the attached dealer list.

Signature of Vendor: Cindy Hermann

Submitted By: Cindy Hermann

Title: Public Sector Contract Analyst

☐ **Approved Date** _____

March 3, 2025 | 9:02 PM CST

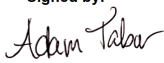
☐ **Denied Date** _____

Region 4 ESC 1st Review

Initials

Contact Phone Number: 563-316-9655

Region 4 ESC:

Signed by:

Signature

Email Address: allsteelgovcontracts@allsteeloffice.com

For material changes, the awarded contract holder and/or subsequent assignee agrees to and understands the following principles:

i. **Contract holder reference.** If the contract holder undergoes a merger, acquisition, or partial assignment, in which case they still maintain the contract, then all transactions made under the existing contract number (including purchase orders) must reference the name of the awarded contract holder. The exception to this requirement is if the contract holder no longer holds the contract or if the company has been acquired by another company and undergone a name change. Notice of the authorized name change, to the existing contract, must be provided and approved by Region 4.

In instances where the contract holder has acquired a separate and distinct company, and it is necessary to designate those certain purchases facilitated by the non-contract holder, then this designation may be made if, and only if, the contract holder is also referenced on the transaction.

ii. **Maintenance of records.** Both the awarded contract holder and subsequent assignee agree to remain responsible for maintaining all auditable records, including documents kept in the ordinary course of business and sales invoices, related to OMNIA Partners, Public Sector and/or contract number pursuant to the statutory requirements identified in the vendor contract.

iii. **Payments.** Both the awarded contract holder and subsequent assignee agree that all payments made by participating entities must be made directly to the contract holder, unless otherwise approved by Region 4. Accordingly, both parties acknowledge that in instances where it is necessary to designate the purchases facilitated by assignee, that the contract holder must also be referenced on the purchase order.

iv. **Handling of Proprietary and/or Confidential Information.** In accord with the terms of the contract, both awarded vendor and assignee agree that at all times it will hold in strict confidence and not disclose to any third party Confidential and/or Proprietary information of Region 4, except as approved in writing by Region 4, and will use the Confidential Information for no purpose other than providing services under the contract. Both awarded vendor and assignee shall only permit access to Confidential Information to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.

This document is to be construed in strict accordance with the terms and conditions outlined in the Region 4/vendor Master Agreement referenced herein. Both awarded vendor and assignee agree to uphold the vendor obligations set forth in the vendor agreement. This Agreement will become effective when signed by all parties.

Add:

1. Ammons Commercial Interiors
2. District by Design, LLC
3. Tri-State Office Furniture

Allsteel LLC and Gunlocke Dealer List - Contract R240102

Dealer Name:	Address:	City:	State:	Zip:
A-Z OFFICE RESOURCE, INC.	113 JETPLEX CIR STE A1	MADISON	AL	35758-8956
ALIGN 1 SOLUTIONS	1301 E BROWARD BLVD STE 320	FORT LAUDERDALE	FL	33301
ALL MAKES OFFICE EQUIPMENT (DES MOINES)	500 E COURT AVE STE 150	DES MOINES	IA	50309
ALL MAKES OFFICE EQUIPMENT	3333 O ST	LINCOLN	NE	68510
ALL MAKES OFFICE EQUIPMENT	2558 FARNAM ST	OMAHA	NE	68131
AMMONS COMMERCIAL INTERIORS	7350 AIRPORT HIGHWAY, STE 8	HOLLAND	OH	43528
ARCTIC OFFICE PRODUCTS	100 W FIREWEED LN	ANCHORAGE	AK	99503-2604
BALL OFFICE PRODUCTS	2100 WESTMORELAND ST	RICHMOND	VA	23230
BASSETT OFFICE SUPPLY	2266 FAIRSTONE PARK HIGHWAY	BASSETT	VA	24055
BECK TOTAL OFFICE INTERIORS	606 W AMADOR AVE	LAS CRUCES	NM	88005
BECK TOTAL OFFICE INTERIORS	9600 SAN MATEO BLVD NE	ALBUQUERQUE	NM	87113
BENCHMARK OFFICE SOLUTIONS DBA SAMCO BUSINESS PROD	3612 W TURMAN BLVD	JEFFERSON CITY	MO	65109
BENJAMIN ROBERTS LTD	240 N PRINCE ST	LANCASTER	PA	17603-3528
BOLDPILOT LLC	6804 VIRGINIA MANOR RD	BELTSVILLE	MD	20705
BROUSSARD GROUP	4985 EISENHAUER RD STE 103	SAN ANTONIO	TX	78218
BUSINESS ENVIRONMENTS LLC	7 ENTIN RD ste 201	PARSIPPANY	NJ	07054
CAL & STAN INC DBA CAL BENNETT'S INC	615 NORTH PLAZA DR	VISALIA	CA	93291
CASEY'S EXECUTIVE INTERIORS	152 ROUTE 22 WEST	GREEN BROOK	NJ	08812
COFCO, A Henricksen Company	2200 N AMERICAN ST	PHILADELPHIA	PA	19133
COFCO, A Henricksen Company	1725 I ST NW STE 250	WASHINGTON	DC	20006
COFCO, A Henricksen Company	1601 CHERRY ST STE 1610	PHILADELPHIA	PA	19102
COMMERCIAL DESIGN SERVICES-JACKSONVILLE	8172 BAYMEADOWS WAY W	JACKSONVILLE	FL	32256
COMMERCIAL DESIGN SERVICES-ORLANDO	640 DOUGLAS AVENUE STE 1514	ALTAMONTE	FL	32714
COMMERCIAL DESIGN SERVICES-TALLAHASSEE	508 CAPITAL CIRCLE SE, UNIT 508-C	TALLAHASSEE	FL	32301
COMMERCIAL DESIGN SERVICES-TAMPA	5805 BARRY RD	TAMPA	FL	33634
COMPASS OFFICE SOLUTIONS	3320 ENTERPRISE WAY	MIRAMAR	FL	33025
COOPER OFFICE SUPPLY	102 E LINCOLN AVE	FERGUS FALLS	MN	56537
CORE OFFICE INTERIORS	10300 METRIC BLVD STE 200	AUSTIN	TX	78758-4966
CORE OFFICE INTERIORS	7108 OLD KATY RD STE 150	HOUSTON	TX	77024
CORE OFFICE INTERIORS	816 CAMARON ST STE 105	SAN ANTONIO	TX	78212
CORPORATE BUSINESS INTERIORS (IRVINE)	3501 JAMBOREE RD STE 400	NEWPORT BEACH	CA	92660-2939
DAVIES OFFICE REFURBISHINGS, INC.	40 LOUDONVILLE RD	ALBANY	NY	12204
DISTRICT BY DESIGN, LLC	48700 GRAND RIVER AVE	NOVI	MI	48374-1228
DOURON INC.	10 PAINTERS MILL RD	OWINGS MILL	MD	21117
DOURON INC.	220 CONTINENTAL DR STE 106	NEWARK	DE	19713
DUPLER OFFICE	330 W SPRING ST STE 150	COLUMBUS	OH	43215-7317
EAU CLAIRE BUSINESS INTERIORS	2224 MERCANTILE DR	EAU CLAIRE	WI	54703
EMERALD COAST OFFICE PRODUCTS INC	3355 COPTER RD STE 3	PENSACOLA	FL	32514
ENTERPRISE FURNITURE CONSULTANTS (EFC)	111 WATER ST STE 210	BALTIMORE	MD	21202
ENVIRONMENTS, AN INSIDE SOURCE COMPANY	2055 NW SAVIER ST STE 175	PORTLAND	OR	97209
ENVIRONMENTS 4 BUSINESS LLC	1400 W 10TH ST	CLEVELAND	OH	44113
ENVIRONMENTS 4 BUSINESS LLC	3421 RIDGEWOOD RD STE 270	FAIRLAWN	OH	44333
FORWARD TILT LLC	6340 E THOMAS RD STE 200	SCOTTSDALE	AZ	85251
FRIENDSOFFICE	2300 BRIGHT RD	FINDLAY	OH	45840-5432
FRIENDSOFFICE	4604 SALEM AVE	DAYTON	OH	45416
GENERAL OFFICE SUPPLY	3045 W PINHOOK RD	LAFAYETTE	LA	70508

GENERAL OFFICE SUPPLY	320 7TH ST	LAKE CHARLES	LA	70601
GENERAL OFFICE SUPPLY	6265 BENEFIT DR STE A	BATON ROUGE	LA	70809
HENRICKSEN & COMPANY INC	3070 GATEWAY RD	BROOKFIELD	WI	53045-5112
HENRICKSEN & COMPANY INC	1101 W THORNDALE AVE	ITASCA	IL	60143-1334
HENRICKSEN & COMPANY INC	5202 EASTPARK BLVD STE 102	MADISON	WI	53718-2151
HENRICKSEN & COMPANY INC	800 WASHINGTON AVE N STE 200	MINNEAPOLIS	MN	55401
HENRICKSEN & COMPANY INC	401 SW WATER ST STE 507	PEORIA	IL	61602-1587
HENRICKSEN & COMPANY INC	328 SOUTH JEFFERSON STR, STE 950	CHICAGO	IL	60661
HENRICKSEN & COMPANY INC - AUSTIN	2908 MARAVILLAS LOOP	AUSTIN	TX	78735
HENRICKSEN & COMPANY INC-NEW YORK	1040 AVENUE OF THE AMERICAS FL 22	NEW YORK	NY	10018-3762
HERALD OFFICE SOLUTIONS	90 N SHORECREST RD STE A	COLUMBIA	SC	29209
HERALD OFFICE SOLUTIONS	832 WADE HAMPTON BLVD	GREENVILLE	SC	29609
HERALD OFFICE SOLUTIONS	3250 TILE DR	CHARLESTON	SC	29405
HERALD OFFICE SOLUTIONS	127 CHESTERFIELD HWY	CHERAW	SC	29520
HERALD OFFICE SOLUTIONS	801 N CASHUA DR	FLORENCE	SC	29501
HERALD OFFICE SOLUTIONS	736 BROAD ST	SUMTER	SC	29501
HERALD OFFICE SOLUTIONS	909 BROADWAY ST	MYRTLE BEACH	SC	29577
HERALD OFFICE SOLUTIONS	110 E ROOSEVELT	DILLON	SC	29536
HERALD OFFICE SOLUTIONS	127 W COLUMBUS ST	WHITEVILLE	NC	28472
HiTOUCH BUSINESS SERVICES- all US locations				
IE CONNECT LLC	1331 19TH STREET	DENVER	CO	80202
IE CONNECT LLC	1290 W MYRTLE ST STE 160	BOISE	ID	83702
INFINIUM INTERIORS LLC	850 MILILANI ST FL 2	HONOLULU	HI	96813
INSIDE SOURCE-SACRAMENTO	100 HOWE AVE STE 197	SACRAMENTO	CA	95825
INSIDE SOURCE-CONCORD	1221 DIAMOND WAY	CONCORD	CA	94520-5209
INSIDE SOURCE INC- SAN CARLOS	985 INDUSTRIAL RD STE 101	SAN CARLOS	CA	94070-4157
INSIDE SOURCE INC- SAN FRANCISCO	2 EMBARCADERO CTR STE R2308 PROMENADE	SAN FRANCISCO	CA	94111
INSIDE SOURCE INC- SAN JOSE	300 PARK AVE STE 150	SAN JOSE	CA	95110
INSIDE SOURCE NORTHEAST-NEW YORK	9 EAST 38TH ST 10TH FL	NEW YORK	NY	10016
INSIDE SOURCE NORTHEAST-NORWALK	401 MERRIT 7, PLAZA LEVEL	NORWALK	CT	06851
INTERIOR ELEMENTS LLC	1940 ALGONQUIN RD #104	CHARLESTON	SC	29405
INTERIOR ELEMENTS LLC	1122 S MAIN ST UNIT A	GREENVILLE	SC	29601
INTERIOR ELEMENTS LLC	800 W HILL ST STE 404	CHARLOTTE	NC	28208-5365
INTERIOR ELEMENTS LLC	1111 HAYNES ST STE 200	RALEIGH	NC	27604-1454
INTERIOR ELEMENTS LLC	2320 1ST AVE N STE 110	BIRMINGHAM	AL	35203-4302
INTERIOR ELEMENTS LLC	830 WILSON DR STE A	RIDGELAND	MS	39157-4508
INTERIOR ENVIRONMENTS	48700 GRAND RIVER AVE	NOVI	MI	48374-1228
INTERSTATE OFFICE INTERIORS	5116 S SPRINKLE RD	PORTAGE	MI	49002
JUNEAU BUSINESS INTERIORS	2808 MARSHA AVE	JUNEAU	AK	99801
KENTWOOD OFFICE FURNITURE INC	3063 BRETON RD SE	GRAND RAPIDS	MI	49512-1747
L&M OFFICE FURNITURE	2207 CANTRELL RD	LITTLE ROCK	AR	72202
L&M OFFICE FURNITURE	12424 E 55TH ST	TULSA	OK	74146
MALONE OFFICE ENVIRONMENTS	1345 13TH AVE	COLUMBUS	GA	31901-2347
MID CITY OFFICE EQUIPMENT INC.	2495 MAIN ST STE 240	BUFFALO	NY	14214

MIDWEST OFFICE INTERIORS INC	10330 ARGONNE WOODS DR STE 600	WOODRIDGE	IL	60517-5102
MODERN BUSINESS INTERIORS	1023 PORTWEST DR	ST CHARLES	MO	63303
MOSER SALES CORPORATION	601 N 13TH ST	ROGERS	AR	72756
MUNSON BUSINESS INTERIORS INC.	2307 RIVER RD STE 100	LOUISVILLE	KY	40206
NITTANY OFFICE EQUIPMENT	1207 S ATHERTON ST	STATE COLLEGE	PA	16801
OFFICE CREATIONS INC	5250 BROOK HOLLOW PKWY	NORCROSS	GA	30071
OFFICE ELEMENTS	1401 S HARRISON AVE STE 3	MASON CITY	IA	50401
OFFICE ELEMENTS	122 S PHILLIPS AVE STE 100	SIOUX FALLS	SD	57104
OFFICE ELEMENTS	1102 4TH ST	SIOUX CITY	IA	51101
OFFICE ELEMENTS	1280 N LAKE AVE	STORM LAKE	IA	50588
OFFICE IMAGES INC	2099 GAITHER RD STE 130	ROCKVILLE	MD	20850-4057
OFFICE SERVICE COMPANY	1009 TUCKERTON CT	READING	PA	19605-1177
OFFICE SOLUTIONS & SERVICES (OS2)	1020 NORTH AVE WEST	MISSOULA	MT	59801
PARAGON COMMERCIAL INTERIORS	1559 GRANT ST STE 101	BETTENDORF	IA	52722
PARRON HALL CORPORATION	9655 GRANITE RIDGE DR STE 100	SAN DIEGO	CA	92123-2697
PLANO OFFICE SUPPLY	1405 E PLANO PARKWAY	PLANO	TX	75074
RJE BUSINESS INTERIORS INC.	621 E OHIO ST	INDIANAPOLIS	IN	46202
RJE BUSINESS INTERIORS INC.	623 BROADWAY ST	CINCINNATI	OH	45202
SPACES INC.	14950 W 86TH ST	LENEXA	KS	66215
Staples - All U.S. locations				
STOCKS OFFICE FURNITURE	602 SOUTH COUNTRY FAIR DRIVE	CHAMPAIGN	IL	61821
STONE OFFICE EQUIPMENT INC	321 PEAR ST	SCRANTON	PA	18505-1621
SYNERGY BUSINESS ENVIRONMENTS, A HENRICKSEN COMPANY	220 W JACKSON AVE APT 106	KNOXVILLE	TN	37902
SYNERGY BUSINESS ENVIRONMENTS, A HENRICKSEN COMPANY	800 6TH AVE SOUTH STE 200	NASHVILLE	TN	37203
SYNERGY BUSINESS ENVIRONMENTS, A HENRICKSEN COMPANY	651 E 4TH ST STE 200	CHATTANOOGA	TN	37403
THE ELLISON GROUP	5802 N WASHTENAW AVE	CHICAGO	IL	60659
THE SUPPLY ROOM (TSR)	8006 W BROAD ST	RICHMOND	VA	23294-4218
THE SUPPLY ROOM (TSR)	14140 N WASHINGTON HWY	ASHLAND	VA	23005-7237
THE SUPPLY ROOM (TSR)	1356 LONDON BRIDGE RD	VIRGINIA BEACH	VA	23453-3106
THE SYRACUSE BUSINESS CENTER INC.	750 W GENESEE ST	SYRACUSE	NY	13204
TOTAL OFFICE INTERIORS	129 PORTLAND ST	BOSTON	MA	02214
TOTAL OFFICE SOLUTIONS (WACO)	216 SCHROEDER DR	WACO	TX	76710
TRI COUNTY OFFICE INTERIORS	3550 MERIDIAN ST STE 1	BELLINGHAM	WA	98225
TRI STATE OFFICE FURNITURE	1 SEXTON RD	MCKEES ROCKS	PA	15136
UNION OFFICE INTERIORS	635 EASTERN AVE	AUGUSTA	ME	04330
UNION OFFICE INTERIORS	226 ANDOVER ST	WILMINGTON	MA	01887
WB Mason - All US Locations				
WESTFALL COMMERCIAL FURNITURE INC	3930 HOWARRD HUGHES PKWY 5TH FL	LAS VEGAS	NV	89169
WESTFALL COMMERCIAL FURNITURE INC	444 S FLOWER STREET STE 4280	LOS ANGELES	CA	90071
WILSON BAUHAUS INTERIORS LLC	1341 W MOCKINGBIRD LN STE 1100W	DALLAS	TX	75247
WILSON BAUHAUS INTERIORS LLC	426 E 4TH ST	TULSA	OK	74120-3005
WILSON BAUHAUS INTERIORS LLC	2343 WALNUT HILL LN	DALLAS	TX	75229
WILSON OFFICE INTERIORS	5051 PULASKI ST	DALLAS	TX	75247-5929
WILTONS OFFICEWORKS	181 N EARL RUDDER FWY	BRYAN	TX	77802-5004
WORKSPACE ELEMENTS	3003 S HIGHLAND DR	SALT LAKE CITY	UT	84106
WORKPLACE SOLUTIONS INC (VIRGINIA BEACH)	317 VILLAGE RD STE 103	VIRGINIA BEACH	VA	23454-4374

Gunlocke only dealers:				
Dealer Name:	Address:	City:	State:	Zip:
BOLDPILOT LLC	6804 VIRGINIA MANOR RD	BELTSVILLE	MD	20705
CREATIVE OFFICE RESOURCES	44 THOMPSON PL	BOSTON	MA	02210
EVENSONBEST LLC	641 6TH AVE #6	NEW YORK	NY	10011
MOI INC	1801 PORTER ST STE 100	BALTIMORE	MD	21230
PRICE MODERN LLC	2604 SISSON ST	BALTIMORE	MD	21211

Certificate Of Completion

Envelope Id: 00915C01-A4A8-44C3-B059-85CD98E5DFDC
 Subject: Complete with Docusign: R240102_Allsteel_CU_Update Dealers_02.27.2025.pdf
 Source Envelope:
 Document Pages: 7
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed
 Envelope Originator:
 Melissa Williams
 5001 Aspen Grove Drive
 Suite 600
 Franklin, TN 37067
 melissa.williams@omniapartners.com
 IP Address: 68.60.127.251

Record Tracking

Status: Original
 3/3/2025 3:09:29 PM
 Holder: Melissa Williams
 melissa.williams@omniapartners.com
 Location: DocuSign

Signer Events

Crystal Wallace
 cwallace@esc4.net
 Security Level: Email, Account Authentication
 (None)

Signature

Signature Adoption: Pre-selected Style
 Using IP Address: 168.171.6.112

Timestamp

Sent: 3/3/2025 3:34:15 PM
 Viewed: 3/3/2025 4:03:08 PM
 Signed: 3/3/2025 4:03:16 PM

Electronic Record and Signature Disclosure:

Accepted: 5/15/2024 3:09:16 PM
 ID: 0ff1993d-712f-4758-a2c6-24d022b66bb0

Adam Tabor
 adam.tabor@esc4.net
 Director, Procurement
 Region 4 Education Service Center
 Security Level: Email, Account Authentication
 (None)

Signed by:

 A5A9F62707BB46B...

Signature Adoption: Uploaded Signature Image
 Using IP Address: 166.205.97.136
 Signed using mobile

Sent: 3/3/2025 4:03:18 PM
 Viewed: 3/3/2025 9:02:21 PM
 Signed: 3/3/2025 9:02:26 PM

Electronic Record and Signature Disclosure:

Accepted: 5/15/2024 3:53:01 PM
 ID: 40f89c49-8a37-4076-ac43-6891c8735073

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

John Hunsche
 John.Hunsche@omniapartners.com
 Director, Partner Development
 Security Level: Email, Account Authentication
 (None)

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Sent: 3/3/2025 9:02:27 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Kira Sparks Kira.Sparks@omniapartners.com Contract Coordinator Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/3/2025 9:02:27 PM
Cindy Hermann hermannnc@hnicorp.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/3/2025 9:02:28 PM Viewed: 3/3/2025 9:12:01 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/3/2025 3:34:16 PM
Certified Delivered	Security Checked	3/3/2025 9:02:21 PM
Signing Complete	Security Checked	3/3/2025 9:02:26 PM
Completed	Security Checked	3/3/2025 9:02:28 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, OMNIA Partners, LLC (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact OMNIA Partners, LLC:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dave.morgan@omniapartners.com

To advise OMNIA Partners, LLC of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dave.morgan@omniapartners.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from OMNIA Partners, LLC

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dave.morgan@omniapartners.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. N/A

To withdraw your consent with OMNIA Partners, LLC

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dave.morgan@omniapartners.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify OMNIA Partners, LLC as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by OMNIA Partners, LLC during the course of your relationship with OMNIA Partners, LLC.