**CMAS Ordering Information**

Dealer Information

|  |  |  |  |
| --- | --- | --- | --- |
| Dealer Name: |  | Dealer Account Number: |  |
| Dealer Location: |  | Dealer PO#: |  |

Shipping Information for Order:

|  |  |  |  |
| --- | --- | --- | --- |
| Shipping Point of Contact Name: |  | Phone #: |  |
| Address: |  | City: |  |
| State: |  | Zip: |  |
| Additional Shipment Information: |

Required Order Information

(Note: Your order will not be processed if this section is not completed in its entirety)

|  |  |  |  |
| --- | --- | --- | --- |
| Allsteel CMAS Contract Number: |  | Total Charge for Installation Services: |  |
| Number of Hours Quoted for Project Management Services: |  | Hourly Rate Quoted for Project Management Services: |  |
| Number of Hours Quoted for Reconfiguration/Relocation Services: |  | Hourly Rate Quoted for Reconfiguration/Relocation Services: |  |
| Number of Hours Quoted for Design/Layout Services: |  | Hourly Rate Quoted for Design/Layout Services: |  |
| Additional Information: |

**Total Charges for Installation Services**: Enter the total charges applied to the order for installation services for Allsteel product (not-to-exceed 30% of net product price per project, a minimum charge of $175 may apply). This field will only allow a numeric value (for example 175.00 would be an acceptable value here).

**Number of Hours Quoted for Project Management Services**: enter the total number of hours quoted for project management services applied to the order for Allsteel Product (for example 3.75 hours). This field will only allow a numeric value (for example 3.75 would be an acceptable value here).

**Hourly Rate Quoted for Project Management Services**: enter the hourly rate quoted for project management services applied to the order for Allsteel Product (not-to-exceed $65.00 per hour). This field will only allow a numeric value (for example 50.00 would be an acceptable value here).

**Number of Hours Quoted for Reconfiguration/Relocation Services**: enter the total number of hours quoted for reconfiguration/relocation services applied to the order for Allsteel Product (for example 3.75 hours). This field will only allow a numeric value (for example 3.75 would be an acceptable value here).

**Hourly Rate Quoted for Reconfiguration/Relocation Services**: enter the hourly rate quoted for reconfiguration/relocation services applied to the order for Allsteel Product (not-to-exceed $65.00 per hour). This field will only allow a numeric value (for example 50.00 would be an acceptable value here).

**Number of Hours Quoted for Design/Layout Services**: enter the total number of hours quoted for design/layout services applied to the order for Allsteel Product (for example 3.75 hours). This field will only allow a numeric value (for example 3.75 would be an acceptable value here).

**Hourly Rate Quoted for Design/Layout Services**: enter the hourly rate quoted for design/layout services applied to the order for Allsteel Product (not-to-exceed $65.00 per hour). This field will only allow a numeric value (for example 50.00 would be an acceptable value here).

Send Complete Order To: ASIGovtSIF@allsteeloffice..com

*(Include a copy of the End User Purchase Order and the dealer’s proposal/quote)*