

Jenny Ast  
Jennifer.Ast@odpbusiness.com

**WALLER COUNTY, DIST CLERK- HON NOW**

**SOLD TO:**

Waller County District Clerk's Office  
400 Sheriff R. Glenn Smith Dr.

**SHIP TO:**

Installer


Hempstead TX 77445  
Liz Pirkle  
979-826-7735

**NOTES:**


Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoice could adjust the final pricing.

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
1		1	<b>ORDER NOTE:</b> Omnia Region 4 Contract R240112	\$0.00	\$0.00
2		1	<b>ORDER NOTE:</b> Hon price increase goes into effect May 1st. Order must be received by April 27th to allow time to process. After April 27th Proposal will need to be updated.	\$0.00	\$0.00
				<b>Subtotal</b>	<b>\$0.00</b>

**BREAK/CONFERENCE ROOM**


3		3	<b>HPMMV-W1PO</b> Etch Wire Chair Poly St Perf Back- Set of 4	\$506.76	\$1,520.28
			Select Glide Option .P Polycarbonate Glides		
			Paint Options \$(P1) P1 Paint Opts		
			Select Grade 1 Paint .P8V Textured Titanium		
			Select Shell Option .BL Black		
			Select Arm Option .AA Armless		

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
4		1	<b>HTLB42168</b> Preside 42x168 Boat Top - 2-piece	\$773.26	\$773.26
			Edge Selection .G 2mm Edgeband		
			Select Edge Finish FW Florence Walnut		
			Select Grommet .N No Grommets		
			Laminate Top Selection \$(L1STD) Grd L1 Standard Laminates		
			Select Grade 1 Laminate Finish .LFW1 Florence Walnut		

5		1	<b>HTTLEG168</b> Preside Aluminum T leg for 168" Table Tops	\$747.84	\$747.84
			Select Base Color \$(P1) P1 Paint Opts		
			Select Grade 1 Paint .LOFT Loft		
<b>BREAK/CONFERENCE ROOM Subtotal</b>					<b>\$3,041.38</b>




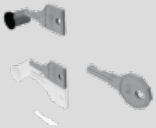



**LOBBY**

6		4	<b>HVLVL1</b> Parkwyn Single Seat Club Chair Lounge	\$642.47	\$2,569.88
			Fabric Selection .GRY02 Gray Fabric		




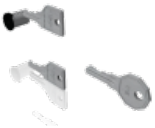
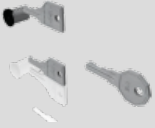


7		1	<b>H80192</b> Occasional Laminate Occasional Corner Table 24L 24W 20H	\$272.65	\$272.65
			Laminate Top Selection \$(L1STD) Grd L1 Standard Laminates		
			Select Laminate .LKI1 Kingswood Walnut		
			Select Laminate LKI1 Kingswood Walnut		
<b>LOBBY Subtotal</b>					<b>\$2,842.53</b>




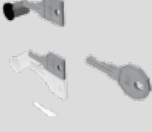

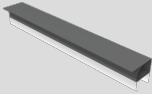

**OFFICE 1**

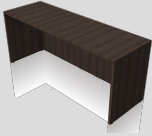

8		1	<b>HITLMKD</b> Ignition 2 Task Low-back	\$328.00	\$328.00
			Control Type .Y1 Syncho-Tilt w/ Seat Slider		
			Select Arm Type .A Height and Width Adj. Arm		
			Select Caster/Glide Option .H Hard Caster		
			Select Mesh Color .IM 4-Way Black		
			Select Upholstery \$(1) Grade 1 Uph		
			Grade 1 Fab .CU Centurion		
			Centurion 10 Black		
			Select Lumbar .BL Black Adjustable Lumbar		
			Select Base .SB Standard Base		
			Select Frame Color .T Black		

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
9		2	<b>HIGS6</b> Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Select Arm Type .F Fixed Select Caster/Glide Option .E Nylon Glide Select Back .IM 4-Way Black Select Upholstery \$(1) Grade 1 Uph Grade 1 Fab .CU Centurion Centurion 10 Black Select Frame Color .T Black	\$260.35	\$520.70
10		1	<b>HH870930</b> Tasklight 30W	\$108.57	\$108.57
11		2	<b>HF23B</b> Black Removable Lock Core Kit Select Key Number .X109E 109E	\$20.50	\$41.00
12		2	<b>HF27B</b> Black Removable Lock Core Kit Select Key Number .X109E 109E	\$20.50	\$41.00
13		1	<b>H105895R</b> 10500 Series 72Wx36Dx29-1/2H Sgl edDskRH B/B/F RectTop Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$753.17	\$753.17
14		1	<b>H10570</b> 10500 Series Bridge 47W x 24D x 29-1/2H Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$202.54	\$202.54
15		1	<b>H10541</b> 10500 Series Cred Shell 72W x 24D x 29-1/2H Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$385.81	\$385.81



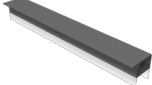
LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
22		2	<b>HIGS6</b> Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Select Arm Type .F Fixed Select Caster/Glide Option .E Nylon Glide Select Back .IM 4-Way Black Select Upholstery \$(1) Grade 1 Uph Grade 1 Fab .CU Centurion Centurion 10 Black Select Frame Color .T Black	\$260.35	\$520.70
23		1	<b>HH870930</b> Tasklight 30W	\$108.57	\$108.57
24		1	<b>H10504</b> 10500 Series Floorstanding Full Ht Ped F/F 15-5/8W x 22-3/4D Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut	\$380.07	\$380.07
25		2	<b>HF23B</b> Black Removable Lock Core Kit Select Key Number .X110E 110E	\$20.50	\$41.00
26		2	<b>HF27B</b> Black Removable Lock Core Kit Select Key Number .X110E 110E	\$20.50	\$41.00
27		1	<b>H105323</b> 10500 Series Stack on Storage 48"W x 14-5/8"D x 37-1/8" Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$471.09	\$471.09
28		1	<b>H10570</b> 10500 Series Bridge 47W x 24D x 29-1/2H Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$202.54	\$202.54



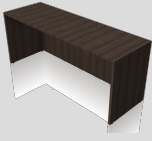



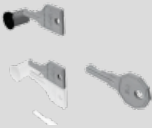
LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
29		1	<b>H105896L</b> 10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$753.17	\$753.17
				<b>OFFICE 2 Subtotal</b>	<b>\$3,251.68</b>
<b>OFFICE 3</b>					
30		1	<b>H10570</b> 10500 Series Bridge 47W x 24D x 29-1/2H Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$202.54	\$202.54
31		2	<b>HF27B</b> Black Removable Lock Core Kit Select Key Number .X111E 111E	\$20.50	\$41.00
32		2	<b>HF23B</b> Black Removable Lock Core Kit Select Key Number .X111E 111E	\$20.50	\$41.00
33		1	<b>HH870930</b> Tasklight 30W	\$108.57	\$108.57
34		1	<b>TROUGH-18</b> 2-2.6"W x 18"L Cord Management Troughs, Quick Install Adhesive Finish BLK Black	\$19.73	\$19.73
35		2	<b>HIGS6</b> Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Select Arm Type .F Fixed Select Caster/Glide Option .E Nylon Glide Select Back .IM 4-Way Black Select Upholstery \$(1) Grade 1 Uph Grade 1 Fab .CU Centurion Centurion 10 Black Select Frame Color .T Black	\$260.35	\$520.70




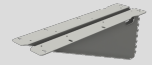

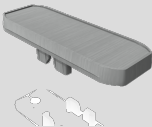
LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
36		1	<b>H10541</b> 10500 Series Cred Shell 72W x 24D x 29-1/2H  Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$385.81	\$385.81
37		1	<b>HITLMKD</b> Ignition 2 Task Low-back  Control Type .Y1 Syncho-Tilt w/ Seat Slider Select Arm Type .A Height and Width Adj. Arm Select Caster/Glide Option .H Hard Caster Select Mesh Color .IM 4-Way Black Select Upholstery \$(1) Grade 1 Uph Grade 1 Fab .CU Centurion Centurion 10 Black Select Lumbar .BL Black Adjustable Lumbar Select Base .SB Standard Base Select Frame Color .T Black	\$328.00	\$328.00
38		1	<b>H105895R</b> 10500 Series 72Wx36Dx29-1/2H Sgl edDskRH B/B/F RectTop  Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$753.17	\$753.17
39		1	<b>H105323</b> 10500 Series Stack on Storage 48"W x 14-5/8"D x 37-1/8"  Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$471.09	\$471.09
40		1	<b>H10504</b> 10500 Series Floorstanding Full Ht Ped F/F 15-5/8W x 22-3/4D  Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut	\$380.07	\$380.07

**OFFICE 3 Subtotal \$3,251.68**




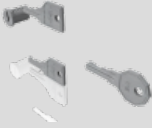



**OFFICE 4**

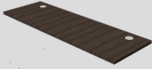
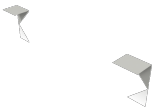
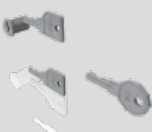

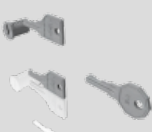


41		1	<b>TROUGH-18</b> 2-2.6"W x 18"L Cord Management Troughs, Quick Install Adhesive  Finish BLK Black	\$19.73	\$19.73
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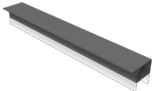




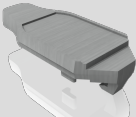
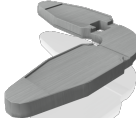
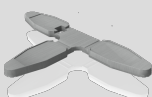
LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
42		1	<b>HH870930</b> Tasklight 30W	\$108.57	\$108.57
43		2	<b>HIGS6</b> Ignition Guest/Multi-Purpose Chair Four-Leg Stacking  Select Arm Type .F Fixed Select Caster/Glide Option .E Nylon Glide Select Back .IM 4-Way Black Select Upholstery \$(1) Grade 1 Uph Grade 1 Fab .CU Centurion Centurion 10 Black Select Frame Color .T Black	\$260.35	\$520.70
44		1	<b>H10541</b> 10500 Series Cred Shell 72W x 24D x 29-1/2H  Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$385.81	\$385.81
45		1	<b>H105896L</b> 10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop  Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$753.17	\$753.17
46		1	<b>H10504</b> 10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D  Select Laminate \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut	\$380.07	\$380.07
47		1	<b>H105323</b> 10500 Series Stack on Storage 48"W x 14-5/8"D x 37-1/8"  Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .LFW1 Florence Walnut Select Chassis Laminate Color LFW1 Florence Walnut	\$471.09	\$471.09
48		2	<b>HF27B</b> Black Removable Lock Core Kit  Select Key Number .X112E 112E	\$20.50	\$41.00








LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL		
49		2	<b>HF23B</b> Black Removable Lock Core Kit Select Key Number	.X112E	112E	\$20.50	\$41.00
50		1	<b>H10570</b> 10500 Series Bridge 47W x 24D x 29-1/2H Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	\$(L1STD) .LFW1 LFW1	Grd L1 Standard Laminates Florence Walnut Florence Walnut	\$202.54	\$202.54
51		1	<b>HITLMKD</b> Ignition 2 Task Low-back Control Type Select Arm Type Select Caster/Glide Option Select Mesh Color Select Upholstery Grade 1 Fab Centurion Select Lumbar Select Base Select Frame Color	.Y1 .A .H .IM \$(1) .CU 10 .BL .SB .T	Syncho-Tilt w/ Seat Slider Height and Width Adj. Arm Hard Caster 4-Way Black Grade 1 Uph Centurion Black Black Adjustable Lumbar Standard Base Black	\$328.00	\$328.00
<b>OFFICE 4 Subtotal</b>							<b>\$3,251.68</b>
<b>OPEN WS</b>							
52		8	<b>HCTL242</b> 24D Cantilever One Pair Select Paint Color Select Core Paint	\$(P1) .LOFT	P1 Paint Opts Loft	\$40.59	\$324.72
53		2	<b>HF23C</b> Lock Core Replacement Kit Select Key Number	.X101E	101E	\$25.90	\$51.80
54		16	<b>HSCKTPS</b> Straight Connector Kit Select Paint Color	.X	No Option	\$10.89	\$174.24
<b>OPEN WS Subtotal</b>							<b>\$550.76</b>








**OPEN WS**





LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
55		2	<b>HF23C</b> Lock Core Replacement Kit    Brushed Chrome Select Key Number	\$25.90	\$51.80
			.X108E    108E		
56		8	<b>HESDMK36</b> Accelerate Sliding Door Frame 36"W Select Paint Color	\$85.80	\$686.40
			Select Grade 1 Paint	\$(P1)	P1 Paint Opts
			.LOFT		Loft
57		2	<b>HF23C</b> Lock Core Replacement Kit    Brushed Chrome Select Key Number	\$25.90	\$51.80
			.X102E    102E		
58		2	<b>HF23C</b> Lock Core Replacement Kit    Brushed Chrome Select Key Number	\$25.90	\$51.80
			.X105E    105E		
59		8	<b>HVFB23R</b> Box/Box/File 28H x 22 7/8D x 15W Select Lock Option	\$268.62	\$2,148.96
			Select Paint Color	.L	Lock
			Select Grade 1 Paint	\$(P1)	P1 Paint Opts
			.LOFT		Loft
60		8	<b>HVFF23R</b> File/File 28H x 22 7/8D x 15W Select Lock Option	\$265.98	\$2,127.84
			Select Paint Color	.L	Lock
			Select Grade 1 Paint	\$(P1)	P1 Paint Opts
			.LOFT		Loft
61		8	<b>HWR2448P</b> Systems Rectangular Worksurface Edgeband 24D x 48W Select Laminate	\$190.08	\$1,520.64
			Laminate Selection	\$(L1STD)	Grd L1 Standard Laminates
			Select Edgeband Color	.LFW1	Florence Walnut
			Select Grommet Color	.FW	Florence Walnut
			.LOFT		Loft

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
62		8	<b>HWR2472P</b> Systems Rectangular Worksurface Edgeband 24D x 72W Select Laminate Laminate Selection Select Edgeband Color Select Grommet Color	\$247.50	\$1,980.00
				\$(L1STD) .LFW1 .FW .LOFT	Grd L1 Standard Laminates Florence Walnut Florence Walnut Loft
63		14	<b>HWSB2</b> Worksurface Bracket Kit Select Paint Color Select Core Paint	\$22.77	\$318.78
				\$(P1) .LOFT	P1 Paint Opts Loft
64		2	<b>HF23C</b> Lock Core Replacement Kit Select Key Number	\$25.90	\$51.80
				Brushed Chrome .X103E	103E
65		2	<b>HF23C</b> Lock Core Replacement Kit Select Key Number	\$25.90	\$51.80
				Brushed Chrome .X107E	107E
66		2	<b>HF23C</b> Lock Core Replacement Kit Select Key Number	\$25.90	\$51.80
				Brushed Chrome .X106E	106E
67		8	<b>HH870930</b> Tasklight 30W	\$108.57	\$868.56
68		8	<b>HITLMKD</b> Ignition 2 Task Low-back Control Type Select Arm Type Select Caster/Glide Option Select Mesh Color Select Upholstery Grade 1 Fab Centurion Select Lumbar Select Base Select Frame Color	\$328.00	\$2,624.00
				.Y1 .A .H .IM \$(1) .CU 10 .BL .SB .T	Syncho-Tilt w/ Seat Slider Height and Width Adj. Arm Hard Caster 4-Way Black Grade 1 Uph Centurion Black Black Adjustable Lumbar Standard Base Black

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
69		8	<b>TROUGH-18</b> 2-2.6"W x 18"L Cord Management Troughs, Quick Install Adhesive Finish	\$19.73	\$157.84
			BLK	Black	
70		8	<b>HEC65PLN</b> 65H "L" Connector Post Select Paint Grade Select Grade 1 Paint	\$69.96	\$559.68
			\$(P1) .LOFT	P1 Paint Opts Loft	
71		4	<b>HEC65PTN</b> 65H "T" Connector Post Select Paint Grade Select Grade 1 Paint	\$67.32	\$269.28
			\$(P1) .LOFT	P1 Paint Opts Loft	
72		2	<b>HEC65PXN</b> 65H "X" Connector Post Select Paint Grade Select Grade 1 Paint	\$64.68	\$129.36
			\$(P1) .LOFT	P1 Paint Opts Loft	
73		2	<b>HECPP</b> Power pole w/o receptacles 6' 6"H 2" x 2" Select Paint Color Select Core Paint	\$132.99	\$265.98
			\$(P1) .LOFT	P1 Paint Opts Loft	
74		6	<b>HECS1</b> Single Connector Strap	\$7.92	\$47.52
75		8	<b>HECSL</b> "L" Connector Strap	\$7.92	\$63.36
76		2	<b>HECST</b> "T" Connector Strap	\$11.55	\$23.10

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
77		2	<b>HECSX</b> "X" Connector Strap	\$13.53	\$27.06
78		12	<b>HEFEC65P</b> Panel Finished End Covers 65H  Select Paint Color \$(P1) Select Core Paint .LOFT	\$32.01	\$384.12
79		8	<b>HEOHRTA1548FD</b> 15H x 13"D x 48W Flipper Door Overhead  Select Paint Color \$(P1) Select Core Paint .LOFT	\$238.92	\$1,911.36
80		8	<b>HETC24</b> Panel Top Cap 24"W  Select Paint Color \$(P1) Select Core Paint .LOFT	\$19.47	\$155.76
81		24	<b>HETC36</b> Panel Top Cap 36"W  Select Paint Color \$(P1) Select Core Paint .LOFT	\$29.37	\$704.88
82		8	<b>HETC48</b> Panel Top Cap 48"W  Select Paint Color \$(P1) Select Core Paint .LOFT	\$33.00	\$264.00
83		8	<b>HETP6524FP</b> Tackable Panel w/o TC 65H x 24W  Fabric Selection \$(A) Grd A Fab .APN Appoint 17 Select Paint Color \$(P1) Select Grade 1 Paint .LOFT	\$175.89	\$1,407.12

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
84		24	<b>HETP6536FP</b> Tackable Panel w/o TC 65H x 36W Fabric Selection \$(A) Grd A Fabric Grd A Fab .APN Appoint Appoint 17 Dark Pewter Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .LOFT Loft	\$198.99	\$4,775.76
85		8	<b>HETP6548FP</b> Tackable Panel w/o TC 65H x 48W Fabric Selection \$(A) Grd A Fabric Grd A Fab .APN Appoint Appoint 17 Dark Pewter Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .LOFT Loft	\$225.39	\$1,803.12
86		8	<b>HH16542SD</b> Abound Sliding Door 65"H x 42"W Select Paint Color \$(P1) P1 Paint Opts Select Grade 1 Paint .LOFT Loft	\$1,125.96	\$9,007.68
87		4	<b>HH871224</b> Electrical Power Harness 24W 3-1 & 2-2 Systems	\$99.33	\$397.32
88		4	<b>HH871248</b> Electrical Power Harness 48W 3-1 & 2-2 Systems	\$104.61	\$418.44
89		4	<b>HH871501</b> Duplex Receptacle Circuit 1 3-1 & 2-2 Systems Select Duplex Color .LOFT Loft	\$21.45	\$85.80
90		4	<b>HH871502</b> Duplex Receptacle Circuit 2 3-1 & 2-2 Systems Select Duplex Color .LOFT Loft	\$21.45	\$85.80

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
91		6	<b>HH871503</b> Duplex Receptacle Circuit 3 3-1 System Only Select Duplex Color .LOFT Loft	\$21.45	\$128.70
92		4	<b>HH871504</b> Duplex Receptacle Circuit 4 3-1 & 2-2 Systems Select Duplex Color .LOFT Loft	\$21.45	\$85.80
93		2	<b>HH871912</b> Ceiling In-Feed Cable 144" long	\$115.17	\$230.34
94		8	<b>HLSLZ5SC60</b> 48"W External Stiffener Select Color Option .P Black	\$61.09	\$488.72
95		2	<b>HF23C</b> Lock Core Replacement Kit Brushed Chrome Select Key Number .X104E 104E	\$25.90	\$51.80
				<b>OPEN WS Subtotal</b>	<b>\$36,515.68</b>
<b>zfreight</b>					
96		1	<b>FREIGHT</b> ESI Freight Charges	\$45.00	\$45.00
				<b>zfreight Subtotal</b>	<b>\$45.00</b>
<b>zinstall</b>					
97		1	<b>INSTALL RT</b> Labor to Receive Deliver and Install per proposal  All work during Regular Business Hours No stair carry Area to be free and clear Non-Union Labor	\$9,335.00	\$9,335.00
				<b>zinstall Subtotal</b>	<b>\$9,335.00</b>

LINE	IMAGE	QTY	PRODUCT	UNIT SELL	EXT SELL
				Subtotal	\$65,337.07
				GRAND TOTAL	\$65,337.07

**~Ordering Notes~**

- \* Deposit may be due at time of order
- \* The applicable tax will be applied at the time of invoicing
- \* Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoicing could adjust the final pricing.
- \* Estimated leadtime is subject to the manufactures production / shipping schedules
- \* This proposal contains Special Order items that are Not Returnable
- \* Once an order is placed, cancellations are Not Allowed

**TERMS AND CONDITIONS OF PURCHASE**

**(FURNITURE - ODP BUSINESS SOLUTIONS WORKSPACE INTERIORS)**

1. ODP Business Solutions, LLC ("ODP Business Solutions") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and ODP Business Solutions obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that ODP Business Solutions will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 3 below
2. All prices are firm for thirty (30) days from date of proposal.
3. Payment terms are net twenty (20) days from date of invoice, unless otherwise agreed to and as documented on the order or quote. Customer will be invoiced for items when delivery and installation (if applicable) is complete, and any punch issues are less than 10% of the value of the entire order. In no event shall payment be withheld for delivered products and services. Customer shall pay 90% of the invoice and may withhold 10% until completion of the job. The balance is payable immediately after any outstanding issues are resolved.
4. All orders are subject to credit approval.
5. ODP Business Solutions requires a minimum deposit equaling 50% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
6. All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
7. An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable.
8. Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
9. Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to ODP Business Solutions at the time of sale, extra labor charges at prevailing rates may apply.
10. If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
11. Floors shall be smooth, level and free from debris.
12. Condition of Jobsite - Customer agrees to have premises available on the requested date of installation and for a reasonable time thereafter for installation during the regular business day. Customer's job site shall be clean, clear, and free of debris prior to installation. Delivery and installation encumbrances which necessitate additional labor will result in extra charges. If installation is to be placed over carpeting, tiles, or other floor covering, Customer hereby assures ODP Business Solutions that all such coverings will be completed prior to time installation is scheduled. The job site shall be free of interference from all trades in the work areas, and if the job site is not free of such trade interference, the delivery and installation shall not proceed until such interference has been eliminated, or other arrangements are agreed to in writing. ODP Business Solutions shall be held harmless and shall not assume liability for job delay due to failure to meet any of the preceding conditions.
13. Jobsite Services. Electric current, light, heat, trash disposal facilities, hoisting and/or elevator service, and adequate facilities for off-loading, staging, moving, and handling of the Furnishings will be furnished without charge to ODP Business Solutions. Customer acknowledges that if the installed Furnishings require electrical hook-ups, outlets, wiring, or other similar services, at Customer's election, ODP Business Solutions may provide such services through licensed subcontractors at an additional fee or Customer shall be responsible for engaging appropriate licensed professionals.
14. Permits are the responsibility of the Customer unless expressly provided in the Proposal.
15. If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer shall pay a warehouse charge payable monthly. Any double handling of a product will be charged at our normal hourly rate.
16. ODP Business Solutions makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to ODP Business Solutions in writing within five (5) days after delivery or installation of the products and if no claim is so received by ODP Business Solutions it will be conclusively presumed that Customer has accepted and that the products are as represented.
17. No liability shall accrue against ODP Business Solutions as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
18. ODP Business Solutions retains, and Customer hereby grants to ODP Business Solutions, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, ODP Business Solutions shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
19. Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that ODP Business Solutions will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
20. Manufacturer warranties apply for parts only. Labor is not included.
21. All items set forth in the quotation are non-returnable.
22. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
23. Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
24. These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer: \_\_\_\_\_  
 Customer's Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Customer PO: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_