

OFFICE FURNITURE & FILES
ORDERING INSTRUCTIONS FORM

BIDDER: Humanscale Corporation _____

VENDOR TAX ID NUMBER: 11-2793425

Ordering Information:

Please provide the following information about where Customers should direct orders. You **must** provide a regular mailing address and email address. If equipped to receive purchase orders electronically, you may also provide an Internet address. **NOTE: Duplicate as necessary for multiple ordering locations.**

Name: Order Entry Department/Customer Service

Title: _____

Street Address or P.O. Box: 10 Inverness Drive

City, State, Zip: Englewood, Colorado 80112

Email Address:

info@humanscale.com

Phone Number: 1-800-400-0625

Toll Free Number: Same as above

Ordering Fax Number: 303-858-9916

Internet Address: www.humanscale.com

Federal ID Number: 11-2793425

Remit Address: Humanscale; P.O. Box 1213, Dept. 803

City, State, Zip: Newark, NJ 07101-4803

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: Kelly Felton

Title: Dealer Service Representative

Street Address: 3208 West Granada Street; Tampa, Florida 33629

E-mail Address: kfelton@humanscale.com

Phone Number(s): 813-835-4376

Fax Number: 813-835-3804

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: Theresa Donnelly

Title: Contract Compliance Manager

E-mail Address: tdonnelly@humanscale.com

Phone Number(s): 732-537-2944 x1153 _____

Fax Number: 732-356-4146 _____

Please identify the person who will be responsible for maintaining the dedicated web site AND the electronic catalog information through MyFloridaMarketPlace.

Name: Theresa Donnelly _____

Title: Contract Compliance Manager _____

Street Address: 220 Circle Drive North; Piscataway, New Jersey 08854 _____

E-mail Address: tdonnelly@humanscale.com _____

Phone Number(s): 732-537-2944 x1153 _____

Fax Number: 732-356-4146 _____

Please be advised that vendors are responsible for verifying and maintaining the correct contact and address information within their MyFloridaMarketPlace vendor registration account. Failure to do so may result in the vendor being deemed ineligible to conduct business with the State of Florida.