

Terms and Conditions

PRICING AND TERMS

Eligibility

Surfacetech products are sold nationwide through authorized furniture dealers. Possession of this price list does not in itself constitute authorization to sell and/or purchase products listed herein.

Sales Tax

New account orders in Missouri and Florida must be accompanied by a State Resale/Exemption Certificate or sales tax will be charged. Surfacetech is not responsible for collecting sales tax in any other state. If you are not tax exempt, sales tax must be self-assessed.

Terms

Surfacetech terms are 50% Deposit/Net 30 on all orders unless an open account has been established with Surfacetech. A 2% discount is available for all invoices paid within 10 days. Orders of \$25,000 or more will require a 50 percent deposit regardless of whether an open account has been established. Purchase orders will not be processed until a deposit has been received.

Open Accounts

Surfacetech requires a credit application to establish an open account. Surfacetech also considers previous payment history when determining whether to establish an open account.

Prices

Product pricing can change at any time without prior notice. Prices applicable to all Customer orders shall be those in effect at the time Surfacetech receives a complete order from Customer unless: Customer and Surfacetech have a previously written agreement of special pricing. The most current Surfacetech price lists are maintained electronically and can be found at www.surfacetech.com.

Custom Products

Surfacetech prides itself in meeting customers' needs with standard products. There is a general understanding, however; that customers will require custom design and custom products to meet various specifications. Orders for custom product are not covered under warranty and may not be cancelled or returned.

FREIGHT AND STORAGE

Freight

Surfacetech reserves the right to select the "best way" shipment methods and means (including, but not limited to, determination of the carrier, method of shipment and routing.) Freight is prepaid on a dock-to-dock basis for all orders exceeding \$1,500 net when shipped within the 48 domestic states. All orders under \$1,500 net have a flat shipping fee of \$125 net. The fee will be added to the invoice. Surfacetech shall not be held liable for delays caused by strikes, catastrophes, wars, riots, or any other cause beyond our control.

Accessorial Fees

Customer shall be responsible for the payment of all accessorial fees. The fee will be added to the invoice.

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Damaged Freight

Ownership and title transfers to the Customer upon acceptance by the carrier. All products are packaged in compliance with carrier's specifications and leave Surfacetech in good condition. Customer shall be responsible to carefully inspect all products upon delivery and before acceptance. Any damage discovered upon delivery must be noted on the bill of lading. Notification of damage discovered after delivery must be given within fifteen (15) calendar days following delivery. All damaged product must be kept at the point of delivery in its original packaging. Contact Surfacetech Customer Service at 1-800-241-2982 immediately to report discovery of damage after delivery.

Surfacetech will replace or repair products damaged during shipping as long as damage is properly noted and reported and product is kept at the point of delivery. Costs associated with installation due to freight damage are sole responsibility of the Customer.

Costs associated with replacement or repair of product become the responsibility of the Customer if:

- **Damage is improperly noted on bill of lading**
- **Damage is reported more than fifteen (15) calendar days following delivery**
- **Damaged product is removed from the point of delivery and/or from its original packaging**

Shortage Claims

Customer must report shortage claims to Surfacetech within ten (10) calendar days immediately following delivery. Shortage claims reported after ten (10) calendar days will not be honored.

Storage

Under no circumstances will orders be held more than 10 days past the scheduled and acknowledged ship date.

Customer Pick-Up

Customer must pick up all products specified for pick-up within five (5) business days of being notified of completion of product. All products not picked up within 24 hours of notification will be deemed as delivered to the Customer for invoicing and payment purposes. Customers should deduct 2 percent from initial purchase order if planning to pick up.

ORDER PROCESS

Purchase Orders

Orders may be placed by:

- Fax: 816-231-1185
- Email: alockney@surfacetech.com or larrys@surfacetech.com

The following items must be included on all purchase orders:

- Sold To/Bill To Information: complete legal name, address, telephone number and fax number
- Ship To Information: complete legal name, address, telephone number and fax number
- Customer Purchase Order Number
- Issue Date: date the purchase order was issued
- Purchase Order Total: total cost of all products
- Signature of authorized buyer

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Order Acknowledgement

Surfacetech sends acknowledgements on all orders. All orders are manufactured and invoiced according to the acknowledgement. Please read these acknowledgements and contact Surfacetech immediately if there is any discrepancy. In the event of any difference or inconsistency between Surfacetech's acknowledgement and Customer's purchase order, Surfacetech's acknowledgement will control. Any error or discrepancy on acknowledgement must be reported to Surfacetech within three (3) business days of acknowledgement date. If Surfacetech does not receive a signed approval sheet or notification of any changes within three (3) business days of acknowledgement date, Surfacetech will assume the order is correct and will not be held responsible for changes or errors.

All acknowledgements contain an estimated ship date, but an order may ship earlier than the estimated shipping date. If Customer desires delivery on or after a specified date, Customer must write "Do not ship for arrival before (date)." On Customer's purchase order.

Changes or Cancellations of Orders

Cancellations or changes will not be accepted once a purchase order has been acknowledged without express written approval from Surfacetech. Consent for changes may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change. If cancellation is approved, a processing fee of up to fifty (50) percent of the original purchase amount will be assessed. All non-standard or custom orders for special construction or special finish cannot be cancelled once work production has started.

WARRANTIES AND WEIGHTS

Warranty

All products manufactured by Surfacetech are guaranteed for a LIFETIME, which is defined as a period as long as the product is owned by the initial Customer, with the exception of the following products:

- Electrical Products: one (1) year
- High wear parts such as wood veneers, glides, casters, springs and adjustable work surface mechanisms, folding mechanisms, flip-top mechanisms: one (1) year
- Third party supplied products: supplier's warranty

The warranty, which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the product during the warranty period. If a product is defective, and if written notice of the defect is given to Surfacetech within the applicable warranty period, Surfacetech at its option will either repair or replace the defective product with a comparable component or product.

In no event shall liability under this warranty exceed the original purchase price of the defective product. In no event shall Surfacetech be liable for consequential or special damages for transportation, installation, adjustment or other expenses that may arise in connection with such products or parts.

This warranty does not apply to damage caused by Customer alterations to the product unless expressly authorized by Surfacetech. Surfacetech does not warranty the matching of color, grain or texture except to within commercially acceptable standards. A product will not be considered defective and Surfacetech will not be obligated to replace it, if the product is not installed or used as recommended by Surfacetech.

Weights and Dimensions

All weights and dimensions listed in Surfacetech's price or product listings are nominal.

Schedule Title
FSC Group 71, Part 1, Office Furniture
Surface Technologies, Inc. November, 2018

GSA Discount 60%

GSA Contract #GS-28F-0006V*

1a. Special Item Numbers Awarded:

SIN 711-2, 711-8 & 711-11

1b. Lowest Priced Item:

SIN	Model	Net Price
711-2	OPT-BCA	\$ 10.50
711-8	1PZCJV	\$ 546.00
711-11	1Q924L	\$ 340.20

2. Geographic Coverage:

The 48 contiguous states and the District Of Columbia, Alaska, Hawaii, Puerto Rico and the Virgin Islands.

3. Point of Production:

7106 E Truman Road, Jackson County,
Kansas City, MO 64126
800-241-2982 (p)
816-231-1185 (f)

4. Discount from list prices:

All prices shown herein are at list.
Discount is 60% off of list.

5. Volume Discount:

\$0 - \$99,999	60%
\$100,000 - \$199,999	62%
\$200,000 - \$299,999	64%
\$300,000 - \$399,999	66%
\$400,000+	68%

6. Prompt payment terms:

Net 30 days

7a. Government Commercial Credit Cards

Accepted: Yes

7b. No Discount for Pmt by Government CC

8. Foreign Items: N/A

9a. Time of Delivery:

Standard production lead time within 4-6
Weeks of a complete & accurate P.O.

9b. Expedited Delivery:

Items available for Quick Ship are listed in
the Price List with a 10 day production lead
time.

10. Freight:

Freight paid by Surface Technologies, Inc within the
contiguous 48 states. (FOB Origin, freight prepaid
and allowed); \$125 net freight charge on orders less
than \$1,500 net.

11. Ordering Address:

Surface Technologies, Inc.,
C/O (Name of Authorized Dealer/Representative)
7106 E Truman Road
Kansas City, MO 64126-2740 USA
Phone: 800.241.2982 / 816.241.2982
Fax: 816.231.1185
Email: quotes@surfacetech.com

12. Payment Address: Same as #13 above

13. Environmental Attributes:

Surface Technologies, Inc is committed to protecting
the environment. We use environmentally sensitive
Processes and maintain recycling programs in our
facility. We are GreenGuard certified. Please
contact our Customer Service Department to
additional information on our environmental
commitments.

14. Warranty: See page iii of Price List.

15. Cancellation:

Prior to production no cancellation charge will apply.
After production, only actual cost incurred that can't
be recovered through resale of merchandise in a
reasonable length of time (6 months) will be subject
to cancellation charges.

16. Returns:

Returns for other than contractor errors or warranty
reason will not be accepted without written
authorization from Surface Technologies, Inc.
Agencies must notify contractor for authorization
prior to returning items.

17. DUNS Number: 00-714-9487

18. Tax ID Number: 43-1181733

19. CAGE Number: 08VN9

20. Size of Business: Small

***Expiration Date:**

November 30, 2018

Surface Technologies, Inc. November, 2018

Product On Contract

Discount from List Price: 60%

SIN Numbers/Products

711-2 (GS-28F-0006V)

Tops

711-8 (GS-28F-0006V)

Palermo Collection

711-11 (GS-28F-0006V)

Athens Collection
Billboard Collection
Cambridge Collection
Case Goods Collection
Geometry Collection
Havana Collection
Joey Collection
Onyx Collection
Palermo Collection
Parker Collection
Triumph Collection