



MAGNUSON GROUP • 1400 INTERNATIONALE PARKWAY • WOODRIDGE, IL 60517-4942

State of Florida Contract Number 425-001-12-1

Office Furniture & Files Ordering Instructions Form

<u>Point of Contact:</u>	Jan Warnecke
<u>Title:</u>	Manager, Customer Service
<u>Street Address:</u>	1400 Internationale Parkway
<u>City, State, Zip:</u>	Woodridge, IL 60517
<u>E-Mail Address:</u>	Jan@magnusongroup.com
<u>Phone Number:</u>	630-783-8100
<u>Toll Free Phone:</u>	800-342-5725
<u>Ordering Fax Number:</u>	888-329-4729
<u>Internet Address:</u>	www.magnusongroup.com
<u>Federal ID Number:</u>	36-3261838
<u>Remit Address:</u>	1400 Internationale Parkway
<u>City, State, Zip:</u>	Woodridge, IL 60517

Specific Ordering Information and Processing Details, Required on all Purchase Orders:

1. Agency and/or Dealer name and bill-to-address, including phone, fax, and email address
2. Servicing Dealer (if applicable) must be listed on the purchase order with corresponding SPURS number and Federal ID Number.
3. If the state agency wishes to pay with a credit card, the credit card information must be listed on the purchase order.
4. If the Servicing Dealer is placing the order with Magnuson Group, you must include a copy of the purchase order you received from the State Agency.
5. Each line item on the purchase order must contain the following:
 - Quantity Ordered
 - Model Number (found on the left side of any price list page)
 - Color/Finish
 - Price (See State of Florida price list dated April 22, 2010, freight is additional)
6. For orders directly from the state that list a servicing dealer, any dealer service or installation charges the servicing dealer wishes to be paid for must also be included on a separate line of the purchase order. These charges will be refunded to the servicing dealer upon receipt of payment from the state agency.
7. Freight charges are not included in State of Florida pricing and must appear as a separate line of the purchase order. Third-Party or customer pick-ups must be noted along with the proper shipping accounts; otherwise we will ship "best way" (Prepay and add to the invoice).
8. Please include Ship-to Name and Address, including any special instructions for delivery to be included on the shipping label.
9. Please include a desired delivery date.
10. Upon shipping Magnuson Group will invoice the State Agency purchasing. Upon receipt of payment from the state agency, the servicing dealer (if applicable) will receive a 10% commission on the product ordered (freight and installation charges are non-commissionable). Any service or installation charges (if applicable) listed on the purchase order will also be refunded to the servicing dealer at this time. Please note we must have the servicing dealers Federal ID number to pay commission.