

CONTRACT INFORMATION

1. Contract Award #6150402-50
2. Effective Date – January 17, 2005 to January 16, 2010
3. Geographic Area: State of Virginia
4. Pricing: See printed price list
5. Payment Terms: Additional discounts
 - Net 10 1%
 - 5 Days EDI 2%
 - a. American Express purchase cards are accepted
6. High Usage VIB writing instruments will be stocked and there will be no additional charge or mark-up to ordering customers. We encourage ordering customers to combine their orders with office supply orders for greater efficiency.
7. Special Pick-Up Allowance: We will offer a 3% discount to any Agency that wishes to pick up at our designated distribution centers; Ashland, Norfolk, Charlottesville, Harrisonburg.
8. eVA: The Supply Room has a punch out catalog to facilitate ordering from the Contract.
9. F.O.B. Points – Destination
10. Delivery: Most deliveries will be next day desk top, if ordered prior to 4PM. UPS orders need to be in by 3PM to ensure shipping complete. Urgent orders, contact Customer Service Representative. Deliver fee: \$5.00 for orders less than \$25.00.
11. The Supply Room is headquartered in Ashland, VA. Mailing address: P.O. Box 1810, Ashland, VA 23005 – Shipping address: 14140 N. Washington Highway, Ashland, VA 23005 – PHONE 800-849-7239 or 804-412-1200. FAX 800-849-9772 or 804-412-1313.
12. Distribution Points: Sterling, Ashland, Charlottesville, Fredericksburg, Norfolk, Harrisonburg and Lynchburg.
13. DUNS: 19-558-3778 Federal Tax ID #54-1474203