

QUOTATION: 19CAM-429328B/C

San Leandro Unified School District: McKinley Elementary

CREATED 11/5/2019 | REVISED 1/23/2020 | Valid Through 2/3/2020

QUOTATION

San Leandro Unified School District: McKinley Elementary

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 19CAM-429328B/C

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PRODUCT TOTALS	$104,323.53
See Quote Detail Summary	$10,171.54
GRAND TOTAL	**$114,495.07**

Contract Information:
CACB14518D FCCC-CSU (Seating, Tables, Lounge & Classroom)

Requested Delivery Date: To be Determined

Sales Team:

Jessica Gelin
Sales Rep
jessica.gelin@ki.com
(510) 593-3597

Sold To
To be Determined

End User
San Leandro Unified School District
14735 JUNIPER ST
San Leandro, CA 94579--122
P. (510) 667-3500 F. (510) 667-3569
End User # 18727

Ship To
Golden PMI
Attn: Receiving
4441 Enterprise Street
Fremont, CA 94538

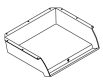
Installation
Golden PMI
Attn: Lou Reguero
4441 Enterprise Street
Fremont, CA 94538
P. (510) 673-8236 F. (510) 498-5934
Vendor # 30097



Client Notes:
Changes in fabrics, finishes and quantities may affect pricing.
Freight & Installation included
Pricing is based on the FCCC Delivered & Installed contract
Please send PO direct to Carrie.Manos@ki.com

QUOTATION

CREATED	**11/5/2019**
VALID THROUGH	**2/3/2020**
Prepared By	Carrie Manos
Quote Filename	San Leandro Unified School District: McKinley Elementary - 19CAM-429328B/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: 3rd Grade 1							
1.1	**E2036/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	1		$152.48	**$152.48**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
1.2	**E2060/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x60",22"-32" Height	13		$173.34	**$2,253.42**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
1.3	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1		$338.66	**$338.66**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
1.4	**EBH**	Intellect Activity Table,Book Bag Hook,Chrome,22"-32" Height	27		$4.28	**$115.56**	
							
		Price Description: Delivered/Open Market					
1.5	**EPB**	Intellect Activity Table,Plastic Book Box,22"-32" Height	27		$12.31	**$332.37**	
							
		Price Description: Delivered/Open Market					
1.6	**IWC15**	Intellect Wave Cantilever Chair,Medium	27		$63.19	**$1,706.13**	
		Frame Color	Starlight Silver Metallic	/SX			
		Shell Color	No Fire Retardant	/NFR			
		Shell NFR	Sky Blue	/PSK			
		Glide Option	Steel glides	/SG			
		Carton Code Option	Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export)	/CTN			
		Price Description: Delivered/Open Market					
1.7	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1		$150.27	**$150.27**	
		Base Option	Carpet casters	/C			
		Upholstery Grade/Color	Compliance to TB 117-2013	/NFR			
		Intellect Wave Upholstery NFR	Fabric Grade 1	GRD1			
		G1 Fabric	1K SKYLINE	1KUPHSKYLINE			
		1K SKYLINE	BLACK	/1KBN			
		Shell Color	No Fire Retardant	-NFR			
		Shell NFR	Zesty Lime	/PZL			
		Price Description: Delivered/Open Market					

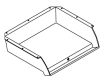
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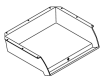
Line	Model		Qty.	Sell Price	Extended Total	TBD Options
1.8	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4	$402.57	**$1,610.28**	
		Unit Color — Starlight Silver Metallic — /SX				
		Price Description: Delivered/Open Market				
1.9	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options — Classic (inset pull) — /CLSC Unit Color — Starlight Silver Metallic — /SX Counterbalance Option — With Counterbalance — /CBW Key Option — Key alike — /KA National Key Alike — Key Alike Lock #101 — /L101				
		Price Description: Delivered/Open Market				
1.10	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management — No horizontal wireway — /NW Paint Color — Starlight Silver — /SX Surface Finish — KI Laminates — Standard KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT Edge Color — Light Tone edge — /ELG Grommet Option — No worksurface grommet — /OGN Pack Option — Blanket pack — /BP Insert Color — Light Tone insert — /ILG				
		Price Description: Delivered/Open Market				
Tag 1: 3rd Grade 1				**WorkGroup Product Subtotal**	**$8,248.47**	
Tag 1: 3rd Grade 2						
2.1	**E2036/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	1	$152.48	**$152.48**	
		Frame Color — Starlight Silver Metallic — /SX Intellect Activity Table Laminates — KI Laminates — Standard KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT Intellect Edge Color — Light Tone edge — /ELG				
		Price Description: Delivered/Open Market				
2.2	**E2060/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x60",22"-32" Height	13	$173.34	**$2,253.42**	
		Frame Color — Starlight Silver Metallic — /SX Intellect Activity Table Laminates — KI Laminates — Standard KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT Intellect Edge Color — Light Tone edge — /ELG				
		Price Description: Delivered/Open Market				
2.3	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1	$338.66	**$338.66**	
		Frame Color — Starlight Silver Metallic — /SX Intellect Activity Table Laminates — KI Laminates — Standard KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT Intellect Edge Color — Light Tone edge — /ELG				
		Price Description: Delivered/Open Market				
2.4	**EBH**	Intellect Activity Table,Book Bag Hook,Chrome,22"-32" Height	27	$4.28	**$115.56**	
						
		Price Description: Delivered/Open Market				

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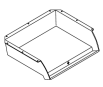
Line	Model		Qty.	Sell Price	Extended Total	TBD Options
2.5	**EPB** 	Intellect Activity Table,Plastic Book Box,22"-32" Height	27	$12.31	**$332.37**	
		Price Description: Delivered/Open Market				
2.6	**IWC15** 	Intellect Wave Cantilever Chair,Medium	27	$63.19	**$1,706.13**	
		Frame Color — Starlight Silver Metallic — /SX				
		Shell Color — No Fire Retardant — /NFR				
		Shell NFR — Sky Blue — /PSK				
		Glide Option — Steel glides — /SG				
		Carton Code Option — Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) — /CTN				
		Price Description: Delivered/Open Market				
2.7	**IWPD18US** 	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option — Carpet casters — /C				
		Upholstery Grade/Color — Compliance to TB 117-2013 — /NFR				
		Intellect Wave Upholstery NFR — Fabric Grade 1 — GRD1				
		G1 Fabric — 1K SKYLINE — 1KUPHSKYLINE				
		1K SKYLINE — BLACK — /1KBN				
		Shell Color — No Fire Retardant — -NFR				
		Shell NFR — Zesty Lime — /PZL				
		Price Description: Delivered/Open Market				
2.8	**S7B/3651012** 	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4	$402.57	**$1,610.28**	
		Unit Color — Starlight Silver Metallic — /SX				
		Price Description: Delivered/Open Market				
2.9	**S7L/364804D** 	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options — Classic (inset pull) — /CLSC				
		Unit Color — Starlight Silver Metallic — /SX				
		Counterbalance Option — With Counterbalance — /CBW				
		Key Option — Key alike — /KA				
		National Key Alike — Key Alike Lock #102 — /L102				
		Price Description: Delivered/Open Market				
2.10	**WKBS30481** 	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management — No horizontal wireway — /NW				
		Paint Color — Starlight Silver — /SX				
		Surface Finish — KI Laminates — Standard				
		KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT				
		Edge Color — Light Tone edge — /ELG				
		Grommet Option — No worksurface grommet — /OGN				
		Pack Option — Blanket pack — /BP				
		Insert Color — Light Tone insert — /ILG				
		Price Description: Delivered/Open Market				
Tag 1: 3rd Grade 2				**WorkGroup Product Subtotal**	**$8,248.47**	
Tag 1: 3rd Grade 3						
3.1	**E2036/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	1	$152.48	**$152.48**	

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		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
3.2	**E2060/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x60",22"-32" Height	13	$173.34	**$2,253.42**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
3.3	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1	$338.66	**$338.66**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
3.4	**EBH**	Intellect Activity Table,Book Bag Hook,Chrome,22"-32" Height	27	$4.28	**$115.56**	
		**Price Description: Delivered/Open Market**				
3.5	**EPB**	Intellect Activity Table,Plastic Book Box,22"-32" Height	27	$12.31	**$332.37**	
		**Price Description: Delivered/Open Market**				
3.6	**IWC15**	Intellect Wave Cantilever Chair,Medium	27	$63.19	**$1,706.13**	
		Frame Color: Starlight Silver Metallic /SX Shell Color: No Fire Retardant /NFR Shell NFR: Sky Blue /PSK Glide Option: Steel glides /SG Carton Code Option: Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) /CTN **Price Description: Delivered/Open Market**				
3.7	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option: Carpet casters /C Upholstery Grade/Color: Compliance to TB 117-2013 /NFR Intellect Wave Upholstery NFR: Fabric Grade 1 GRD1 G1 Fabric: 1K SKYLINE 1KUPHSKYLINE 1K SKYLINE: BLACK /1KBN Shell Color: No Fire Retardant -NFR Shell NFR: Zesty Lime /PZL **Price Description: Delivered/Open Market**				
3.8	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4	$402.57	**$1,610.28**	
		Unit Color: Starlight Silver Metallic /SX **Price Description: Delivered/Open Market**				

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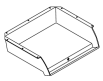
Line	Model		Qty.	Sell Price	Extended Total	TBD Options
3.9	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options: Classic (inset pull) /CLSC Unit Color: Starlight Silver Metallic /SX Counterbalance Option: With Counterbalance /CBW Key Option: Key alike /KA National Key Alike: Key Alike Lock #103 /L103 **Price Description: Delivered/Open Market**				
3.10	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management: No horizontal wireway /NW Paint Color: Starlight Silver /SX Surface Finish: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Edge Color: Light Tone edge /ELG Grommet Option: No worksurface grommet /OGN Pack Option: Blanket pack /BP Insert Color: Light Tone insert /ILG **Price Description: Delivered/Open Market**				
Tag 1: 3rd Grade 3				**WorkGroup Product Subtotal**	**$8,248.47**	
Tag 1: 4th Grade 1						
4.1	**E2036/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	2	$152.48	**$304.96**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
4.2	**E2060/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x60",22"-32" Height	15	$173.34	**$2,600.10**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
4.3	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1	$338.66	**$338.66**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
4.4	**EBH**	Intellect Activity Table,Book Bag Hook,Chrome,22"-32" Height	32	$4.28	**$136.96**	
		**Price Description: Delivered/Open Market**				
4.5	**EPB**	Intellect Activity Table,Plastic Book Box,22"-32" Height	32	$12.31	**$393.92**	
		**Price Description: Delivered/Open Market**				

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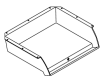
Line	Model		Qty.	Sell Price	Extended Total	TBD Options
4.6	**IWC15**	Intellect Wave Cantilever Chair,Medium	32	$63.19	**$2,022.08**	
		Frame Color: Starlight Silver Metallic /SX Shell Color: No Fire Retardant /NFR Shell NFR: Sky Blue /PSK Glide Option: Steel glides /SG Carton Code Option: Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) /CTN **Price Description: Delivered/Open Market**				
4.7	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option: Carpet casters /C Upholstery Grade/Color: Compliance to TB 117-2013 /NFR Intellect Wave Upholstery NFR: Fabric Grade 1 GRD1 G1 Fabric: 1K SKYLINE 1KUPHSKYLINE 1K SKYLINE: BLACK /1KBN Shell Color: No Fire Retardant -NFR Shell NFR: Zesty Lime /PZL **Price Description: Delivered/Open Market**				
4.8	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4	$402.57	**$1,610.28**	
		Unit Color: Starlight Silver Metallic /SX **Price Description: Delivered/Open Market**				
4.9	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options: Classic (inset pull) /CLSC Unit Color: Starlight Silver Metallic /SX Counterbalance Option: With Counterbalance /CBW Key Option: Key alike /KA National Key Alike: Key Alike Lock #104 /L104 **Price Description: Delivered/Open Market**				
4.10	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management: No horizontal wireway /NW Paint Color: Starlight Silver /SX Surface Finish: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Edge Color: Light Tone edge /ELG Grommet Option: No worksurface grommet /OGN Pack Option: Blanket pack /BP Insert Color: Light Tone insert /ILG **Price Description: Delivered/Open Market**				
Tag 1: 4th Grade 1				**WorkGroup Product Subtotal**	**$9,146.53**	
Tag 1: 4th Grade 2						
5.1	**E2036/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	2	$152.48	**$304.96**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				

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		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
5.3	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1	$338.66	**$338.66**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
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		Base Option: Carpet casters /C Upholstery Grade/Color: Compliance to TB 117-2013 /NFR Intellect Wave Upholstery NFR: Fabric Grade 1 GRD1 G1 Fabric: 1K SKYLINE 1KUPHSKYLINE 1K SKYLINE: BLACK /1KBN Shell Color: No Fire Retardant -NFR Shell NFR: Zesty Lime /PZL **Price Description: Delivered/Open Market**				
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		Unit Color: Starlight Silver Metallic /SX **Price Description: Delivered/Open Market**				
5.9	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options: Classic (inset pull) /CLSC Unit Color: Starlight Silver Metallic /SX Counterbalance Option: With Counterbalance /CBW Key Option: Key alike /KA National Key Alike: Key Alike Lock #105 /L105 **Price Description: Delivered/Open Market**				

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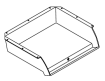
Line	Model		Qty.		Sell Price	Extended Total	TBD Options
5.10	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1		$699.67	**$699.67**	
		Horizontal Wire Management	No horizontal wireway	/NW			
		Paint Color	Starlight Silver	/SX			
		Surface Finish	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Edge Color	Light Tone edge	/ELG			
		Grommet Option	No worksurface grommet	/OGN			
		Pack Option	Blanket pack	/BP			
		Insert Color	Light Tone insert	/ILG			
		Price Description: Delivered/Open Market					
Tag 1: 4th Grade 2					**WorkGroup Product Subtotal**	**$9,146.53**	
Tag 1: 4th and 5th Grade							
6.1	**E2036/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	2		$152.48	**$304.96**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
6.2	**E2060/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x60",22"-32" Height	15		$173.34	**$2,600.10**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
6.3	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1		$338.66	**$338.66**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
6.4	**EBH**	Intellect Activity Table,Book Bag Hook,Chrome,22"-32" Height	32		$4.28	**$136.96**	
		**Price Description: Delivered/Open Market**					
6.5	**EPB**	Intellect Activity Table,Plastic Book Box,22"-32" Height	32		$12.31	**$393.92**	
		**Price Description: Delivered/Open Market**					
6.6	**IWC18**	Intellect Wave Cantilever Chair,Large	32		$63.72	**$2,039.04**	
		Frame Color	Starlight Silver Metallic	/SX			
		Shell Color	No Fire Retardant	/NFR			
		Shell NFR	Sky Blue	/PSK			
		Glide Option	Steel glides	/SG			
		Carton Code Option	Racked	/RCK			
		Price Description: Delivered/Open Market					

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Line	Model		Qty.	Sell Price	Extended Total	TBD Options
6.7	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option: Carpet casters /C Upholstery Grade/Color: Compliance to TB 117-2013 /NFR Intellect Wave Upholstery NFR: Fabric Grade 1 GRD1 G1 Fabric: 1K SKYLINE 1KUPHSKYLINE 1K SKYLINE: BLACK /1KBN Shell Color: No Fire Retardant -NFR Shell NFR: Zesty Lime /PZL **Price Description: Delivered/Open Market**				
6.8	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4	$402.57	**$1,610.28**	
		Unit Color: Starlight Silver Metallic /SX **Price Description: Delivered/Open Market**				
6.9	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options: Classic (inset pull) /CLSC Unit Color: Starlight Silver Metallic /SX Counterbalance Option: With Counterbalance /CBW Key Option: Key alike /KA National Key Alike: Key Alike Lock #106 /L106 **Price Description: Delivered/Open Market**				
6.10	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management: No horizontal wireway /NW Paint Color: Starlight Silver /SX Surface Finish: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Edge Color: Light Tone edge /ELG Grommet Option: No worksurface grommet /OGN Pack Option: Blanket pack /BP Insert Color: Light Tone insert /ILG **Price Description: Delivered/Open Market**				
Tag 1: 4th and 5th Grade				**WorkGroup Product Subtotal**	**$9,163.49**	
Tag 1: 5th Grade 1						
7.1	**E2036/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	2	$152.48	**$304.96**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
7.2	**E2060/ANS**	Intellect Activity Table,Rectangular,Color Frame,20x60",22"-32" Height	15	$173.34	**$2,600.10**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
7.3	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1	$338.66	**$338.66**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				

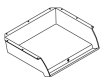
QUOTATION

CREATED	**11/5/2019**
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Prepared By	Carrie Manos
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Line	Model		Qty.	Sell Price	Extended Total	TBD Options
7.4	**EBH**	Intellect Activity Table,Book Bag Hook,Chrome,22"-32" Height	32	$4.28	**$136.96**	
						
		Price Description: Delivered/Open Market				
7.5	**EPB**	Intellect Activity Table,Plastic Book Box,22"-32" Height	32	$12.31	**$393.92**	
						
		Price Description: Delivered/Open Market				
7.6	**IWC18**	Intellect Wave Cantilever Chair,Large	32	$63.72	**$2,039.04**	
		Frame Color — Starlight Silver Metallic — /SX				
		Shell Color — No Fire Retardant — /NFR				
		Shell NFR — Sky Blue — /PSK				
		Glide Option — Steel glides — /SG				
		Carton Code Option — Racked — /RCK				
		Price Description: Delivered/Open Market				
7.7	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option — Carpet casters — /C				
		Upholstery Grade/Color — Compliance to TB 117-2013 — /NFR				
		Intellect Wave Upholstery NFR — Fabric Grade 1 — GRD1				
		G1 Fabric — 1K SKYLINE — 1KUPHSKYLINE				
		1K SKYLINE — BLACK — /1KBN				
		Shell Color — No Fire Retardant — -NFR				
		Shell NFR — Zesty Lime — /PZL				
		Price Description: Delivered/Open Market				
7.8	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4	$402.57	**$1,610.28**	
		Unit Color — Starlight Silver Metallic — /SX				
		Price Description: Delivered/Open Market				
7.9	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options — Classic (inset pull) — /CLSC				
		Unit Color — Starlight Silver Metallic — /SX				
		Counterbalance Option — With Counterbalance — /CBW				
		Key Option — Key alike — /KA				
		National Key Alike — Key Alike Lock #107 — /L107				
		Price Description: Delivered/Open Market				
7.10	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management — No horizontal wireway — /NW				
		Paint Color — Starlight Silver — /SX				
		Surface Finish — KI Laminates — Standard				
		KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT				
		Edge Color — Light Tone edge — /ELG				
		Grommet Option — No worksurface grommet — /OGN				
		Pack Option — Blanket pack — /BP				
		Insert Color — Light Tone insert — /ILG				
		Price Description: Delivered/Open Market				
Tag 1: 5th Grade 1				**WorkGroup Product Subtotal**	**$9,163.49**	

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: 5th Grade 2							
8.1	**E2036/ANS** 	Intellect Activity Table,Rectangular,Color Frame,20x36",22"-32" Height	2		$152.48	**$304.96**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
8.2	**E2060/ANS** 	Intellect Activity Table,Rectangular,Color Frame,20x60",22"-32" Height	15		$173.34	**$2,600.10**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
8.3	**E4872K/ANS** 	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1		$338.66	**$338.66**	
		Frame Color	Starlight Silver Metallic	/SX			
		Intellect Activity Table Laminates	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Intellect Edge Color	Light Tone edge	/ELG			
		Price Description: Delivered/Open Market					
8.4	**EBH** 	Intellect Activity Table,Book Bag Hook,Chrome,22"-32" Height	32		$4.28	**$136.96**	
		Price Description: Delivered/Open Market					
8.5	**EPB** 	Intellect Activity Table,Plastic Book Box,22"-32" Height	32		$12.31	**$393.92**	
		Price Description: Delivered/Open Market					
8.6	**IWC18** 	Intellect Wave Cantilever Chair,Large	32		$63.72	**$2,039.04**	
		Frame Color	Starlight Silver Metallic	/SX			
		Shell Color	No Fire Retardant	/NFR			
		Shell NFR	Sky Blue	/PSK			
		Glide Option	Steel glides	/SG			
		Carton Code Option	Racked	/RCK			
		Price Description: Delivered/Open Market					
8.7	**IWPD18US** 	Intellect Wave Task Chair,Large,Upholstered Seat	1		$150.27	**$150.27**	
		Base Option	Carpet casters	/C			
		Upholstery Grade/Color	Compliance to TB 117-2013	/NFR			
		Intellect Wave Upholstery NFR	Fabric Grade 1	GRD1			
		G1 Fabric	1K SKYLINE	1KUPHSKYLINE			
		1K SKYLINE	BLACK	/1KBN			
		Shell Color	No Fire Retardant	-NFR			
		Shell NFR	Zesty Lime	/PZL			
		Price Description: Delivered/Open Market					
8.8	**S7B/3651012** 	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4		$402.57	**$1,610.28**	
		Unit Color	Starlight Silver Metallic	/SX			
		Price Description: Delivered/Open Market					

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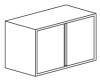
Line	Model		Qty.	Sell Price	Extended Total	TBD Options
8.9	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options: Classic (inset pull) /CLSC Unit Color: Starlight Silver Metallic /SX Counterbalance Option: With Counterbalance /CBW Key Option: Key alike /KA National Key Alike: Key Alike Lock #108 /L108 **Price Description: Delivered/Open Market**				
8.10	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management: No horizontal wireway /NW Paint Color: Starlight Silver /SX Surface Finish: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Edge Color: Light Tone edge /ELG Grommet Option: No worksurface grommet /OGN Pack Option: Blanket pack /BP Insert Color: Light Tone insert /ILG **Price Description: Delivered/Open Market**				
Tag 1: 5th Grade 2				**WorkGroup Product Subtotal**	**$9,163.49**	
Tag 1: Art						
9.1	**630WA**	600 Series Industrial Stool,Wood Seat,Adj Ht,31-39"H	32	$82.31	**$2,633.92**	
		Stool Frame Color: Warm Grey /WG **Price Description: Delivered/Open Market**				
9.2	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option: Carpet casters /C Upholstery Grade/Color: Compliance to TB 117-2013 /NFR Intellect Wave Upholstery NFR: Fabric Grade 1 GRD1 G1 Fabric: 1K SKYLINE 1KUPHSKYLINE 1K SKYLINE: BLACK /1KBN Shell Color: No Fire Retardant -NFR Shell NFR: Zesty Lime /PZL **Price Description: Delivered/Open Market**				
9.3	**P35F-74P** **S19255285**	*Modified-Portico Fixed Leg,Rect,T Base,74P Edge,36x60"	8	$598.13	**$4,835.04**	
		Edge Color: Light Tone edge /ELG Surface Finish: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Base Finish: Starlight Silver Metallic /SX Base Options: No casters -NCST Plastic End Cap Color: Cool Grey /PCG Wire Management Options: No wireway -NW Grommet Option: No grommets -NG Tables/desks - Base function (fix/flip/nest/fold): pin height adjustable 27" - 34" high *Modified Tables/desks - Base function (fix/flip/nest/fold): Per Order Net Upcharge — Per Order Charge for Setup Fee — One Time Chg — 50.00 Additional 10 working days lead-time is required — Note: Lead-time Change **Price Description: Delivered/Open Market**				

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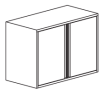
Line	Model		Qty.	Sell Price	Extended Total	TBD Options
9.4	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4	$402.57	**$1,610.28**	
		Unit Color: Starlight Silver Metallic /SX				
		Price Description: Delivered/Open Market				
9.5	**S7L/364804D**	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1	$889.63	**$889.63**	
		Pull Options: Classic (inset pull) /CLSC Unit Color: Starlight Silver Metallic /SX Counterbalance Option: With Counterbalance /CBW Key Option: Key alike /KA National Key Alike: Key Alike Lock #109 /L109				
		Price Description: Delivered/Open Market				
9.6	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management: No horizontal wireway /NW Paint Color: Starlight Silver /SX Surface Finish: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Edge Color: Light Tone edge /ELG Grommet Option: No worksurface grommet /OGN Pack Option: Blanket pack /BP Insert Color: Light Tone insert /ILG				
		Price Description: Delivered/Open Market				
Tag 1: Art				**WorkGroup Product Subtotal**	**$10,818.81**	
Tag 1: Kindercare						
10.1	**E4872K/ANS**	Intellect Activity Table,Kidney Shape,Color Frame,48x72",22"-32" Height	1	$338.66	**$338.66**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG				
		Price Description: Delivered/Open Market				
10.2	**IWC13**	Intellect Wave Cantilever Chair,Small	24	$62.66	**$1,503.84**	
		Frame Color: Starlight Silver Metallic /SX Shell Color: No Fire Retardant /NFR Shell NFR: Sky Blue /PSK Glide Option: Steel glides /SG Carton Code Option: Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) /CTN				
		Price Description: Delivered/Open Market				
10.3	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option: Carpet casters /C Upholstery Grade/Color: Compliance to TB 117-2013 /NFR Intellect Wave Upholstery NFR: Fabric Grade 1 GRD1 G1 Fabric: 1K SKYLINE 1KUPHSKYLINE 1K SKYLINE: BLACK /1KBN Shell Color: No Fire Retardant -NFR Shell NFR: Zesty Lime /PZL				
		Price Description: Delivered/Open Market				

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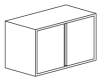
Line	Model		Qty.	Sell Price	Extended Total	TBD Options
10.4	**E3060/ANS**	Intellect Activity Table,Rectangular,Color Frame,30x60",22"-32" Height	4	$207.58	**$830.32**	
		Frame Color: Starlight Silver Metallic /SX Intellect Activity Table Laminates: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Intellect Edge Color: Light Tone edge /ELG **Price Description: Delivered/Open Market**				
10.5	**S7B/3639012**	700 Series Files Bookcase-36Wx42Hx12"D-2 Adj Shelves	4	$321.06	**$1,284.24**	
		Unit Color: Starlight Silver Metallic /SX **Price Description: Delivered/Open Market**				
10.6	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	6	$402.57	**$2,415.42**	
		Unit Color: Starlight Silver Metallic /SX **Price Description: Delivered/Open Market**				
10.7	**S7L/36240HD**	700 Series Files Cabinet-1 Shelf-36Wx18Dx27"H	4	$431.89	**$1,727.56**	
		Pull Options: Classic (inset pull) /CLSC Unit Color: Starlight Silver Metallic /SX Key Option: Key alike /KA National Key Alike: Key Alike Lock #110 /L110 **Price Description: Delivered/Open Market**				
10.8	**S7L/7218T-74P**	700 Series Laminate Top for Side-by-Side Units,74P Edge,72x18"	2	$214.70	**$429.40**	
		Surface Finish: KI Laminates Standard KI Laminates: ITALIAN SILVER ASH 8217-38 /LIT Edge Color: Italian Silver Ash edge /TIT **Price Description: Delivered/Open Market**				
Tag 1: Kindercare				**WorkGroup Product Subtotal**	**$8,679.71**	
Tag 1: Music						
11.1	**IWC15**	Intellect Wave Cantilever Chair,Medium	33	$63.19	**$2,085.27**	
		Frame Color: Starlight Silver Metallic /SX Shell Color: No Fire Retardant /NFR Shell NFR: Sky Blue /PSK Glide Option: Steel glides /SG Carton Code Option: Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) /CTN **Price Description: Delivered/Open Market**				
11.2	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1	$150.27	**$150.27**	
		Base Option: Carpet casters /C Upholstery Grade/Color: Compliance to TB 117-2013 /NFR Intellect Wave Upholstery NFR: Fabric Grade 1 GRD1 G1 Fabric: 1K SKYLINE 1KUPHSKYLINE 1K SKYLINE: BLACK /1KBN Shell Color: No Fire Retardant -NFR Shell NFR: Zesty Lime /PZL **Price Description: Delivered/Open Market**				

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
11.3	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	4		$402.57	**$1,610.28**	
		Unit Color	Starlight Silver Metallic	/SX			
		Price Description: Delivered/Open Market					
11.4	**S7L/36300HD**	700 Series Files Cabinet-1 Shelf-36Wx18Dx33-1/8"H	4		$495.01	**$1,980.04**	
		Pull Options	Classic (inset pull)	/CLSC			
		Unit Color	Starlight Silver Metallic	/SX			
		Key Option	Key alike	/KA			
		National Key Alike	Key Alike Lock #111	/L111			
		Price Description: Delivered/Open Market					
11.5	**S7L/7236T-74P**	700 Series Laminate Top for Back-to-Back Units,74P Edge,72x36"	1		$362.81	**$362.81**	
		Surface Finish	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Edge Color	Italian Silver Ash edge	/TIT			
		Price Description: Delivered/Open Market					
11.6	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1		$699.67	**$699.67**	
		Horizontal Wire Management	No horizontal wireway	/NW			
		Paint Color	Starlight Silver	/SX			
		Surface Finish	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Edge Color	Light Tone edge	/ELG			
		Grommet Option	No worksurface grommet	/OGN			
		Pack Option	Blanket pack	/BP			
		Insert Color	Light Tone insert	/ILG			
		Price Description: Delivered/Open Market					
Tag 1: Music					**WorkGroup Product Subtotal**	**$6,888.34**	
Tag 1: Science							
12.1	**IWPD18US**	Intellect Wave Task Chair,Large,Upholstered Seat	1		$150.27	**$150.27**	
		Base Option	Carpet casters	/C			
		Upholstery Grade/Color	Compliance to TB 117-2013	/NFR			
		Intellect Wave Upholstery NFR	Fabric Grade 1	GRD1			
		G1 Fabric	1K SKYLINE	1KUPHSKYLINE			
		1K SKYLINE	BLACK	/1KBN			
		Shell Color	No Fire Retardant	-NFR			
		Shell NFR	Zesty Lime	/PZL			
		Price Description: Delivered/Open Market					
12.2	**P26F-74P**	Portico Fixed Leg,Rect,T Base,74P Edge,24x72"	4		$477.22	**$1,908.88**	
		Edge Color	Light Tone edge	/ELG			
		Surface Finish	KI Laminates	Standard			
		KI Laminates	ITALIAN SILVER ASH 8217-38	/LIT			
		Base Finish	Starlight Silver Metallic	/SX			
		Base Options	No casters	-NCST			
		Plastic End Cap Color	Cool Grey	/PCG			
		Table Height Other Than 29"	Standard height (29")	-NO			
		Wire Management Options	No wireway	-NW			
		Grommet Option	No grommets	-NG			
		Price Description: Delivered/Open Market					

QUOTATION

CREATED	**11/5/2019**
VALID THROUGH	**2/3/2020**
Prepared By	Carrie Manos
Quote Filename	San Leandro Unified School District: McKinley Elementary - 19CAM-429328B/C

Line	Model		Qty.	Sell Price	Extended Total	TBD Options
12.3	**S7B/3639012**	700 Series Files Bookcase-36Wx42Hx12"D-2 Adj Shelves	4	$321.06	**$1,284.24**	
		Unit Color — Starlight Silver Metallic — /SX				
		Price Description: Delivered/Open Market				
12.4	**S7B/3651012**	700 Series Files Bookcase-36Wx54Hx12"D-3 Adj Shelves	3	$402.57	**$1,207.71**	
		Unit Color — Starlight Silver Metallic — /SX				
		Price Description: Delivered/Open Market				
12.5	**S7L/36240HD**	700 Series Files Cabinet-1 Shelf-36Wx18Dx27"H	4	$431.89	**$1,727.56**	
		Pull Options — Classic (inset pull) — /CLSC Unit Color — Starlight Silver Metallic — /SX Key Option — Key alike — /KA National Key Alike — Key Alike Lock #113 — /L113				
		Price Description: Delivered/Open Market				
12.6	**S7L/7218T-74P**	700 Series Laminate Top for Side-by-Side Units,74P Edge,72x18"	2	$214.70	**$429.40**	
		Surface Finish — KI Laminates — Standard KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT Edge Color — Italian Silver Ash edge — /TIT				
		Price Description: Delivered/Open Market				
12.7	**WKBS30481**	WorkZone Basic Workstation Typical,Level-1,30x48"W	1	$699.67	**$699.67**	
		Horizontal Wire Management — No horizontal wireway — /NW Paint Color — Starlight Silver — /SX Surface Finish — KI Laminates — Standard KI Laminates — ITALIAN SILVER ASH 8217-38 — /LIT Edge Color — Light Tone edge — /ELG Grommet Option — No worksurface grommet — /OGN Pack Option — Blanket pack — /BP Insert Color — Light Tone insert — /ILG				
		Price Description: Delivered/Open Market				
Tag 1: Science				**WorkGroup Product Subtotal**	**$7,407.73**	

Quote Summary

Product SubTotal:	**$104,323.53**
Estimated Sales Tax 9.7500%:	**$10,171.54**
Quote Total:	**$114,495.07**

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.
- This project contains non-standard items which are not returnable and not cancelable. The warranty on non-standard product that alters function is 1 year. The warranty on non-standard product that does not alter function, but only finish (i.e., paint or plastic color, laminate, grommet removal) matches that of the standard product. Modification to U.L. Listed products eliminates the listing. Product will not have U.L Listing labels unless specifically spelled out on this quote.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Carrie Manos
Market Code: 2=2=K-12

Opportunity #: 429328

Quote Filename: San Leandro Unified School District: McKinley Elementary - 19CAM-429328B

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
   KI
   1330 Bellevue Street
   Green Bay, WI 54302

2. 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, contact name, contact phone number
   - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
   - Issue Date: date the purchase order was issued
   - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
   - Purchase Order Total: total of all items and services included on the purchase order
   - Authorization: signature of authorized purchasing agent or buying entity
   - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
     - Quantity of each item
     - Complete model number, including all finish and option information (by line item)
     - Net purchase price (by line item)
     - Extended net purchase price (all line items)
     - Any additional applicable charges (ex: installation and/or delivery charges)
     - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.

4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.