

# Exemplis® State of Pennsylvania (Eastern) End User Information Sheet

Contract No. 4400017037 | Term: July 1, 2017 – April 30, 2022

State of Pennsylvania COSTARS members are able to use our Contract.

<b>TVR #</b>	925992
<b>Price Guides</b>	September 16, 2019 SitOnIt Seating Price Guide
<b>Products</b>	Task, executive, conference, guest, stacking, nesting, and cafe/task stool seating. Lounge seating, modular seating, benches, ottomans and occasional/cube tables. Benching, protective and privacy screens, dividers, tables, storage units, sit/stand solutions and office furniture ergonomic accessories.
<b>End User Discount</b>	50% Dock Delivery
<b>Minimum Order</b>	\$95 fee when ordering 3 or less Table Top units or less than 3 Lounge Products.
<b>Delivery</b>	<p><b>Upholstered Seating:</b> Ships within 2 business days using express fabrics ARO. Ships within 5 business days using all other fabrics ARO. Ships within 10 business days using leather ARO.</p> <p><b>Lounge Seating:</b> Ships within 10 business days using express fabrics ARO. Please verify fabric grades on the SitOnIt Seating website before ordering.</p> <p><b>Ships within 2 days:</b> Anti-Fatigue Mat, Corner Sleeve, CPU Holders, Current Power, High Tide 4; High Tide Corner, Keyboard Mechanisms, Lift and Lock, Premium Lift and Lock, Sit-to-Stand, Keyboard Trays, Longboard, Crescent Board, Mini Platform, Laptop Tray; Adapter, Laptop Drawer, Mobile Pedestals, Monitor Arms, Ocala Bases, Pencil Drawer, Plastic Shells, Switchback Bases, Tensor Bases, Value Lighting, Voyager 2-Stage/3-Leg Bases, Wire Management</p> <p><b>Ships within 3 days:</b> Mobile Pedestal Cushions, Modesty Screens, Doodle Screens, Prise Benching, Sector Screens, Standard Worksurfaces</p> <p>Stain-to-Match ships within 15 days Tablet Arms ships within 21 days Custom Laminates ships within 30 days</p>
<b>Payment Terms</b>	Net 10 -1% Discount, Net 30
<b>Credit Card</b>	Credit card will be accepted. A 3% Credit Processing Fee will apply.
<b>Cancellation</b>	Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by Exemplis. In the event cancellation is accepted by Exemplis, cancellation charges may be for the entire amount of the order.
<b>Purchase Order Instructions</b>	Orders must have TVR number to receive this contract's discounting. The name of the registered End User must appear in full (no abbreviations) on the Purchase Order.
<b>Return &amp; Restocking</b>	Authorization for return must be requested from and approved by Exemplis prior to the return of the merchandise. Returns are subject to a restocking charge equivalent to 40% of the net order plus freight. Unauthorized returns will not be accepted by Exemplis.
<b>Warranty</b>	<p><b>LIFETIME WARRANTY COVERAGE:</b></p> <ul style="list-style-type: none"><li>• All SitOnIt Seating products, except where noted below</li><li>• Structural Components: Prise, Switchback and Voyager</li></ul> <p><b>12-YEAR WARRANTY COVERAGE:</b></p> <ul style="list-style-type: none"><li>• Amplify, Torsa, Wit and Novo used in multi-shift (24/7) applications.</li><li>• Lounge seating and occasional/lounge tables.</li><li>• Bases: Ocala, Tensor</li><li>• Monitor Arms: King Cobra, Mobio series, Unity G2 series</li></ul> <p><b>10-YEAR WARRANTY COVERAGE:</b></p> <ul style="list-style-type: none"><li>• Non-Stop Heavy Duty, Freelance Bariatric and chairs purchased with a Heavy Duty (HD) or Large and Tall (LT) option used in multi-shift (24/7) applications.</li><li>• Electrical Components: Prise</li></ul>



**SEVEN-YEAR WARRANTY COVERAGE:**

- Electrical Components: Switchback and Voyager

**FIVE-YEAR WARRANTY COVERAGE:**

- Kickstand
- Fabric, foam, knit back, mesh and plastic.
- All filing products
- CPU Holders
- Screens
- High Tide
- Keyboard Trays
- Lighting Fixtures
- Power Components: EON, Current, Power Strips
- Wire Management

**TWO-YEAR WARRANTY COVERAGE:**

- Fabric and foam cushioning for Non-Stop Heavy Duty, Freelance Heavy Duty and chairs purchased with an HD or LT option
- Multipurpose felt glides
- Half-Moon Pencil Drawer

**ONE-YEAR WARRANTY COVERAGE:**

- Lighting Power Supplies
- Mouse Pads
- Wrist Rests

**Contract Administration**

Derek Cairo; Manager, Contracts  
6415 Katella Avenue, Cypress, CA 90630  
Ph: (888) 274 - 8664 | Email: [dcairo@exemplis.com](mailto:dcairo@exemplis.com)

**Sales Contact**

Karen Stanczak, Stanczak & Associates  
Ph: (610) 828-8088 | Email: [karen@phillyrep.com](mailto:karen@phillyrep.com)