

ORDERING INSTRUCTIONS

BIDDER: Bentley Prince Street, Inc.

SPURS VENDOR NUMBER: 68-0123642-001

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: <u>Melanie Taylor (Primary contact)</u>	<u>Myra Ramsey (Secondary contact)</u>
Title: <u>Coordinator, National Accounts</u>	<u>Director, National Accounts</u>
Street Address: <u>34 Westwood Circle SW</u>	<u>34 Westwood Circle SW</u>
<u>Cartersville, GA 30120</u>	<u>Cartersville, GA 30120</u>
E-mail Address: <u>melanie.taylor@bentleyps.com</u>	<u>myra.ramsey@bentleyps.com</u>
Phone Number(s): <u>770-783-1557</u>	<u>770-386-7296</u>
<u>Cell: 770-335-8298</u>	<u>Cell: 770-548-5971</u>
Fax Number: <u>770-783-1557</u>	<u>770-386-7296</u>

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: Cosmo Quattrone

Title: Manager-Government Sales

E-mail Address: cosmo.quattrone@bentleyps.com

Phone Number(s): 202-638-1666 Cell: 703-389-4797

Fax Number: 202-638-1133

Ordering Information:

Please provide the following information about where Customers should direct orders. You must provide a regular mailing address. If equipped to receive purchase orders electronically, you may also provide an Internet address.

Name: Debra Downs

Title: Customer Care Representative

Street Address or P.O. Box: 14641 E. Don Julian Road

City, State, Zip: City of Industry, CA 91746

Phone Number: 626-934-2264

Toll Free Number: 800-423-4709, Ext. 2264

Ordering Fax Number: 800-741-7420

Internet Address: debra.downs@bentleyps.com

Federal ID Number: 68-0123642

Remit Address: Bentley Prince Street c/o Interface Americas, P.O. Box 951700

City, State, Zip: Dallas, TX 75395-1700

NOTE: Duplicate as necessary for multiple ordering locations. You may add additional pages to this file if needed.

ORDERING INSTRUCTIONS

BIDDER: NOT APPLICABLE (SEE PAGE 1 OF 2)

SPURS VENDOR NUMBER: _____

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: _____

Title: _____

Street Address: _____

E-mail Address: _____

Phone Number(s): _____

Fax Number: _____

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: _____

Title: _____

E-mail Address: _____

Phone Number(s): _____

Fax Number: _____

Ordering Information:

Please provide the following information about where Customers should direct orders. You must provide a regular mailing address. If equipped to receive purchase orders electronically, you may also provide an Internet address.

Name: _____

Title: _____

Street Address or P.O. Box: _____

City, State, Zip: _____

Phone Number: _____

Toll Free Number: _____

Ordering Fax Number: _____

Internet Address: _____

Federal ID Number: _____

Remit Address: _____

City, State, Zip: _____

NOTE: Duplicate as necessary for multiple ordering locations. You may add additional pages to this file if needed.