

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/29/2009	2. CONTRACT NO. (If any) GS-28F-8049H	6. SHIP TO: Susan Barba		
3. ORDER NO. DTMA2F09016	4. REQUISITION/REFERENCE NO. PR SAR090452	a. NAME OF CONSIGNEE DOT/Maritime Administration, Atlantic Division Acquisition		
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, Atlantic Division Acquisition Office of Acquisition, MRG-7200 7737 Hampton Boulevard, Building 19, Suite 300 Norfolk VA 23505		b. STREET ADDRESS Office of Acquisition, MRG-7200 7737 Hampton Boulevard, Building 19, Suite 300		
		c. CITY Norfolk	d. STATE VA	e. ZIP CODE 23505

7. TO: a. NAME OF CONTRACTOR CURT RUSSELL	f. SHIP VIA
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b. COMPANY NAME HERMAN MILLER, INC.		8. TYPE OF ORDER		
c. STREET ADDRESS 855 E MAIN AVE		<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY ZEELAND	e. STATE MI	f. ZIP CODE 49464-1372	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	

9. ACCOUNTING AND APPROPRIATION DATA 2009 - - X4303 - RRF 931 - 40 - MISO - 0 - 0000 - 000000 - 70 - 096131 - 40 - MISO - 31110 - 6100 - 6600 -	10. REQUISITIONING OFFICE DOT/Maritime Administration, Atlantic Division Acquisition
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11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS	12. F.O.B. POINT Destination
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13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2009	16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	SEE LINE ITEM DETAIL					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOT. (Cont. pages) 17(i) GRAND TOTAL \$8,554.20
	21. MAIL INVOICE TO: Tammy Curnett				
	a. NAME DOT/ Enterprise Services Center (ESC) OFO/FAA, Oklahoma City				
	b. STREET ADDRESS (or P.O. Box) MARAD A/P Branch, AMZ-150 PO Box 25710				
	c. CITY Oklahoma City	d. STATE OK	e. ZIP CODE 73125		

22. UNITED STATES OF AMERICA BY (Signature) <i>Monique R. Leake</i>	23. NAME (Typed) Monique Leake TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
3 of 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 08/29/2009	CONTRACT NO. GS-28F-8049H	ORDER NO. DTMA2F09016
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p><i>DUNS# 006012801</i></p> <p>Herman Miller Office Furniture</p> <p>Deliver and install furniture IAW Attached quotation dtd 082609, as revised.</p> <p><i>Delivery Date</i> 09/30/2009</p> <p>Reference Requisition: PRSAR090452</p> <p><i>In order for an invoice to be processed for payment, it must include your Federal ID Number, Purchase Order Number, and Invoice Number. Without these numbers, your invoice will be returned and payment will be delayed.</i></p>	1.00	JOB	8,554.200	8,554.20	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$8,554.20

	Document No. DTMA2F09016	Document Title Herman Miller Furniture	Page 4 of 5
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TABLE OF CONTENTS

COMMERCIAL CLAUSES	5
1 INVOICE SUBMISSION	5

	Document No. DTMA2F09016	Document Title Herman Miller Furniture	Page 5 of 5
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COMMERCIAL CLAUSES

1 INVOICE SUBMISSION

INVOICE SUBMISSION - MARAD/SAR

The Contractor may submit invoices in either electronic or paper format. Electronic submission is preferred.

(1) Electronic invoices shall be addressed to MARADInvoices@faa.gov

Electronic invoices shall conform to the following criteria, or be subject to rejection:

- a. Invoice and supporting documentation shall be in Adobe Acrobat (pdf) format.
- b. The e-mail subject shall include the contract/purchase order number and invoice number. If this information is omitted from the invoice, then invoice will be returned and payment will be delayed.
- c. The transmitting e-mail shall include the following information: Name of the Contractor; Invoice date and number; Invoice amount; Contract number and, if applicable, the order or modification number; Terms of any discount for prompt payment offered; Payment instructions (i.e., financial institution, ABA routing #, account #)

(2) Paper invoices shall be submitted to one of the following addresses. Multiple copies are not required.

MARAD A/P SAR Invoices Branch
AMZ-150
PO Box 25710
Oklahoma City, OK 73125

If a street address is required for delivery (i.e., Federal Express), the following address may be used in lieu of the post office box:

MARAD A/P SAR Invoices Branch
AMZ-150
6500 S MacArthur Blvd.
Oklahoma City, OK 73169

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

QUOTATION PREPARED BY:



Curt Russell

Government Accounts

American Office

4445 Corporation Lane

Suite 239

Va Beach VA 23462

757.876.9511

crussell @americanoffice.com

BILL TO:

QUANTITY LIST SELL EXT SELL

1	HMG HGB +File,FS Lat Std Pull,2 13 1/8" Dwr	MF	1	\$ 1,033.00	\$ 348.12	\$ 348.12
---	---	----	---	-------------	-----------	-----------

SS +smooth paint on smooth steel

CN +metallic champagne

T1 +1"-high painted metal top with squared edge

KA +keyed alike

B2 +1 1/2"-high base

CB +counterweight (recommended)

9P +front-to-back filing rail

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

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crussell @americanoffice.com

BILL TO:

				QUANTITY	LIST	SELL	EXT SELL
2	HMG HGE	+Lock Plug and Key,Chrome UM Series #253	R	3	\$ 0.00	\$ 0.00	\$ 0.00

				QUANTITY	LIST	SELL	EXT SELL
3	HMG HGB	+File,FS Lat Std Pull,2 13 1/8" Dwr	MF	1	\$ 1,033.00	\$ 348.12	\$ 348.12

SS +smooth paint on smooth steel

CN +metallic champagne

T1 +1"-high painted metal top with squared edge

KA +keyed alike

B2 +1 1/2"-high base

CB +counterweight (recommended)

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

9P +front-to-back filing rail

QUOTATION PREPARED BY:



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crussell@americanoffice.com

BILL TO:

			QUANTITY	LIST	SELL	EXT SELL
4	HMG HGE	+Lock Plug and Key,Chrome UM Series #260	R 3	\$ 0.00	\$ 0.00	\$ 0.00

			QUANTITY	LIST	SELL	EXT SELL
5	HMG HGB	+Bookcase,Box Dwr/Shelf w/Doors,Painted 73W	MS 1	\$ 1,301.00	\$ 485.27	\$ 485.27

CN +metallic champagne

CN +metallic champagne

WN +warm grey neutral

WN +warm grey neutral

CN +metallic champagne

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

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SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

KA +keyed alike

BILL TO:

				QUANTITY	LIST	SELL	EXT SELL
6	HMG HGE	+Lock Plug and Key,Chrome UM Series #259	R	1	\$ 0.00	\$ 0.00	\$ 0.00

				QUANTITY	LIST	SELL	EXT SELL
7	HMG HGE	+Ped W-Pull,Freestd 20D B/B/F	UP	1	\$ 537.00	\$ 140.69	\$ 140.69

SR +3/4-extension roller slides on box drawers, full-extension ball bearing on

SS +smooth paint on smooth steel

CN +metallic champagne

KA +keyed alike

2F +raised height

QUOTATION PREPARED FOR:

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U. S. Maritime Administration

7737 Hampton Boulevard

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crussell@americanoffice.com

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

3M +drawer divider in one box drawer,
pencil tray in one box drawer, 2 file

BILL TO:

				QUANTITY	LIST	SELL	EXT SELL
8	HMG HGE	+Lock Plug and Key,Chrome UM Series #232	R	2	\$ 0.00	\$ 0.00	\$ 0.00

				QUANTITY	LIST	SELL	EXT SELL
9	HMG HGB	+Bookcase,Box Dwr/Shelf w/Doors,Painted 73W	MS	1	\$ 1,301.00	\$ 485.27	\$ 485.27

CN +metallic champagne

CN +metallic champagne

WN +warm grey neutral

WN +warm grey neutral

CN +metallic champagne

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

KA +keyed alike

QUOTATION PREPARED BY:



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Government Accounts

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crussell@americanoffice.com

BILL TO:

				QUANTITY	LIST	SELL	EXT SELL
10	HMG HGE	+Lock Plug and Key,Chrome UM Series #255	R	1	\$ 0.00	\$ 0.00	\$ 0.00

				QUANTITY	LIST	SELL	EXT SELL
11	HMG HGB	+File,FS Lat Std Pull,2 13 1/8" Dwr	MF	1	\$ 1,033.00	\$ 348.12	\$ 348.12

SS +smooth paint on smooth steel

CN +metallic champagne

T1 +1"-high painted metal top with squared edge

KA +keyed alike

B2 +1 1/2"-high base

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

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crussell @americanoffice.com

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

CB +counterweight (recommended)

9P +front-to-back filing rail

BILL TO:

		QUANTITY LIST		SELL	EXT SELL
12	HMG HGE +Lock Plug and Key,Chrome UM Series #256	R	1	\$ 0.00	\$ 0.00

		QUANTITY LIST		SELL	EXT SELL
13	HMG HGS +Ped W-Pull,Freestd 20D B/B/F	UP	1	\$ 537.00	\$ 140.69

SR +3/4-extension roller slides on box drawers, full-extension ball bearing on

SS +smooth paint on smooth steel

CN +metallic champagne

KA +keyed alike

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

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757.876.9511

crussell @americanoffice.com

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

2F +raised height

3M +drawer divider in one box drawer, pencil tray in one box drawer, 2 file

BILL TO:

QUANTITY LIST SELL EXT SELL

QUANTITY	LIST	SELL	EXT SELL
14	HMG HGB +Bkcase,Frstnd,No Doors 42W 39 3/8H	MS 1 \$ 767.00	\$ 286.09 \$ 286.09

SS +smooth paint on smooth steel

CN +metallic champagne

T1 +1"-high painted metal top with squared edge

NS2 +2 shelves total

B2 +1 1/2"-high base

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

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SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

BILL TO:

				QUANTITY	LIST	SELL	EXT SELL	
15	HMG	HGE	+Lock Plug and Key,Chrome UM Series #250	R	1	\$ 0.00	\$ 0.00	\$ 0.00

					QUANTITY	LIST	SELL	EXT SELL
16	HMG	HGE	+Ped W-Pull,Freestd 20D-B/B/F	UP	1	\$ 537.00	\$ 140.69	\$ 140.69

- SR +3/4-extension roller slides on box drawers, full-extension ball bearing on
- SS +smooth paint on smooth steel
- CN +metallic champagne
- KA +keyed alike
- 2F +raised height
- 3M +drawer divider in one box drawer, pencil tray in one box drawer, 2 file



QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

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SHIP TO:

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Norfolk VA 23505

BILL TO:

					QUANTITY	LIST	SELL	EXT SELL
17	HMG	HGE	+Lock Plug and Key,Chrome UM Series #232	R	2	\$ 0.00	\$ 0.00	\$ 0.00

					QUANTITY	LIST	SELL	EXT SELL
18			24" OR 30" SIZE FOR MYRA AND I FORGOT TO GET THE KEY #		1	\$ 0.00	\$ 0.00	\$ 0.00

					QUANTITY	LIST	SELL	EXT SELL
19	HMG	HGB	+Cab,Stk Stg,Pnt Mtl Frnt Std Pull,1H,Dr L,F-F R 24W MS		1	\$ 1,250.00	\$ 466.25	\$ 466.25

- SS +smooth paint on smooth steel
- CN +metallic champagne
- T2 +1 1/4"-high painted metal top with squared edge
- KA +keyed alike

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

B1 +1"-high base

QUOTATION PREPARED BY:



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757.876.9511

crussell@americanoffice.com

BILL TO:

				QUANTITY	LIST	SELL	EXT SELL
20	HMG HGE	+Lock Plug and Key,Chrome UM Series #25	R	1	\$ 0.00	\$ 0.00	\$ 0.00

				QUANTITY	LIST	SELL	EXT SELL
21	HMG HGB	+File,FS Lat Std Pull,2 13 1/8" Dwr	MF	1	\$ 1,033.00	\$ 348.12	\$ 348.12

SS +smooth paint on smooth steel

CN +metallic champagne

T1 +1"-high painted metal top with squared edge

KA +keyed alike

B2 +1 1/2"-high base

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

CB +counterweight (recommended)

9P +front-to-back filing rail

QUOTATION PREPARED BY:



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757.876.9511

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BILL TO:

		QUANTITY LIST			SELL	EXT SELL
22	HMG HGE +Lock Plug and Key,Chrome UM Series #257	R	1	\$ 0.00	\$ 0.00	\$ 0.00

		QUANTITY LIST			SELL	EXT SELL
23	RUSSIAN PASSAGE CONNECTOR???????		1	\$ 0.00	\$ 0.00	\$ 0.00

		QUANTITY LIST			SELL	EXT SELL
24	HMG HGB +File,FS Lat Std Pull,2 13 1/8" Dwr	MF	1	\$ 1,033.00	\$ 348.12	\$ 348.12

SS +smooth paint on smooth steel

CN +metallic champagne

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

T1 +1"-high painted metal top with squared edge

KA +keyed alike

B2 +1 1/2"-high base

CB +counterweight (recommended)

9P +front-to-back filing rail

QUOTATION PREPARED BY:



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BILL TO:

					QUANTITY	LIST	SELL	EXT SELL
25	HMG	HGE	+Lock Plug and Key,Chrome UM Series #248	R	2	\$ 0.00	\$ 0.00	\$ 0.00

					QUANTITY	LIST	SELL	EXT SELL
26	HMG	HGG	+Desk Shell,Raised Bck,Full End Lft/Rt 60W 20D	MD	1	\$ 834.00	\$ 344.44	\$ 344.44
		SS	+smooth paint on smooth steel					

DOT Additional 082609.sp4

DOT MARAD Revised Specs

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard

U. S. Maritime Administration

Norfolk VA 23505

- CN +metallic champagne
- TL +laminated top with vinyl edge
- 4X +coriander
- WN +warm grey neutral
- C +grommet center
- WN +warm grey neutral

QUOTATION PREPARED BY:



Curt Russell

Government Accounts

American Office

4445 Corporation Lane

Suite 239

Va Beach VA 23462

757.876.9511

crussell@americanoffice.com

BILL TO:

27 Item listed below is OPEN MARKET item

QUANTITY	LIST	SELL	EXT SELL
1	\$ 0.00	\$ 0.00	\$ 0.00

28 HMG HGE +Lock Plug and Key,Chrome UM Series #264

QUANTITY	LIST	SELL	EXT SELL
2	\$ 0.00	\$ 0.00	\$ 0.00

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration

7737 Hampton Boulevard

Norfolk VA 23505

757.441.3711/6393

SHIP TO:

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BILL TO:

			QUANTITY	LIST	SELL	EXT SELL
29	ADDITIONAL ITEMS THAT DO NOT HAVE A LOCATION		1	\$ 0.00	\$ 0.00	\$ 0.00

			QUANTITY	LIST	SELL	EXT SELL
30	HMG HGB +File,FS Lat Std Pull,2 13 1/8" Dwr	MF	3	\$ 1,033.00	\$ 348.12	\$ 1,044.36

SS +smooth paint on smooth steel

CN +metallic champagne

T1 +1"-high painted metal top with squared edge

KA +keyed alike

B2 +1 1/2"-high base

CB +counterweight (recommended)

QUOTATION PREPARED FOR:

Susan P. Barba

U. S. Maritime Administration
7737 Hampton Boulevard

Norfolk VA 23505
757.441.3711/6393

SHIP TO:

7737 Hampton Boulevard
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Norfolk VA 23505

9P +front-to-back filing rail

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757.876.9511

crussell @americanoffice.com

BILL TO:

				QUANTITY	LIST	SELL	EXT SELL
31	HMG HGS	+Ped W-Pull, Freestd 20D B/B/F	UP	1	\$ 537.00	\$ 140.69	\$ 140.69

- SR ~~+3/4-extension roller slides on box drawers, full-extension ball bearing on~~
- SS ~~+smooth paint on smooth steel~~
- CN ~~+metallic champagne~~
- KA ~~+keyed alike~~
- 2F ~~+raised height~~
- 3M ~~+drawer divider in one box drawer, pencil tray in one box drawer, 2 file~~



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BILL TO:

					QUANTITY	LIST	SELL	EXT SELL
32	HMG HGB	+Bookcase,Box Dwr/Shelf w/Doors,Painted 73W	MS	2	\$ 1,301.00	\$ 485.27	\$ 970.54	
	CN	+metallic champagne						
	CN	+metallic champagne						
	WN	+warm grey neutral						
	WN	+warm grey neutral						
	CN	+metallic champagne						
	KA	+keyed alike						

					QUANTITY	LIST	SELL	EXT SELL
33	AMO AMO	LABOR TO RECEIVE DELIVER AND INSTALL AS WELL AS 19 HUMANSCALE KEYBOARD TRAYS		1	\$ 0.00	\$ 2,450.00	\$ 2,450.00	

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crussell @americanoffice.com

BILL TO:

34

QUANTITY LIST SELL EXT SELL

1 \$ 0.00 \$ 0.00 \$ 0.00

GRAND TOTAL

\$ 8,835.58

\$8554.20

REVISED

8:26 am, Aug 28, 2009