



## How to Place a GSA Order

Merge Office Interiors, Inc, dba MergeWorks, has been awarded a contract with the GSA as a source of supply for Furniture. The following is intended to be a summary of terms. The full, formal Terms & Conditions may be found on the MergeWorks websites.

Contract # 47QSMA21D08P2	SIN-33721 & OLM	Effective: January 27, 2021	Expires: January 26, 2026
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### Products (Click link to go to Product Page):

- |   |  |
|---|--|
| <a href="#">Enclave® Desk Dividers</a>            | <a href="#">EchoDeco® Villa Wall™</a>          |
| <a href="#">Enclave® Privacy Plus Wing Panel</a>  | <a href="#">Fold-N-Roll Villa Wall™</a>        |
| <a href="#">SwitchIT™ Desk Dividers</a>           | <a href="#">Duplex Wall™</a>                   |
| <a href="#">Stackers™ Cubicle Extender Panels</a> | <a href="#">EchoDeco® Wall Panels</a>          |
| <a href="#">Urban Wall®</a>                       | <a href="#">EchoDeco® Grid Baffles</a>         |
| <a href="#">Villa Wall™</a>                       | <a href="#">EchoDeco® Ceiling Tiles</a>        |
| <a href="#">Notch Wall®</a>                       | <a href="#">EchoDeco® Blade Wall Tiles</a>     |
| <a href="#">EchoDeco® Baffles</a>                 | <a href="#">TruBrite™ Whiteboards</a>          |
| <a href="#">EchoDeco® Shapes</a>                  | <a href="#">Wall Mounted Fabric Tackboards</a> |
| <a href="#">EchoDeco® Wall Tiles</a>              | <a href="#">Midtown™ Wire Management Panel</a> |
| <a href="#">EchoDeco® Blade Ceiling Tiles</a>     | <a href="#">EchoWrap® Midtown™</a>             |
| <a href="#">Glass Boards</a>                      | <a href="#">Glide™ Wing Panel</a>              |
| <a href="#">EchoDeco® Beam Baffles</a>            | <a href="#">EchoLayer™ Wall Panel</a>          |
| <a href="#">EchoDeco® Mosaic Tiles</a>            | <a href="#">EchoDeco® Woodgrain Tiles</a>      |
| <a href="#">Enclave® Sneeze Guard</a>             | <a href="#">EchoDeco® Clouds</a>               |
| <a href="#">Terrace Sneeze Guard</a>              | <a href="#">On-The-Grid™ Magnetic Baffle</a>   |
| <a href="#">EchoWrap® Enclave®</a>                | <a href="#">CreSHHendo™ Baffle</a>             |

**For Purchase Orders including open market items, please contact Customer Service.**

### Discounts:

Order Size	GSA Discount off List	Dealer Fee (of Net)
\$100 - \$24,999 List	52%	10%
\$25,000 - \$49,999 List	55%	9%
\$50,000 - \$99,999 List	56%	8%
\$100,000 + List	Negotiated	Negotiated

### Pricing:

Prices shall be as stated on our current Product Data Sheets.  
GSA orders are not eligible for SPIFFs.

### Payment & Order Info:

- Maximum Order Limitation - \$250,000
- Payment terms – Net 30





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- Government Purchase Cards – accepted for orders at or below the micro-purchase threshold (Less than \$10,000).
- Purchase Orders for products should come from the GSA. If a PO is issued by the Dealer, the corresponding PO from the GSA must be included.
- In order to ensure payment, all PO's must match exactly in SKU and pricing. Any discrepancies must be cleared up and a PO reissued prior to the order being released to the shop.
- OLM (Order level Management) products may not exceed 33.33% of the total net price of the PO.
- Open Market products may not exceed 25% of the total net price of the PO.

### Payment of Fees:

Upon receipt of payment from the GSA, MergeWorks will issue payment to the Dealer and Rep for their fees. No invoice or action on the Dealer or Rep's part is necessary.

### Freight Terms / Delivery:

- Shipping only to 48 CONUS and Washington DC
- MergeWorks' published standard freight charges shall apply.
- Charges for additional Service (Lift Gate, inside delivery, etc.) may apply.
- Standard lead-times shall apply; delivery not to exceed 60 days ARO.

### Completion of Installation:

Once installation of the product has been completed, the GSA end user must complete the Installation Completion Certificate and return it via email to [orders@mergeworks.com](mailto:orders@mergeworks.com). Without this form, payment from the GSA may be delayed and therefore Rep and Dealer fees will be delayed as well.

### Services:

Design and installation services can be quoted and invoiced as needed by the Dealer and will be required to be on a separate PO to the Dealer. MergeWorks will not be responsible for collecting and forwarding D & I charges to the Dealer.

### Warranty:

MergeWorks published standard warranty shall apply. The warranty can be found on our website.

### MergeWorks' Contact Information:

Dealers may contact MergeWorks Customer Service at:

Phone: 800-597-1195

Email: [orders@mergeworks.com](mailto:orders@mergeworks.com)

### Revised Orders

Orders entered and Acknowledged cannot be changed or modified without MergeWorks' written consent. Any subsequent change is subject to incurred costs and to MergeWorks' ability to secure materials and labor. MergeWorks reserves the right to increase the Acknowledged price, if such a change warrants any extra charge.

### Cancellations

Orders which have not entered production, and for which MergeWorks has not initiated any cost that are specific to such order (such as but not limited to ordering of fabric or parts specific to the order) may be cancelled with MergeWorks' prior written consent. However, MergeWorks reserves the right to assess a service fee at its discretion. Once production has begun, neither standard nor custom orders may be changed or cancelled.

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### Returns

Merchandise may not be returned without MergeWorks' prior written consent. Authorized return merchandise is subject to a handling and restocking charge. All freight charges must be prepaid by Buyer on return shipments or they will not be accepted. Damaged materials and build to order items cannot be returned under any conditions.

**MERGEWORKS**

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