



### Request for Contract Update

Pursuant to the terms of contract number R191801 for Affordable Interior Systems, Inc. (AIS) Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Affordable Interior Systems, Inc. (AIS) hereby provides notice of the following update on  
*(Contractor)*

this date 08/19/2021.

**Instructions:** Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

**Authorized Distributors/Dealers**  
\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**  
\_\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_\_ New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_\_ Supporting Documentation

**Other** \_\_\_\_\_  
\_\_\_\_ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).  
Due to the cost increases we face and the wide range of products affected, we are requesting a temporary 5% material surcharge on all AIS orders effective September 13, 2021. Please see attached request letter.

Submitted By: Helen Woods

Title: Contract Manager

Email Address: hwoods@ais-inc.com

**Approved by Email: Date** 8/25/2021 | 4:06 PM CDT

**Denied by Email: Date** \_\_\_\_\_

DocuSigned by:  
Robert Eigelmann  
**Region 4 ESC:** \_\_\_\_\_  
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August 19, 2021

Region 4 ESC  
Robert Zingelmann  
7145 West Tidwell Road  
Houston, TX 77092

RE: Surcharge Request for Contract # R191801

Mr. Zingelmann:

Undoubtedly, you've seen reports about supply chain shortages, delays, and cost increases. These issues face many industries and come with a substantial financial impact, along with distribution challenges for AIS and other manufacturers in our industry.

With greater marketplace demand for consumer goods, producers are experiencing substantial volatility in supply chains and freight costs. Listed below is a breakdown of some of the cost increases AIS has seen during the past 12 months:

- STEEL: **More than 200%**
- INTERNATIONAL FREIGHT: **More than 100%**
- ALUMINUM: **More than 50%**
- COPPER: **More than 50%**
- ELECTRICAL: **Up ~ 40%**

AIS is committed to providing the same high-quality products and exceptional customer service that has been at our core since we began in 1989. Due to the cost increases we face and the wide range of products affected, **a temporary 5% surcharge on all AIS commercial orders will be assessed and take effect on Monday, September 13, 2021.** We respectfully request to apply this temporary 5% material surcharge to our contract #R191801.

AIS is monitoring the costs noted above so we may adjust this temporary surcharge in a timely manner. Our partnership remains critical for success and our teams have evaluated every option to minimize the impact to you. ***We are grateful for your support during this unusual time and appreciate your understanding.***

If you have any questions or need any additional information, please contact me.

Respectfully,

A handwritten signature in blue ink that reads "Helen F. Woods".

Helen F. Woods  
Contract Manager  
978.567.5163  
[hwoods@ais-inc.com](mailto:hwoods@ais-inc.com)