



### Request for Contract Update

Pursuant to the terms of contract number R190301 for Office Supplies 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.

EPIC Business Essentials (Contractor) hereby provides notice of the following update on

this date 4/16/2020

**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).

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Submitted By: Douglas Fox

Title: Pricing Analyst

Email Address: dfox@epicbusinessessentials.com Region 4 ESC:

Approved by Email: Date 4/23/2020

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

DocuSigned by:  
Robert Engelmann  
0B1D33BB0130490...