



## Request for Contract Update

Furniture, Installation and

Pursuant to the terms of contract number R191810 for Related Services 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.

MeTEOR Education, LLC hereby provides notice of the following update on  
(Contractor)

this date 8/13/2020.

**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).

Offices To Go previously had separate discounting for their "Casegoods" and "Seating" lines. Now they only have one discount for both lines. We request to combine their lines on the product and install matrices. Please see attached revised product and install matrices. (Freight matrix remains unchanged as freight was already combined.)

Submitted By: Caroline Smith

**Approved by Email:** Date 8/13/2020 | 8:42 AM PDT

Title: Director of Strategic Sourcing

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

Email Address: CSmith@meteoreducation.com

DocuSigned by:  
**Region 4 ESC** Robert Engelmann  
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