



Request for Contract Update

Pursuant to the terms of contract number R191811 for OMNIA 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.

National Office Furniture, Inc. (Contractor) hereby provides notice of the following update on this date 4.4.2022.

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 Fuel Surcharge
___ X Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary). Current global events have caused extraordinary increases in both inbound and outbound domestic and international freight due to sustained, escalated fuel and transportation costs. A 3% fuel surcharge will take effect Monday, April 4, 2022. A copy of the notification sent to our distribution partners is attached.

Submitted By: Kelli Jenkins
Title: Trade Manager - Strategic Contracts

Approved by Email: Date 4/4/2022 | 8:34 AM CDT
 Denied by Email: Date _____

Email Address: kelli.jenkins@kimballinternational.com

DocuSigned by:
Robert Engelmann
Region 4 ESC: _____
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Kelli Jenkins

Subject: Upcoming Surcharge for Kimball International



Upcoming Surcharge

Dear Valued Partner,

Current global events have caused extraordinary increases in both inbound and outbound domestic and international freight due to sustained, escalated fuel and transportation costs. As a result, Kimball International will be implementing a 3% **fuel** surcharge effective Monday, April 4, 2022, on all products within the Kimball (including David Edward), National, Etc. and Interwoven brands. This surcharge does not apply to the Poppin brand.

We recognize the impact of these necessary actions. As a valued partner, we strive to arm you with the details in full transparency of the challenges we are facing, confident in our decisions to address and overcome. We will keep you updated as conditions unfold and of any needed adjustments.

The following are key details:

1. The surcharge will appear as a separate line item on all acknowledgements and invoices, calculated as a percentage of the net subtotal of your order on all orders received on/after April 4th.
2. CET will be updated with a reminder regarding the surcharge. While it is not possible to update specific prices at the model level, a notation will be featured in this tool.
3. Continuous improvement and intentional actions to mitigate the escalating cost increases-are actively being pursued to help offset the above necessary actions. We will continue to monitor and adjust the surcharge accordingly.

4. The surcharge will NOT be applied to orders in-house prior to April 4th which are acknowledged with standard lead times. Orders placed in advance for future projects, beyond standard lead times, will be assessed the 3% fuel surcharge.

For questions, please contact your local Market Sales Manager. Thank you for your understanding and partnership in this volatile market environment.

Sincerely,



Lisa Schmidt

Senior Director, Trade Marketing

Kimball International

