



Request for Vendor Contract Update

Pursuant to the terms of contract number R191814 for Office Furniture 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.

Safco Products Co. hereby provides notice of the following update on
(Contractor)
this date 8/11/21 .

Contract Title

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

Products/Services

- New Addition
- Update Only
- Supporting Documentation

- States/Territories**
- Supporting Documentation

X Price Update

- Supporting Documentation

Discontinued Products/Services

- Supporting Documentation

Other

- Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Safco Products Co. is requesting a price list increase to the Aug 2021 price list. The discount off list will not change.

Submitted By: Yvonne Moore

Title: State/Local Contract Sales Manager

Email Address yvonnemoore@safcoproducts.com

Approved by Email: Date 8/18/2021 | 3:27 PM CDT

Denied by Email: Date _____

DocuSigned by:

Robert Engelmann

Region 4 ESC:

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August 4, 2021

Dear Valued Customer,

The global market continues to impose unprecedented cost increases within virtually every commodity used to produce SAFCO® solutions. Supplier shortages compounded by rapidly escalating transportation costs further impact the market. As a result, many of our competitors have leveled significant, double digit price adjustments as a means of offsetting the economic uncertainties and market volatility that we are experiencing.

With this in mind, we are forced to adjust our list prices by 9% effective August 16th, 2021. This increase will be applied to all SAFCO products. The entire SAFCO team is dedicated to minimizing the impact of these issues on your business by proactively working to reduce our operating costs, without compromising the quality of our products and services.

We apologize for the inconvenience and will continue to work to minimize the financial burden on our customers.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Green", written over a horizontal line.

Shawn Green
VP Product Development and Marketing