



## 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 6/10/21 .

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

**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).

Area of Coverage	VA
Dealer Name	Ball Office Products
Address	2100 Westmoreland Street, Richmond, VA 23230
Dealer Phone	804-204-1774
Contact	Melissa Ball
Email	<a href="mailto:Melissa@ballop.com">Melissa@ballop.com</a>

Submitted By: Yvonne Moore

Title: State/Local Contract Sales Manager

Email Address yvonnemoore@safcoproducts.com

**Approved by Email:** Date 6/11/2021 | 9:49 AM CDT

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

**Region 4 ESC:**

Signed by: Robert Eigelmann  
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