



REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

Fellowes, Inc. (Vendor Name) hereby provides notice of the following update to NCPA contract number: 07-87 on this date 4/2/2024.

Instructions:

Vendors must check all that may apply and provide supporting documentation. Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.

Authorized Affiliates/Dealers/Distributors/Resellers

- Additions
- Deletions

Products/Services (check all that apply)

- Additions
- Deletions
- Modifications
- Pricing Update

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

Fellowes requests to change our freight program

FROM: All products shipped to any destination, within the contiguous United States, will be F.O.B. origin, freight prepaid. Freight terms U.S. - Orders of \$3,500 list (USD) or more, ship free freight. Orders under \$3,500 list incur a flat \$25 net fee. Residential freight deliveries will incur a flat \$70 net fee.

TO:Freight terms are as follows:

- Orders under \$2,500 list will incur a flat \$25 net fee
- Orders between \$2,501 list and \$5,000 list will incur a flat \$100 net fee
- Orders between \$5,001 list and \$7,000 list will incur a flat \$200 net fee
- Order overs \$7,001 list ship free
- Residential freight deliveries will incur a flat \$70 net fee.

Fellowes, Inc.
Vendor Name

Melissa Fuller
Submitted By

Melissa Fuller
Signature

4/2/2024
Date

FOR USE BY NCPA ONLY:

Sarah Vavra, SVP Public Sector Contracting

DocuSigned by:
Sarah Vavra
Signature

4/2/2024 | 4:11 PM CDT
Date