



Request for Contract Update

Pursuant to the terms of contract number R191803 for Furniture and Installation, 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.

Exemplis LLC hereby provides notice of the following update on this date December 17, 2021.

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** Freight Cost Adjustment

_____ Supporting Documentation

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

Exemplis LLC is submitting our December 1, 2021 SitOnIt Seating (Consolidated) Price Book for approval. See the attached letter.

Submitted By: Derek Cairo

Title: Contract Manager

Email Address: dcairo@exemplis.com

☐ **Approved by Email:** Date 1/3/2022 | 7:54 AM CST

☐ **Denied by Email:** Date _____

Robert Engelmann

Region 4 ESC

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Exemplis LLC
6415 Katella Avenue
Cypress, CA 90630
Phone: 714-995-4800
Fax: 714-995-4855

December 1, 2021

Re: Price Book Update Notification

To Whom It May Concern:

Please let this Letter serve as Exemplis LLC's notification that the following Price Books will go into effect commercially on December 1, 2021.

- December 1, 2021 SitOnIt Seating Price Book:

https://www.sitonit.net/content/dam/exemplis/downloadslisting/price_lists/PriceList-December-2021.pdf

Please let me know if you have any questions.

Sincerely,

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