



Request for Contract Update

Pursuant to the terms of contract number R191804 & R180403 for The HON Company 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.

The HON Company _____ hereby provides notice of the following update on
(Contractor)
this date 9/2/2020.

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 _____
____ Supporting Documentation

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

The HON Company is requesting to add new products to contract R191804 and R180403 effective immediately upon approval

Submitted By: Christine McCormick

Title: Public Sector Contract Analyst

Email Address: mccormickcd@hnicorp.com

Approved by Email: Date 9/4/2020 | 7:01 AM PDT

Denied by Email: Date _____

DocuSigned by:
Robert Eichelmann
Region 4 ESC: _____
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