



Request for Contract Update

Pursuant to the terms of contract number R191806 for _____ Jasper Seating Company, Inc. dba JSI & Jasper Desk 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.

(Contractor) Jasper Seating Company, Inc. dba JSI & Jasper Desk hereby provides notice of the following update on
this date February 28, 2022.

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).
Please see the attached request letter We request removal of the Jasper Desk brand product from this contract

Submitted By: Kathy R. Vonderheide

Approved by Email: Date 3/1/2022 | 2:34 PM CST

Title: Contract Sales Manager

Denied by Email: Date _____

Email Address: kvonderheide@jaspergroup.us.com

DocuSigned by:
Robert Engelmann
Region 4 ESC: _____
0B1D33BB0130490...

J A S P E R D E S K

Jasper Desk Company, Inc.
225 Clay Street
Jasper, Indiana 47546

800.365.7994 TOLL FREE
812.482.4132 OFFICE
812.482.9552 FAX

jasperdesk.com

February 28, 2022

Robert Zingelmann
Chief Financial Officer, Finance and Operations Services
Region 4 Education Service Center
7145 West Tidwell Road
Houston, TX 77092

RE: Contract 191806

Mr Zingelmann:

Our company, Jasper Seating Company, Inc. (dba JSI and Jasper Desk), is requesting that Jasper Desk Brand product be removed from our Contract # R191806 effective immediately. This applies to the Jasper Desk product offering only.

Our company does appreciate your consideration on this matter. We look forward to continuing our JSI Brand business with you and we want you to know we value your support and commitment during these difficult times. Should you have any questions, do not hesitate to reach out to myself. Thank you.

Sincerely,



Kathy R. Vonderheide
Contract Sales Manager

J A S P E R D E S K