



### Request for Contract Update

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

Jasper Seating Company, Inc. dba JSI (Contractor) hereby provides notice of the following update on this date 4/27/2022.

**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**  
**X** \_\_\_\_ New Addition  
\_\_\_\_ Update Only  
**X** \_\_\_\_ 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 attached modification request letter and supporting documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Amanda Keithley

**Approved by Email:** Date 4/27/2022 | 4:05 PM CDT

Title: Contract Administrator

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

Email Address: akeithley@jaspergroup.us.com

DocuSigned by:  
  
**Region 4 ESC:** \_\_\_\_\_  
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*love what you do*

April 27, 2022

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

RE: Contract# R191806

Good afternoon,

In compliance with the terms and conditions of our contract, Jasper Seating Company, Inc. (dba JSI) is requesting modification to our contract to add a new series, Teekan, effective May 2, 2022. Teekan is a lounge seating product.

Attached you will find our Request for Contract Update form, the Teekan price list dated May 2, 2022, and Teekan brochure.

Should you have any questions, do not hesitate to reach out to myself or Kathy Vonderheide. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Amanda M. Keithley".

Amanda Keithley  
Contract Administrator  
p: 817-771-4876  
e: [AKeithley@jaspergroup.us.com](mailto:AKeithley@jaspergroup.us.com)

CC: Kathy Vonderheide



**CORPORATE OFFICE**  
225 CLAY STREET  
JASPER, INDIANA 47546



800.457.4511 **TOLL FREE**  
812.482.3204 **OFFICE**  
812.482.1548 **FAX**



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