



Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R211302, for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions & Cleaning Supplies, 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.

ODP Business Solutions, LLC hereby provides notice of the following update on
(Contractor)

this date December 1, 2023.

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 Addition of Authorized Distributors/Dealers**

_____ Supporting Documentation

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

Per the terms of our agreement, ODP Business Solutions, LLC would like to add the following Authorized Distributors/Dealers on the attachment. These organizations are wholly owned by ODP Business Solutions, LLC but operate independently.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@odpbusiness.com

■ **Approved by Email: Date** 12/2/2023 | 8:08 AM CST

■ **Denied by Email: Date** _____

DocuSigned by:
Region 4 ESC: Robert Engelmann
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Distributor/Dealer

Liberty Office Products

Address

8744 Westpark Dr., Houston, TX 77063