



## Request for Contract Update

Pursuant to the terms of contract number [R190303](#), [R190502](#), [R191812](#), [R210405](#), [R162102](#), [R171404](#) for [Office Supplies](#), [School Supplies](#), [Educational Supplies](#), [Furniture Solutions](#), [Technology Solutions](#), [Janitorial Services](#), & [Managed Print Solutions](#) 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.

[Office Depot, Inc](#) \_\_\_\_\_ hereby provides notice of the following update on  
(Contractor)

this date [January 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating paper pricing per terms of contract. Proposed implementation date 02-28-2022.

Submitted By: [Drew Tuller](#) \_\_\_\_\_

Title: [Public Sector Program Manager](#) \_\_\_\_\_

Email Address: [drew.tuller@OfficeDepot.com](mailto:drew.tuller@OfficeDepot.com) \_\_\_\_\_

■ **Approved by Email: Date** 2/3/2022 | 10:38 AM CST

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

DocuSigned by:  
*Robert Engelmann*  
Region 4 ESC: \_\_\_\_\_  
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## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211303, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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.

Office Depot, LLC hereby provides notice of the following update on  
(Contractor)

this date March 18, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other**

\_\_\_\_\_ Supporting Documentation

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

Updating Q2 pricing per terms of contract. There are two increases for Q2. The first is the inflationary increase which will take effect April 7<sup>th</sup>. The second is the manufacturer price increase which will go into effect April 18<sup>th</sup>.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

■ **Approved by Email:** Date 3/24/2022 | 8:45 AM CDT

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



## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211303, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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.

Office Depot, LLC hereby provides notice of the following update on  
(Contractor)

this date April 11, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q2 paper pricing per terms of contract. Proposed implementation date 05-11-2022.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

■ **Approved by Email:** Date 4/12/2022 | 3:38 PM CDT

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

DocuSigned by:  
Robert Engelmann  
Region 4 ESC: \_\_\_\_\_  
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## Request for Contract Update

(corrected to be R211302)

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211303, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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.

Office Depot, LLC hereby provides notice of the following update on  
(Contractor)

this date June 20, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other**

\_\_\_\_\_ Supporting Documentation

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

Updating Q3 pricing per terms of contract. Proposed implementation date 06-018-2022.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

■ **Approved by Email:** Date 6/27/2022 | 9:12 AM CDT

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

Region 4 ESC:

DocuSigned by:

Robert Eigelmann

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## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211302, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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 July 7, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

\_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other SURCHARGE**

X \_\_\_\_\_ Supporting Documentation

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

Manufacturer surcharge for AllSeating, ERG, Kimball, Darran, and Source. ODP will keep you updated as market conditions change.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

■ **Approved by Email:** Date 7/12/2022 | 12:45 PM CDT

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

Email Address: [drew.tuller@OfficeDepot.com](mailto:drew.tuller@OfficeDepot.com)

DocuSigned by:  
*Robert Zingelmann*  
Region 4 ESC: 0B1D33BB0130490...



## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211302, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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.

Office Depot, LLC hereby provides notice of the following update on  
(Contractor)

this date August 5, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q3 paper pricing per terms of contract. Proposed implementation date 09-6-2022.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

■ **Approved by Email:** Date 8/11/2022 | 2:02 PM CDT

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

DocuSigned by:  
Robert Eigelmann  
Region 4 ESC: \_\_\_\_\_  
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## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211302, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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 September 13, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q4 pricing per terms of contract. Proposed implementation date 10-13-2022.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@OfficeDepot.com

■ **Approved by Email:** Date 9/23/2022 | 2:38 PM CDT

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

DocuSigned by:  
Robert Eigelmann  
Region 4 ESC: \_\_\_\_\_  
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## 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 September 30, 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

■ **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@OfficeDepot.com

■ **Approved by Email: Date** 10/19/2022 | 1:39 PM CDT

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

DocuSigned by:  
Robert Engelmann  
Region 4 ESC: 30EE15BFEF1C4C6...



## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211302, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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 20, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q1 pricing per terms of contract. Proposed implementation date 1-19-2023.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@ODPBusiness.com

■ **Approved by Email:** Date 1/4/2023 | 7:55 AM CST

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

DocuSigned by:  
Region 4 ESC: Robert Zingelmann  
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## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211302, R171404 for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology Solutions, Cleaning Supplies, & Managed Print Solutions 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 20, 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

■ **Products/Services**

\_\_\_\_\_ New Addition  
\_\_\_\_\_ Update Only  
\_\_\_\_\_ Supporting Documentation

■ **States/Territories**

\_\_\_\_\_ Supporting Documentation

■ **Price Update**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q1 pricing per terms of contract. Proposed implementation date 1-19-2022.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@ODPBusiness.com

■ **Approved by Email:** Date 1/2/2023 | 9:44 AM CST

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

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



## 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 January 11, 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"

■ **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 Correct Authorized Distributors/Dealers**

\_\_\_\_\_ Supporting Documentation

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

ODP Business Solutions, LLC request to correct distributor/dealer to read:  
Regency Office Products, LLC d/b/a Office Depot 360 - 8024 Glenwood Avenue, Suite 200 - Raleigh, NC 27612

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@odpbusiness.com

■ **Approved by Email: Date** 1/11/2023 | 2:37 PM CST

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

DocuSigned by:  
Robert Engelmann  
Region 4 ESC: 30EE15BFEF1C4C6...



## Request for Contract Update

Pursuant to the terms of contract number R190303, R190502, R191812, R210405, R211302, for Office Supplies, School Supplies, Educational Supplies, Furniture Solutions, Technology 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 September 18, 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**

X \_\_\_\_\_ Supporting Documentation

■ **Discontinued Products/Services**

\_\_\_\_\_ Supporting Documentation

■ **Other** \_\_\_\_\_

\_\_\_\_\_ Supporting Documentation

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

Updating Q4 pricing per terms of contract. Proposed implementation date 10-16-2023.

Submitted By: Drew Tuller

Title: Public Sector Program Manager

Email Address: drew.tuller@ODPBusiness.com

■ **Approved by Email:** Date 9/18/2023 | 5:11 PM CDT

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

DocuSigned by:  
Robert Biegelmann  
Region 4 ESC: \_\_\_\_\_  
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## 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 November 9, 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 11/9/2023 | 9:42 AM CST

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

Region 4 ESC:

DocuSigned by:

Robert Engelmann

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