



## Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

Quill LLC hereby provides notice of the following update to  
(Vendor Name)

Contract number: R190304 for Office Supplies, Related Products and Services on this date March 16, 2022.  
Contract Title

**Instructions:** Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the OMNIA Partners Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

**Authorized Distributors/Dealers**  
\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**  
X \_\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_\_ New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_\_ Supporting Documentation

**Other** \_\_\_\_\_  
\_\_\_\_ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). Attached are letter from Quill Director of Sales, Kaylynn Rudy, providing reasons and overview of proposed price changes, a detailed list of impacted items with item #s, item description, current price, and new price. Also attached are vendor letters supporting price increases. The average price increase across all impacted items lands at 7.4%.

Submitted By: Samra Cejvan

**Approved Date** 3/21/2022 | 7:45 AM CDT

Title: Buying Group Manager

**Denied Date** \_\_\_\_\_

Contact Number: 847-876-4266

Email Address: samra.cejvan@quill.com

DocuSigned by:  
Robert Engelmann  
Region 4 ESC: \_\_\_\_\_  
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