



Request for Vendor Contract Update

Pursuant to the terms of contract number R191814 for Office Furniture 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.

Safco Products Co. hereby provides notice of the following update on
(Contractor)
this date 1/26/24.

Contract Title

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 use this as a request for a price update to the commercial Nov 2023 Price list. Below is a link to our product price lists now divided into 3 price catalogs by category. Please see the letter of price decrease for items in our SAFCO SELECT catalog. All other prices will remain the same.

Safco Select Catalog Link: <https://info.safcoproducts.com/swift>
Safco Price Lists: <https://info.safcoproducts.com/literature/pricing>

Submitted By: Yvonne Moore

Title: State/Local Contract Sales Manager

Email Address yvonmoore@safcoproducts.com

Approved by Email: Date 2/5/2024 | 1:32 PM CST

Denied by Email: Date _____

DocuSigned by:
Jorgannie Carter
Region 4 ESC: _____
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Dec 9, 2022

Dear Valued Customer,

The entire SAFCO team has been proactively working to implement product and service cost reductions to off-set the impact of cost pressures on our customers.

Effective Nov 1, 2023, SAFCO product list prices on "Safco Select Catalog" will decrease a weighted average of 15%.

Please know that our overriding objective is and will continue to be to work diligently to identify opportunities that reduce our operating costs without compromising the quality of our products and services.

Thank you for your continued support of our brand and our comprehensive offering of competitive products delivered fast, curated, and complete.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Green", written over a horizontal line.

Shawn Green
VP Product Development and Marketing