



## REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

Smith System Manufacturing Company, Inc.(Vendor Name) hereby provides notice of the following

update to NCPA contract number 07-120 for Furniture  
on this date 1-2-2024.  
Contract Number Contract Title

### Instructions:

**Vendors must check all that may apply and provide supporting documentation.** Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

*This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.*

### Authorized Affiliates/Dealers/Distributors/Resellers

- Additions
- Deletions

### Products/Services (check all that apply)

- Additions
- Deletions
- Modifications
- Pricing Update

**Other** Vendor may include other notes regarding the contract update here: (attach another page if necessary).

Request to add an Authorized Dealer List.

Smith System Manufacturing Company Inc

Vendor Name

Lorrie Gibbs

Submitted By



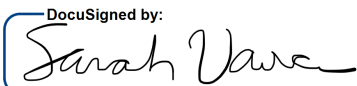
Signature

1-2-2024  
Date

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**FOR USE BY NCPA ONLY:**

Sarah Vavra, SVP Public Sector Contracting

DocuSigned by:  
  
Signature

1/2/2024 | 4:14 PM CST  
Date

**Alabama:**

Dekalb Office  
Amy Parkinson  
1320 Ridgeland Pkwy  
Alpharetta, GA 30004  
Ph 205-930-4681  
[aparkinson@dekalboffice.com](mailto:aparkinson@dekalboffice.com)

Modular Concepts, LLC  
Dale Layton  
PO Box 2337  
Alabaster AL 35007  
Ph: 205-620-0922  
[Dalemodularconceptsllc@gmail.com](mailto:Dalemodularconceptsllc@gmail.com)

The Library Furniture Guy  
Chris Pizzuto  
8465 Ledge Circle  
Trussville AL 35173  
Ph: 205-877-3131  
[chris@thelibraryfurnitureguy.com](mailto:chris@thelibraryfurnitureguy.com)

Kyle Office Solutions  
Drew Kyle  
1020 21<sup>st</sup> Avenue  
Tuscaloosa AL 35403  
ph: 205-345-5573  
fx: 205-345-2363  
[dkyle@kyleofficesolutions.com](mailto:dkyle@kyleofficesolutions.com)

Kyser Office Works  
Robert Strichik  
2400 Spruce Street  
Montgomery AL 36107  
ph: 334-657-4408  
[robert@kyser.com](mailto:robert@kyser.com)

**Alaska:**

Capital Office – Qub'd International  
Callie Strobel  
1120 E 35<sup>th</sup> Ave  
Anchorage, AK 99508  
Ph: 907-602-9407  
[cstrobel@capital-office.com](mailto:cstrobel@capital-office.com)

Arctic Office Products  
Rudy Borchardt  
100 West Fireweed Lane  
Anchorage AK  
907-792-1106  
[rcborchardt@arcticoffice.com](mailto:rcborchardt@arcticoffice.com)

**Arizona:**

Coyote School Furnishings  
Jeff Martin  
705 W. Queen Creek Rd #1079  
Chandler, AZ 85248  
Ph: 480-227-0800  
Fx: 480-275-5380  
[jmarton@coyoteschoolfurnishings.com](mailto:jmarton@coyoteschoolfurnishings.com)

**Arkansas:**

Moser  
Contact: Phillip Moser  
PO Box 1984  
Rogers, AR 72757  
Ph: 479-636-3481  
Fax: 479-636-3489  
Email: [Prmoser@yahoo.com](mailto:Prmoser@yahoo.com)

SOPA Inc – School & Office Products  
Jeannette Jacobe  
PO Box 26015  
Little Rock, AR 72221  
Ph: 501-663-5500  
Fx: 501-653-5508  
[jeannette@sopainc.com](mailto:jeannette@sopainc.com)

**California:**

Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516  
Fax: 352-373-0622

Call Tanny  
Tanny Palmese  
27846 Inverness  
Mission Viejo CA 92692  
Phone: 949- 310-3224  
Fax: 949-380-0267  
[tanny@calltanny.com](mailto:tanny@calltanny.com)

Peninsula Business Interiors  
Contact: Frank DeYoung  
325 S. Main Street  
Salinas, CA 93901  
Ph: 831-757-4107

The Office City  
Bill Jones  
3167 Corporate Place  
Hayward CA 94545  
Phone: 877-484-3633  
[billj@theofficecity.com](mailto:billj@theofficecity.com)

One Workplace  
Trevor Croghan  
2500 De La Cruz Blvd  
Santa Clara, CA 95050  
Ph: 408-318-8462  
Email: [tcroghan@oneworkplace.com](mailto:tcroghan@oneworkplace.com)

Pivot Interiors  
Stacey Bailey  
4733 Chabot Dr Ste 201  
Pleasanton, CA 94588  
Ph: 925-734-3600  
[sbailey@pivotinteriors.com](mailto:sbailey@pivotinteriors.com)

Demco  
PO Box 14077  
Madison, WI 53708  
Phone: 608-241-1201  
Fax: 800-417-7614

Paxton Patterson  
Bud Johnson  
4141 W 126<sup>th</sup> Street  
Alsip, IL 60803  
800-631-0158  
[Bud@paxpat.com](mailto:Bud@paxpat.com)

Southwest School and Office Supply  
Gregg Ethier  
3790 DeForest Cir.  
Jurupa Valley, CA 91752  
Ph: 909-980-7777  
Fx: 909-980-7159  
[Gregg@southwestschool.com](mailto:Gregg@southwestschool.com)

Core Business Interiors  
Sarah Mitchell  
7761 N. Ingram, Suite 109  
Fresno CA 93711  
Ph: 661-803-0771  
[sarahm@corebusinessinteriors.com](mailto:sarahm@corebusinessinteriors.com)

Sierra School Equipment Company  
M. Bryan Burrow  
1911 Mineral Court  
Bakersfield CA 93308  
Ph: 661-399-2993 x 206  
Fx: 661-399-0218  
[Bryanburrow@ssecinc.com](mailto:Bryanburrow@ssecinc.com)

Culver Newlin  
520 E Rincon St Ste 102  
Corona CA 92879  
Ph: 949-597-0123  
Fx: 949-855-9577

Campbell Keller  
Suzanne Kay  
3041 65<sup>th</sup> Street, ste 3  
Sacramento CA 95820  
PH 916-231-9237  
[skay@campbellkeller.com](mailto:skay@campbellkeller.com)

Palace Business Solutions  
Tracy Crockett  
2606 Chanticleer Ave  
Santa Cruz, CA 95065  
Ph: 831-476-3815  
[tracyc@gopalace.com](mailto:tracyc@gopalace.com)

Office Source 360  
Ivy Lubong  
1321 E Marinette Ave  
Exeter, CA 93221  
559-592-3364  
[ivy@officesource360.com](mailto:ivy@officesource360.com)

Sam Clar Office Furniture  
1221 Diamond Way  
Concord CA 94520  
800-726-2527  
Kristi Shanahan  
559-246-5479  
[kristi@samclar.com](mailto:kristi@samclar.com)  
Dan Peters  
925-771-7556  
[dan@samclar.com](mailto:dan@samclar.com)

Nexus  
Chuck Asiodu  
440 E Route 66  
Glendora, CA 91740  
ph: 626-470-7826  
cell: 909-573-7750  
[chuck@nexusoe.com](mailto:chuck@nexusoe.com)

Add Some Class  
Tim McCrory  
1110 Plum Tree Lane  
Penryn CA 95663  
ph: 916-663-4520  
[addsomeclass@ncbb.net](mailto:addsomeclass@ncbb.net)

The Office City  
3167 Corporate Place  
Hayward CA 94545  
Ph: 877-484-3633

Kirksey & Co. Inc.,  
Kimberly Kirksey  
18500 Von Karman Ave, ste 350  
Irvine CA 92612  
Ph: 949-541-3101  
[kimberly@kirkseyandco.com](mailto:kimberly@kirkseyandco.com)

**Colorado:**  
Working Spaces  
Deborah Russell  
1212 South Broadway Ste 100  
Denver CO 80210  
ph: 720-291-1528  
[drussell@wspaces.com](mailto:drussell@wspaces.com)

**Connecticut:**  
Red Thread  
22 Boston Wharf Road  
Boston, MA 02210  
Phone: 617-439-4900  
Fax: 617-439-4131

Executive Suites LLC  
Michael Ferguson  
PO Box 5345  
Bridgeport CT 06610  
Cell: 203-243-0522  
Ph: 203-339-7490  
[mferguson@execsof.com](mailto:mferguson@execsof.com)

**Delaware:**  
Brennan's Office Interiors, Inc  
650 Center Point Blvd  
New Castle, DE 19720  
Phone: 302-325-81900

Corporate Interiors of Delaware  
223 Lisa Dr  
New Castle, DE 19720  
Ph: 302-323-9100

Douron  
10 Painters Mill Rd  
Owings Mills, MD 21117  
Ph: 401-363-2600

Corporate Source  
3111 Rt. 38 #11-139  
Mt Laurel, NJ 08054  
Ph: 856-234-0084

**Florida:**

Library Interiors of Florida  
Jeff Hunt  
18302 Highwoods preserve Parkway  
Ste 330  
Tampa, FL 33647  
Ph: 813-977-6805  
Fx: 813-977-6806  
[Jeff.hunt@libraryinteriors.com](mailto:Jeff.hunt@libraryinteriors.com)

Library Interiors of Florida  
Sonia Muniz  
151 N. Nob Hill Road Ste 338  
Plantation, FL 33324  
Ph: 954-471-7181  
[smuniz@libraryinteriors.com](mailto:smuniz@libraryinteriors.com)

Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516  
Fax: 352-373-0622

Schoolhouse Products, Inc  
Erik Posusta  
13517 Prestige Place, Ste 101  
Tampa, Fl 33635  
Ph 813-855-1414  
Fx 813-855-5414  
[erik@schoolhouseproducts.com](mailto:erik@schoolhouseproducts.com)

Office Environments  
Beth McGraw  
111 S Devilliers St, ste C  
Pensacola, FL 32502  
Ph 850-434-1165  
Fx: 850-434-1170  
[bmcgraw@officenvironments.com](mailto:bmcgraw@officenvironments.com)

BOS Tampa  
Jennifer Presley  
1600 E Eighth Ave. C-201  
Tampa FL 33605  
Ph: 484-620-1379  
[jennifer.presley@bos.com](mailto:jennifer.presley@bos.com)

Empire Office  
Bob Eckes  
105 Madison Ave fl 15  
New York NY 10016  
Ph 407-509-5531  
[beckes@empireoffice.com](mailto:beckes@empireoffice.com)

Signature Products Inc  
2650 Pemberton Drive  
Apopka, FL 32703  
Ph: 407-299-0896  
Fx: 407-299-0985

Compass Office Solutions  
3320 Enterprise Way  
Miramar FL 33025  
ph: 954-430-4590  
<https://compass-office.co>

OEC – Office Environment Center  
Michael Zukas  
1601 NW 80<sup>th</sup> Blvd  
Gainesville, FL 32606  
ph: 352-332-1192  
[mzukas@oec-fl.com](mailto:mzukas@oec-fl.com)

Interior Fusion  
Tracie Harmon  
8409 Baymeadows Rd  
Jacksonville, FL 32256  
ph: 904-731-0063  
[tharmon@interiorfusion.us](mailto:tharmon@interiorfusion.us)

Classroom Outfitters, LLC  
Rick Brewer  
19301 SW 106<sup>th</sup> Ave,  
Ste 11  
Miami FL 33157  
[rick@classroomoutfitters.com](mailto:rick@classroomoutfitters.com)

**Georgia:**

Contract Business Interiors  
Stephen Gamble  
3455 N. Desert Dr, Bldg 3, ste 103  
East Point, GA 30344  
Ph: 404-684-0800  
Fx: 404-684-0802  
[Stephen@contractbusinessinteriors.com](mailto:Stephen@contractbusinessinteriors.com)

Dekalb Office  
Ed O'Connor  
1320 Ridgeland Pkwy  
Alpharetta, GA 30004  
Ph 770-360-0341  
C: 404-392-0658  
[Eoconnor@dekalboffice.com](mailto:Eoconnor@dekalboffice.com)

Georgia Institutional Furnishings  
Steve Web  
103 Gardner Park  
Peachtree GA 30269  
ph: 770-486-6431  
c: 404-787-0378  
[swebb@gainst.com](mailto:swebb@gainst.com)

Georgia Specialty Equipment, LLC  
137 North 85 Parkway  
Fayetteville, GA 30214  
(770) 461-2090

Masons Inc  
Mary Joe Hardigan  
2301-B Rowland Ave  
Savannah, GA 31404  
Ph: 912-232-4152  
[maryjohardigan@mason-inc.com](mailto:maryjohardigan@mason-inc.com)

Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516  
Fax: 352-373-0622

Russell Venture  
PO Box 919  
Acworth, GA 30101  
Phone: 678-574-9805  
Fax: 678-574-9808

Advanced Office Solutions  
Austin Smith  
2656 White Sulphur Road  
Gainesville, GA 30501  
Ph: 770-533-9595  
Fx: 770-533-9596  
[asmith@aosonline.com](mailto:asmith@aosonline.com)

Total Office Products Services  
Tony Laney  
2740 Cumberland Blvd SE  
Smyrna GA 30080  
Ph 404-831-9461  
Fx 770-436-7830  
[tonylaneym@gmail.com](mailto:tonylaneym@gmail.com)

**Hawaii:**

Interior Showplace  
Kimberly Quezada  
956 Queen St  
Honolulu, HI 96814  
808-593-8420  
[kim@interiorshowplace.com](mailto:kim@interiorshowplace.com)

Infinium Interiors  
Len Sundita  
850 Mililani Street, 2<sup>nd</sup> Floor  
Honolulu HI 96813  
Ph: 808-777-5490  
Cell: 808-221-6845  
[lsundita@infinium-interiors.com](mailto:lsundita@infinium-interiors.com)

**Iowa:**

Lincoln Office  
Dawn Weber  
205 Eastgate Drive  
Washington IL 61571  
Ph 309-427-2509  
[weberd@lincolnoffice.com](mailto:weberd@lincolnoffice.com)

Office Interiors & Design  
Marcia Hayden  
121 Cherry Hill Blvd  
Lincoln NE 68510  
ph: 402-484-500  
[marcia.hayden@oidinc.com](mailto:marcia.hayden@oidinc.com)

**Idaho:**

Business Interiors of ID  
Jill Sulgrove  
176 S. Capitol Blvd  
Boise, ID 83702  
208-384-5050  
[Jill@biimail.com](mailto:Jill@biimail.com)

**Illinois:**

Demco  
PO Box 14077  
Madison, WI 53708  
Phone: 608-241-1201  
Fax: 800-417-7614

Forward Space  
Kirk Dakarian  
1140 North Branch Street  
Chicago IL 60642  
[kdakarian@forwardspace.com](mailto:kdakarian@forwardspace.com)

Illini Supply, Inc.  
Deborah Born  
111 Illni Drive  
Forsyth, IL 62535  
Phone: 217-877-6551

Interiors for Business Inc  
Alex Carsi  
409 N. River Street  
Batavia, IL 60510  
PH: 630-761-1070  
FX: 630-761-1065  
[acarsi@interiorsforbusiness.com](mailto:acarsi@interiorsforbusiness.com)

Lincoln Office  
Dawn Weber  
205 Eastgate Drive  
Washington IL 61571  
Ph 309-427-2509  
[weberd@lincolnoffice.com](mailto:weberd@lincolnoffice.com)

Lowery McDonnell Co  
255 Mittel Dr  
Wood Dale, IL 60191  
Phone: 630-227-1000

Midwest Educational Furnishings  
Dave Welter  
21191 Valley Road  
Kildeer, IL 60047

Midwest Office Interiors, Inc  
Grant Hedrick  
Cheryl Fischer  
10330 Argonne Woods Dr, Ste 600  
Woodridge Il 60517  
ph: 630-850-8700  
cell: 630-263-0313  
[cfischer@midwestofficeinc.com](mailto:cfischer@midwestofficeinc.com)

Resource One Office  
Mallory O'Brien  
321 East Adams Street  
Springfield IL 62701  
ph: 217-753-5709 x 12  
fx: 217-753-5748  
[mobrien@resourceoneoffice.com](mailto:mobrien@resourceoneoffice.com)



Warehouse Direct  
Jose Urquiaga  
2001 S. Mount Prospect Rd.  
Des Plaines IL 60201  
847-864-8407 phone  
847-956-5815 fax  
[joseurquiaga@warehousedirect.com](mailto:joseurquiaga@warehousedirect.com)

School Specialty  
Grant Hedrick  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 419-589-1387  
[grant.hedrick@schoolspecialty.com](mailto:grant.hedrick@schoolspecialty.com)

Larson Equipment and Furniture  
Chris Lutz  
1000 E. State Parkway, Unit F  
Schaumburg, IL 60173  
[www.larsoncompany.com](http://www.larsoncompany.com)  
847-705-0460 ph  
847-705-0560 fx

**Indiana:**

Lee Company  
Ken Senseman  
27 South 12 Street  
Terre Haute, IN 47807  
Ph: 812-235-8155  
Fx: 812-235-3587

School Specialty  
Grant Hedrick  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 419-589-1387  
[Grant.Hedrick@schoolspecialty.com](mailto:Grant.Hedrick@schoolspecialty.com)

Business Furniture  
Dainen Tolman  
8421 Bearing Dr., Ste 200  
Indianapolis IN 46268  
Ph: 317-216-1644  
[tolmand@businessfurniture.net](mailto:tolmand@businessfurniture.net)

Pulver Cove Associates, Inc  
Brad Lee  
921 E Dupont Rd ste 229  
Fort Wayne IN 46825  
ph: 260-571-6886  
[Brad\\_lee@comcast.net](mailto:Brad_lee@comcast.net)

**Kansas:**

SSI Furnishings  
6624 Royal Street  
Pleasant Valley, MO 64068  
Phone: 866-792-2700  
Fax: 816-792-2731

Kansas Contract Design  
Contact: Sandy Rasmussen  
723 N. Gow St.  
Wichita, KS 67203  
Phone: 316-721-9462  
Fax: 316-721-9383

Scott Rice  
14720 West 105<sup>th</sup> St  
Lenexa, KS 66215  
Phone: 913-227-7759

**Kentucky:**

School Specialty  
Grant Hedrick  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 419-589-1387  
[Grant.Hedrick@schoolspecialty.com](mailto:Grant.Hedrick@schoolspecialty.com)

ORI – Office Resources  
11165 Bluegrass Parkway  
Louisville, KY. 40299  
Kyle Dozema  
[Kdozema@oriusa.com](mailto:Kdozema@oriusa.com)

KPC Architectural Products, Inc  
Sherri Tompkins  
2464 Fortune Drive, Ste 150  
Lexington, KY 40509  
859-608-0561  
[s.tompkins@kpcarch.com](mailto:s.tompkins@kpcarch.com)

**Louisiana:**

Unity Education Resources  
Ken Ash  
Phone: 318-617-6825  
[ken.ash@uniteeducate.com](mailto:ken.ash@uniteeducate.com)  
Louisiana School Equipment  
Jerry Bouvier  
3607 Perkins Rd Ste B  
Baton Rouge LA 70808  
Ph: 225-343-0593  
Fx: 225-387-0556  
[jerrybouvier@aol.com](mailto:jerrybouvier@aol.com)

Frost Barber  
Elizabeth Carter-Thibodeaux  
9322 Interline Ave  
Baton Rouge, LA 70809  
Ph: 225-926-5000  
[thibodeaux@frost-barber.com](mailto:thibodeaux@frost-barber.com)

Pettus Office Products  
Tony Mulligab  
4909 Shed Rd  
Bossier City LA 71111  
ph: 318-221-7141  
[tony@pettusop.com](mailto:tony@pettusop.com)

Workplace Solutions  
Heidi Meibaum  
401 St. Joseph St  
New Orleans, LA 70130  
Ph: 504-452-9965  
[hmeibaum@wps.design](mailto:hmeibaum@wps.design)

**Maine:**

Red Thread  
22 Boston Wharf Road  
Boston, MA 02210  
Phone: 617-439-4900  
Fax:617-439-4131

**Maryland**

Agile Office  
Bailey Ewing  
6411 Ivy Ln Ste 700  
Greenbelt MD 20770  
ph: 301-559-7100  
[bewing@agileofficellc.com](mailto:bewing@agileofficellc.com)

MDM Office Systems, Inc  
T/A Standard Office Supply  
Marcia Morris  
6411 Ivy Lane, Ste 700  
Greenbelt, MD 20770  
ph: 301-559-7100

Price Modern  
Jen Field  
2604 Sisson St Ste 2  
Baltimore MD 21211  
ph: 571-331-7337  
[jen.field@pricemodern.com](mailto:jen.field@pricemodern.com)

Dancker  
Mark Dineen  
9200 Alaking Ct, Ste #100  
Capitol Heights, MD 20743  
Ph: 703-298-0492  
[mdineen@dancker.com](mailto:mdineen@dancker.com)

**Massachusetts:**

Red Thread  
22 Boston Wharf Road  
Boston, MA 02210  
Phone: 617-439-4900  
Fax:617-439-4131

Proacademy  
1 Madison St, Bld – B1  
East Rutherford, NJ 07073  
Phone: 973-246-8067  
Fax: 973-246-8135

Robert H Lord  
Peter Lord  
220 Chapel Road  
Manchester CT 06042  
PH: 860-645-8700  
FX: 860-645-9100  
[plrhleo@gmail.com](mailto:plrhleo@gmail.com)

School Furnishings  
Karen Crump  
17A Executive Dr  
Hudson NH 03051  
ph: 603-882-9418  
fx: 603-882-9438  
[Karen@schoolfurnishings.com](mailto:Karen@schoolfurnishings.com)

**Michigan:**

Custer Office Environments  
Lana Voelker  
217 Grandville Ave SW  
Grand Rapids, MI 49503  
[lvoelker@custerinc.com](mailto:lvoelker@custerinc.com)  
ph 616-456-0332  
fx 616-458-1117

Dew-El Corporation  
Contact: Bret Vanderwall  
10841 Paw Paw Dr  
Holland, MI 49424  
Phone: 616-396-6554  
Fax: 616-396-6669

Interphase Inc.  
Contact: Kim Lisman  
3036 Eastern Ave.  
Grand Rapids, MI 49505  
Ph: 616-245-0800 x 213  
Fax: 616-245-3974

Integrity Business Solutions  
Chuck Dantzer  
4740 Talon Ct SE  
Grand Rapids MI 49512  
ph: 810-732-8050  
[cdantzer@e-integritybiz.com](mailto:cdantzer@e-integritybiz.com)

Interior Environments  
Christine Martis  
48700 Grand River Ave  
Novi MI 48374  
PH: 248-213-3010  
[cmartis@ieoffices.com](mailto:cmartis@ieoffices.com)

School Specialty  
Grant Hedrick  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 419-589-1387  
[Grant.Hedrick@schoolspecialty.com](mailto:Grant.Hedrick@schoolspecialty.com)

NBS Commercial Interiors  
Charity Hogrefe  
2595 Bellingham  
Troy, MI 48083  
PH: 419-351-4991  
[chogrefe@yournbs.com](mailto:chogrefe@yournbs.com)

**Minnesota:**

Cooper's Office Supply Inc  
102 East Lincoln Ave  
Fergus Falls MN 56537  
ph: 218-739-5295  
fx: 218-739-3804  
[jschafer@coopersinc.com](mailto:jschafer@coopersinc.com)

General Office Product / now Acre  
Kate Reckinger  
4521 Highway 7  
Minneapolis MN 55416  
PH 952-925-7505  
[kreckinger@gopco.com](mailto:kreckinger@gopco.com)

Henricksen PSG  
Dawn Jadin  
1101 West River Parkway  
Suite 100  
Minneapolis, MN 55415  
[djadin@henricksenpsg.com](mailto:djadin@henricksenpsg.com)

Innovative Office Solutions  
Bob Nelsen  
151 E. Cliff Road.  
Burnsville MN 55337  
bobnelsen@innovativeos.com  
(952) 808-9900

Northern Business Products  
Carrie Jacobson  
2326 W Superior St  
Duluth MN 55806  
Ph: 218-262-3807  
Fx: 218-262-3806  
[cjacobson@nbpoffice.com](mailto:cjacobson@nbpoffice.com)

School Specialty  
Grant Hedrick  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 419-589-1387  
[Grant.Hedrick@schoolspecialty.com](mailto:Grant.Hedrick@schoolspecialty.com)

**Mississippi**  
The Library Furniture Guy  
Chris Pizzuto  
8465 Ledge Circle  
Trussville AL 35173  
Ph: 205-877-3131  
[chris@thelibraryfurnitureguy.com](mailto:chris@thelibraryfurnitureguy.com)

**Missouri:**  
Corporate Interiors (CI Select)  
Stacy Wellen  
11840 Westline Industrial Dr  
Suite 100  
St. Louis, MO 63146  
Phone: 314-909-1990  
Fax: 314-909-1911  
[swellen@ciselect.com](mailto:swellen@ciselect.com)

Color Art  
Kelly Hardy  
1325 N Warson Rd  
St Louis MO 63132  
PH 314-292-7875  
[khardy@color-art.com](mailto:khardy@color-art.com)

Freedom Interiors  
Beca Vega  
4000 Washington Street  
Kansas City MO 64111  
ph: 816-265-1110  
bvega@fre3dom.net

Interior Landscapes  
Leland Hardison  
2121 Central Street, Ste 144  
Kansas City MO 64108  
ph: 816-842-2120  
fx: 816-842/2129  
[lhardison@interiorlandscapes.com](mailto:lhardison@interiorlandscapes.com)

Working Spaces  
Tim Carroll  
11624 Page Service Dr  
St Louis, MO 63146  
ph: 314-918-8778  
fx: 314-918-8780  
[tc Carroll@wspaces.com](mailto:tc Carroll@wspaces.com)

Office Essentials  
Anne Farrow  
1834 Walton Rd  
St Louis, MO 63114  
Ph: 866-251-9802  
Cell: 573-864-7471  
Fx: 314-432-4691  
afarrow@offess.com

Grooms Office Environments  
Maggie Parsons  
1285 E Montclair St  
Springfield MO 65804  
Ph: 417-883-4646  
[mparsons@groomsinc.com](mailto:mparsons@groomsinc.com)

**Montana:**

360 Office Solutions  
3676 Pierce Parkway  
Billings MT 59106  
Office 406-248-7881  
Paul Before  
Direct 406-869-0401  
[paulb@360-os.com](mailto:paulb@360-os.com)

Vic Shay  
Direct 406-869-0416  
[vics@360-os.com](mailto:vics@360-os.com)  
Frank Cross  
Direct 406-869-0405  
[frankc@360-os.com](mailto:frankc@360-os.com)

**Nebraska**

Eakes Office Solutions  
Shirley Schultz  
617 W. 3<sup>rd</sup> Street  
Grand Island NE 68801  
Phone: 308-398-6836  
Fax: 308-32-7401  
[sschultz@eakes.com](mailto:sschultz@eakes.com)

Office Interiors & Design  
Marcia Hayden  
121 Cherry Hill Blvd  
Lincoln NE 68510  
ph: 402-484-500  
[marcia.hayden@oidinc.com](mailto:marcia.hayden@oidinc.com)

Sheppard's Business Interiors  
Kerri Sas  
725 South 72<sup>nd</sup> Street  
Omaha NE 68114  
ph: 402-343-2418  
fx: 402-393-0113  
[ksas@sbi-omaha.com](mailto:ksas@sbi-omaha.com)

All Makes  
Blanca O'Brien  
2558 Farnam Street  
Omaha, NE 68131  
Ph: 402-977-3029  
[blancao@allmakes.com](mailto:blancao@allmakes.com)

**Nevada**

Machabee Office Environments  
Scott Machabee  
6435 Sunset Corporate Dr  
Las Vegas, NV 89120  
ph: 702-263-8800x 212  
m: 702-236-3831

**New Mexico:**

Meteor Education  
Ann Kitten  
8908 151<sup>st</sup> Street  
Wolfforth, TX 79382  
Ph: 806-777-5096  
[akitten@Meteoreducation.com](mailto:akitten@Meteoreducation.com)

Business Environments  
Michael Kocurek  
5351 Willshire Ave  
Albuquerque NM 87113  
Ph: 505-830-7862  
Fx: 505-889-9146  
[mkocurek@businessenvironments.com](mailto:mkokurek@businessenvironments.com)

Atmosphere Commercial Interiors  
5351 Wilshire Ave NE  
Albuquerque NM 87113  
Ph 505-888-4400

**New Hampshire:**

Red Thread  
22 Boston Wharf Road  
Boston, MA 02210  
Phone: 617-439-4900  
Fax: 617-439-4131

**New Jersey:**

Office Concepts, Inc  
Contact: Steve Wade  
6422 Black Horse Pike  
Egg Harbor Township, NJ 08234  
Phone: 609-569-9191  
[Stevew@office-concepts.com](mailto:Stevew@office-concepts.com)

Proacademy  
1 Madison St, Bld – B1  
East Rutherford, NJ 07073  
Phone: 973-246-8067  
Fax: 973-246-8135

W S Goff  
5104 Oakwood Blvd  
Mays Landing, NJ 08330  
Phone: 609-625-5600  
Fax: 609-625-5633

Waldners  
Robert Pfister  
215 Lexington Ave  
New York, NY 10016  
Ph: 212-696-7559  
[rpfister@waldners.com](mailto:rpfister@waldners.com)

Dancker  
Ellen Weiser  
1531 S Washington Ave ste 3  
Piscataway NJ 08854  
Ph: 973-202-3150

Nickerson  
Eileen Kulha  
515 Union Avenue  
Union Beach, NJ 07735  
ph: 732-721-0094  
fx: 732-721-0115  
[Ekullha@nickersonnj.com](mailto:Ekullha@nickersonnj.com)

Agile Office  
Bailey Ewing  
6411 Ivy Ln Ste 700  
Greenbelt MD 20770  
ph: 301-559-7100  
[bewing@agileofficellc.com](mailto:bewing@agileofficellc.com)

Tanner North Jersey  
1251 Lakewood Farmingdale Rd  
Howell, NJ 07731  
Ph: 732-886-9660  
Fx: 732-886-3629

Lee Distributor  
PO Box 447  
Vernon, NJ 07462  
Ph: 973-764-9191  
Fx: 973-764-9210

Allied Equipment  
9 Princess Rd Ste E  
Lawrenceville NJ 08648  
Ph: 609-512-7236  
Fx: 609-512-7241

Creative Library Concepts  
Jodi Kirschner  
PO Box 313  
Manalapan, NJ 07726  
908-276-9200 ext 12  
[jodi@creativelibraryconcepts.com](mailto:jodi@creativelibraryconcepts.com)

**New York**  
Telcar Corporate Interiors  
Paul Chiarelli  
25 Andrea Rd  
Holbrook NY 11741  
Ph: 631-563-9195  
Fx: 631-563-9250  
[paul@thetelcargroup.com](mailto:paul@thetelcargroup.com)

McHugh Furnishings  
Joanne Skinner  
125 Laser Court  
Hauppauge NY 11788  
PH: 631-533-5078  
[jskinner@mchif.com](mailto:jskinner@mchif.com)

Davies Office  
Patricia Cocca  
40 Loudonville Road  
Albany, NY 12204  
Ph: 518-449-2040  
M: 518-441-9816  
[Patriciacocca@daviesoffice.com](mailto:Patriciacocca@daviesoffice.com)

AT Equipment Sales  
George Tischler  
180 Brook Street, Ste B&C  
Scarsdale NY 10583  
[george@atequipmentsales.com](mailto:george@atequipmentsales.com)

Health & Educational Equipment  
Corporation ( HNE )  
Steven Myers  
1371 Church Street Unit 5  
Bohemia NY 11716  
Ph: 631-563-6500  
[steve@hneny.com](mailto:steve@hneny.com)

Eaton Office Supply  
Randy Hutton  
180 John Glenn Dr  
Amherst NY 14228  
716-691-6100 x 368  
[rhutton@eatonofficesupply.com](mailto:rhutton@eatonofficesupply.com)

**North Dakota:**

Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516

Fireside Office Products  
Chris Whalen  
PO Box 2116  
Bismarck ND 58502  
Ph: 701-258-8586  
[cwhalen@firesideos.com](mailto:cwhalen@firesideos.com)

**North Carolina**

Brame School & Office  
Bill Freshwater  
PO Box 271  
Durham, NC 27702  
Ph: 704-458-4888  
[b.freshwater@bramespecialty.com](mailto:b.freshwater@bramespecialty.com)

Storr Office Environments  
Emily Rouse  
10800 World Trade Blvd  
Raleigh NC 27617  
PH: 919-313-3748  
FX: 919-313-3701  
[erouse@storr.com](mailto:erouse@storr.com)

Indoff  
Kerry Guest  
10800 Summerton Dr,  
Raleigh, NC 27614  
Ph 919-518-0600  
Fx 919-518-0601  
[Kerry.guest@indoff.com](mailto:Kerry.guest@indoff.com)

Forms and Supply  
Buddy Jordan  
6410 Orr Road  
Charlotte, NC 28213  
Ph: 800-532-0335  
[Buddy.jordan@formsandsupply.com](mailto:Buddy.jordan@formsandsupply.com)

Blankenship Associates Inc  
Caroline McCormac  
PO Box 30425  
Raleigh, NC 27622  
Ph:919-787-1346 ext 103  
Cell: 919-696-6312  
[cmccormac@blankenshipassociates.com](mailto:cmccormac@blankenshipassociates.com)

**Ohio:**

Continental Office Environments  
Lisa Welch  
2601 Silver Drive  
PO Box 29908  
Columbus, OH 43211

Loth Inc  
Lori Hollandsworth  
855 Grandview Avenue  
Columbus, OH 43215  
Ph: 614-487-4000  
[lhollandsworth@lothinc.com](mailto:lhollandsworth@lothinc.com)

School Specialty  
Scott Kurtzman  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 800-305-0174 ext 1906  
[Scott.kurtzman@schoolspecialty.com](mailto:Scott.kurtzman@schoolspecialty.com)

Ohio Desk  
Don Shepka  
1122 Prospect Ave E  
Cleveland OH 44115  
Ph: 216-556-8676  
Fx: 216-623-0611  
[dshepka@ohiodesk.com](mailto:dshepka@ohiodesk.com)

MV Sales LLC  
Mike Vidra  
7164 Erie Dr  
Mentor OH 44060  
ph: 216-215-6528  
[mike@mvsalesllc.com](mailto:mike@mvsalesllc.com)

Four U Office Supply  
1640 Industrial Dr  
Celina OH 45822

Contract Source, Inc ( CSI)  
Jelena Sebastian  
2 Corporation Center  
Broadview Heights, OH 44147  
Ph: 216-351-7575  
[jsebastian@contractsource.com](mailto:jsebastian@contractsource.com)

**Oklahoma:**  
Copelin Contract LLC  
Brad Copelin  
4232 Kensal Rise Place  
Norman, OK 73072  
Phone: 405-919-8068  
Fax: 405-321-6476  
School Specialty  
Grant Hedrick  
PO Box 1017  
Appleton WI 54912  
ph: 419-589-1387  
[Grant.Hedrick@schoolspecialty.com](mailto:Grant.Hedrick@schoolspecialty.com)

Furniture Marketing Group (FMG)  
Jill Bauman  
421 NW 10<sup>th</sup> Street, Ste 101E  
Oklahoma City OK 73103  
Ph: 405-772-1753  
[jillb@fmgi.com](mailto:jillb@fmgi.com)

**Oregon:**  
Hyphn  
Joe Iafrati  
620 Northeast 19<sup>th</sup> Avenue  
PO Box 2719  
Portland OR 97232  
PH: 503-226-4151  
[joei@hyphn.com](mailto:joei@hyphn.com)

Meteor Education  
Karen Ensley  
919 NW 50<sup>th</sup> Street  
Vancouver, WA 98663  
Ph: 360-831-5268  
[kensley@contrax.com](mailto:kensley@contrax.com)

Smith CFI  
620 Northeast 19<sup>th</sup> Ave  
Portland OR 97232  
ph: 503-226-4151  
fx: 503-226-9233  
Workplace Resource of Oregon  
Sondra Jakubowski  
825 NE Multnomah, Ste 270  
Portland, OR 97232  
503-238-1590  
[Sondra.jakubowski@wroregon.com](mailto:Sondra.jakubowski@wroregon.com)

**Pennsylvania:**  
Proacademy  
1 Madison St, Bld – B1  
East Rutherford, NJ 07073  
Phone: 973-246-8067  
Fax: 973-246-8135



P.E.M.Co  
5335 Progress Blvd  
Bethel Park, PA 15102  
Ph: 412-831-7601  
Fx: 412-831-7662

Corporate Interiors, Inc  
Debbie Martin  
161 Washington Street  
Conshohocken, PA 19428  
Ph: 800-690-9101  
[dmartin@corporate-interiors.com](mailto:dmartin@corporate-interiors.com)

H & H Interiors  
Michael Hess  
856-816-8275  
[michaeljhess@icloud.com](mailto:michaeljhess@icloud.com)

Interior Workplace Solutions- IWS  
David Torrence  
6765 Ambassador Drive  
Allentown PA 18106  
PH: 610-391-0733 x 124  
[dtorrence@interiorworkplace.com](mailto:dtorrence@interiorworkplace.com)

Franklin Interiors  
2740 Smallman St Ste 600  
Pittsburgh PA 15222  
Ph: 412-261-2525  
Fx: 412-255-4089

Phillips Workplace Interiors  
6345 Flank Dr, Ste 1200  
Harrisburg, PA 17112  
Ph: 717-948-5313  
Fx: 717-948-5288

McCartney's  
PO Box 1714  
Altoona PA 16603  
Ph: 814-505-1132  
Fx: 814-949-6197

Hampton Office  
248 Donohoe Rd  
Greensburg PA 15601  
Ph: 724-836-6430  
Fx: 724-836-1469

**Puerto Rico**  
Camera Mundi  
Jorge Castillo  
Road #1, KM 34.1  
Reparto Industrial Cartagena  
Caguas PR 00725  
ph: 787-653-4876  
fx: 787-653-4831  
[jcastillo@cameramundi.com](mailto:jcastillo@cameramundi.com)

**Rhode Island:**  
Office Concepts  
Terri Ferrau  
2250 Pawtucket Ave  
East Providence RI 02914  
Ph: 401-435-4200  
[tferrau@officeconceptsinc.net](mailto:tferrau@officeconceptsinc.net)

**South Carolina:**  
Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516

Nu Idea School Supply  
Jason Carver  
PO Box 1248  
Sumter, SC 29151  
Ph: 803-356-9856  
Fx: 803-773-0787  
[jcarver@nu-idea.com](mailto:jcarver@nu-idea.com)

Forms and Supply  
Bill Waide  
2312 Mariners Mark Way, Ste 303  
Virginia Beach VA 23451  
Ph: 757-679-5600  
[Bill.waide@formsandsupply.com](mailto:Bill.waide@formsandsupply.com)

**South Dakota:**

Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516

**Tennessee:**

A&W Office Supply  
Attn: Jonathan Johnson  
10653 Dutchtown Road  
Knoxville, TN 37932  
Phone: 865-966-1133 ext. 253  
Fax: 865-674-1126  
Email: [jonathan.johnson@awos.com](mailto:jonathan.johnson@awos.com)  
Web: [www.awos.com](http://www.awos.com)

Knowledge Tree  
Fred Ernest  
5000 Summer Ave, Ste 101  
Memphis, TN 38122  
Ph: 901-324-9251  
Fx: 901-458-2902  
[fernest@theknowledgetree.com](mailto:fernest@theknowledgetree.com)

CFA – Contract Furniture Alliance  
Missy Johnson  
10445 Cogdill Road  
Knoxville, TN 37932  
Ph: 865-671-5050 ext 107  
Cell: 865-548-5849  
[mjohnson@cfainc.com](mailto:mjohnson@cfainc.com)

School & Office Supply  
Rob Johnson  
10653 Dutchtown Road  
Knoxville, TN 37932  
Phone: 865-966-1133 ext. 253  
Fax: 865-674-1126  
[rob.johnson@awos.com](mailto:rob.johnson@awos.com)

Signature Products Inc  
2650 Pemberton Drive  
Apopka, FL 32703  
ph: 407-299-0896  
fx: 407-299-0985

Workspace Interiors  
200 E Main Street, Ste 300  
Kingsport, TN 37660  
Ph: 423-392-2600  
<https://www.workspaceinteriors.com/>

Kirksey & Co., Inc.  
Kimberly Kirksey  
565 Marriott Dr, Suite 330  
Nashville, TN 37214  
615-813-7180  
[kimberly@kirkseyandco.com](mailto:kimberly@kirkseyandco.com)

**Texas:**

BKM Total Office of Texas LLC  
Carol Roehrig  
9755 Clifford Drive, Ste 100  
Dallas, TX 75220  
Ph 214-902-7200  
Fx 214-902-7201  
[croehrig@bkmtexas.com](mailto:croehrig@bkmtexas.com)

Contract Associates  
Grisel Ramirez  
500 W. Overland, Ste 260  
El Paso TX 79901  
PH: 915-642-6808  
FX: 915-642-6870  
[griselr@contractassociatesep.com](mailto:griselr@contractassociatesep.com)

Gateway  
Paula Metheny  
14803 Bulverde  
San Anotnio TX 78247  
ph: 210-650-3995  
[paula@gatewayp.com](mailto:paula@gatewayp.com)

HBI Office Solutions  
Micki Piatkowski  
308 State Highway 75N  
Huntsville TX 77320  
PH: 936-295-5708  
[micki@hbi-inc.com](mailto:micki@hbi-inc.com)

Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516  
Fax: 352-373-0622

McCoy Inc  
Karen Russell  
6869 Old Katy Road  
Houston TX 77024  
Ph: 713-802-6794  
Cell: 713-301-4323  
Fax: 713-802-7166  
[krussell@mccoyinc.com](mailto:krussell@mccoyinc.com)

OFI – Office Furniture Innovations  
Jayne Edison  
6363 Richmond Ave 4<sup>th</sup> Floor  
Houston TX 77057  
ph: 713-868-2634  
cell: 713-851-8640  
[jedison@ofillc.com](mailto:jedison@ofillc.com)

Office Source  
JC Fiorino  
1133 Broadway St  
San Antonio, TX 78215  
Ph 210-212-7742  
[jc@o-ltd.net](mailto:jc@o-ltd.net)

Office Wise  
Ruben Cardona  
1301 13<sup>th</sup> Street  
Lubbock TX 79401  
PH 806-420-1237  
[rcardona@officewiseco.com](mailto:rcardona@officewiseco.com)

Paxton Patterson  
Bud Johnson  
4141 W 126<sup>th</sup> Street  
Alsip, IL 60803  
800-631-0158  
[Bud@paxpat.com](mailto:Bud@paxpat.com)

Texas Wilson  
Jennie Mayes  
6812 Fairgrounds Pkwy  
San Antonio TX 78238  
ph: 210-647-2074  
fx: 210-647-3110  
[jmayes@texaswilson.com](mailto:jmayes@texaswilson.com)

Modchic Interiors  
Catasha Singleton  
2102 Edwards St Ste 4  
Houston TX 77007  
Ph: 281-736-2162  
[catasha@modchicinteriors.com](mailto:catasha@modchicinteriors.com)

**Utah:**  
Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516  
Fax: 352-373-0622

Henriksen Butler  
Mark Hendrikson  
3120 W. California Ave  
Salt Lake City, UT 84104  
Ph: 435-688-8707  
[mark@henriksenbutler.com](mailto:mark@henriksenbutler.com)

**Virginia:**  
Ball Office Products  
Melissa Ball  
2100 Westmoreland St  
Richmond VA 23230  
ph: 804-204-1774  
fx: 804-204-1597  
[melissa@ballop.com](mailto:melissa@ballop.com)

Creative Office Environments  
11798 N Lakeridge Parkway  
Ashland, VA 23005  
Phone: 804-329-0400  
Fax: 804-321-3134

Commonwealth School Equipment  
Attn: David Hawkins  
21403 Hull Street Rd  
Moseley, VA 23120  
Ph: 804-739-4575  
Fx: 804-739-1710

Delta Graphic Inc  
Nick Monroe  
12532 Branders Bridge Road  
Chester VA 23831  
ph 804-748-6448  
[nmonroe@deltagraphic.com](mailto:nmonroe@deltagraphic.com)

Forms and Supply  
Bill Waide  
2312 Mariners Mark Way, Ste 303  
Virginia Beach VA 23451  
Ph: 757-679-5600  
[Bill.waide@formsandsupply.com](mailto:Bill.waide@formsandsupply.com)

Interiors by Guernsey  
Phil Allin  
3863 Centerview Dr  
Suite 150  
Chantilly, VA 20151  
Ph: 703-631-3375  
Fx: 703-802-7373  
[Phil@systemsurniture.com](mailto:Phil@systemsurniture.com)

Re-District  
Courtney Beckerink  
66 Canal Center Plaza Ste 310  
Alexandria VA 22314  
Ph: 703-276-8901  
[courtneyb@re-district.com](mailto:courtneyb@re-district.com)

The Supply Room  
Woody Woodhouse  
PO Box 1810  
Ashland VA 23005  
ph: 804-512-3052  
[rwoodhouse@thesupplyroom.com](mailto:rwoodhouse@thesupplyroom.com)

Barrows Inc  
Lizzie Scott  
3801 Blue Ridge Dr SW  
Roanoke VA 24018  
Ph: 804-874-8030  
[Lizzie.Scott@barrowsinc.com](mailto:Lizzie.Scott@barrowsinc.com)

**Vermont:**  
Red Thread  
22 Boston Wharf Road  
Boston, MA 02210  
Phone: 617-439-4900  
Fax: 617-439-4131

**Washington:**  
Meteor Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL 32609  
Phone: 1-800-699-7516  
Fax: 352-373-0622

Open Square  
5601 6<sup>th</sup> Ave South Ste 470  
Seattle WA 98108  
206-768-8000

Open Square  
Don Isaacs  
126 South Sheridan St  
Spokane WA 99202  
Ph: 509-483-1000  
[disaacs@open-sq.com](mailto:disaacs@open-sq.com)

**West Virginia:**

School Specialty  
Grant Hedrick  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 419-589-1387  
[Grant.Hedrick@schoolspecialty.com](mailto:Grant.Hedrick@schoolspecialty.com)

Capitol Business Interiors  
711 Indiana Ave,  
Charleston, WV 25302  
Ph: 304-343-7551  
[www.cbiwv.com](http://www.cbiwv.com)

**Wisconsin**

Alexander Furnishings  
Dave Alexander  
848 Klondike Ave  
Hillsboro WI 54634  
Ph: 608-489-2726  
[afs1@comantenna.com](mailto:afs1@comantenna.com)

Demco  
PO Box 14077  
Madison, WI 53708  
Phone: 608-241-1201  
Fax: 800-417-7614

Emmons Business Interiors  
Sherry Lillge  
1575 County Road XX  
Rothschild WI 54474  
PH: 715-254-1120  
[sherryl@ebiweb.com](mailto:sherryl@ebiweb.com)

Henricksen  
Bradley Fisher  
3070 Gateway Road  
Brookfield, WI 53045  
Ph: 262-781-9090  
Fx: 262-871-4334  
[b.fisher@henricksen.com](mailto:b.fisher@henricksen.com)

Marshfield Book and Stationery Inc  
Dan Bubolz  
M111 W McMillan St  
Marshfield WI 54449  
Ph: 800-980-2665  
Fx: 800-646-1145  
[dan@marshfieldbook.com](mailto:dan@marshfieldbook.com)

School Specialty  
Grant Hedrick  
100 Paragon Parkway  
Mansfield OH 44903  
Ph: 419-589-1387  
[Grant.Hedrick@schoolspecialty.com](mailto:Grant.Hedrick@schoolspecialty.com)

Schroeder Solutions  
AJ Fink  
1920 South Calhoun Rd  
New Berlin WI 53151  
ph: 262-207-6393  
[afink@schroedersolutions.onmicrosoft.com](mailto:afink@schroedersolutions.onmicrosoft.com)

Corporate Design Interiors  
Aly Smit  
1711 Paramount Ct.  
Waukesha WI 53186  
Ph: 262-544-8685  
[asmit@corporatedesigninteriors.com](mailto:asmit@corporatedesigninteriors.com)