



Request for Contract Update

Pursuant to the terms of contract number R191817 & R180102 for Trendway Corporation 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.

Trendway Corporation (Contractor) hereby provides notice of the following update on this date August 1, 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

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: Contractor may include other notes regarding the contract update here: (attach another page if necessary).
Please see following page for details.

Submitted By: Melissa Fuller

Approved by Email: Date 8/2/2022 | 1:56 PM CDT

Title: Vertical Markets Contract Manager

Denied by Email: Date _____

Email Address: mfuller@fellowes.com

DocuSigned by:

Region 4 ESC: _____
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Trendway >

Trendway is seeing considerable increases in freight costs. These increases are being occurred on both incoming sourced materials and outgoing finished goods to the customer. In order to manage costs and improve efficiencies, we will be amending our freight policy effective September 6th, 2022 as follows:

- Purchase orders over \$15,000 list will receive free freight
- Purchase orders under the \$15,000 list threshold, there will be a flat freight fee of \$200 net
- The flat freight fee rate will continue to apply to all Trendway product categories

Trendway is also experiencing increases in materials used to manufacture our Architectural Products (AP), most notably glass. In response to the increased costs in these AP materials Trendway must implement a surcharge effective September 6th, 2022 as well. Surcharge details are as follows:

- Purchase orders for AP products will have a 4% of list surcharge. Purchase order discounting off list does not apply to the surcharge amount.
- The surcharge will only apply to Trendwall, Volo and Volo Frameless products on purchase orders with Trendway.

We appreciate your cooperation with us as we work to better serve our customers during these times.