

GENERAL ORDERING INFO

Contract Number: 05-S6621-A11328

1. ORDERING ADDRESS AND PROCEDURES

Orders will be accepted for the State of South Carolina State agencies and Political Subdivisions within the State of South Carolina. All orders must be placed as follows:

Pollock Financial
Fed ID # 20-0555306
Attn. Teresa Taylor
112 Corporate Blvd
West Columbia, SC 29169
Phone: 803-233-0900
Toll Free #: 800-647-6626
Fax: 803-772-2211
Via email: ttaylor@pollockcompany.com

Information on orders, invoices, payments, etc. should be directed to the number indicated above. Email and Facsimile purchase orders are acceptable.

2. ORDERING PROCEDURES/PURCHASE ORDERS

All purchase orders for photocopiers are to be issued only to the above address. Please include the following information with your purchase order:

- The Contract Number: 05-S6621-A11328
- Product Number
- Quantity of items being ordered
- Description of Item
- CPC for Lot ordered
- Delivery address, contact name and phone number
- Any additional items to be delivered with the copier
- Accessories and appropriate prices, (if applicable)
- email address, fax number

3. PAYMENT ADDRESS

KMBS U.S.A., Inc. will provide invoices under this contract. Payments must be made to:

Pollock Financial
PO Box 3292
Augusta, GA 30914

4. DELIVERY

Twenty (20) days after receipt of order