



## **OFM, Inc. / ATD-American Co. GSA Participating Dealer Contract Check List**

- Register the Project with OFM, Inc.**
- Note in your file to contact OFM for Dealer Participation Fee status (30 days after anticipated ship date)**
- On Purchase orders, list contractor as ATD-American/OFM, Inc. C/O “(Participating dealer’s name)”**
- Verify correct pricing, fabric, finishes, and options**
- Specify any special services required, i.e. inside delivery or installation that will be included on the purchase order**
- Specify a contact person and telephone number for delivery/shipping**
- Provide the dealer and end user point of contacts and their corresponding telephone numbers**
- Contact ATD with any questions or special circumstances prior to sending the purchase order**
- Send proof of insurance for installer if ATD is not responsible for contracting the install**