



Dealer Participation Program

ATD-American Co. has been awarded the GSA contract for OFM, Inc. products. Under this contract, ATD-American Co. is the primary contractor with an option to work through Participating Dealers. As a Participating Dealer, the following orientation and terms must be understood and complied with:

- 1) OFM, Inc. FSC Group 71, Part I (Contractor: ATD-American Co.)
- 2) GSA contract #: GS-28F-0010M
- 3) Contract Term: Dec.17, 2001 through Dec. 17, 2006
- 4) OFM, Inc. products under contract:

Refer to OFM, Inc. / ATD-AMERICAN Co. GSA Catalog

- 5) Purchase order and payment: Participating dealers may not accept purchase orders or payments under this contract. All purchase orders must list ATD as the contractor as follows:

ATD-AMERICAN Co./OFM, Inc.
C/O "(Participating Dealers Name)"
135 Greenwood Avenue
Wyncote, PA 19095
OR

Initiate your order on the web at www.ofmgsa.com

All payments are to be made to "ATD-AMERICAN Co."

Forward to:

ATD-AMERICAN Co.
PO BOX 8500S-2895
Philadelphia, PA 19178-0001

Electronic payments are viable – contact ATD to pre-arrange.

- 6) Quotes: All quotes for products or related services must be quoted by ATD to the end user. ATD will copy the participating dealer on all quotes. Requests for quotes may come from the participating dealers to ATD. However, ATD reserves the right to contact the end user directly to confirm or clarify information. For details on inside delivery and installation, please see #8 on page 2.
- 7) Pricing: Pricing for products on contract is shown in the ATD / OFM GSA catalog/price list. Please confirm pricing with ATD-AMERICAN prior to quoting customers, as price modifications occur annually. Please check the contract terms and conditions. These terms and conditions as well as pricing are non-negotiable.

- 8) Inside Delivery & Installations: All quotes for inside delivery and installation must be made directly to the end user by ATD. Participating dealers may quote installation to ATD. These quotes will be evaluated and awarded upon their merits. The dealer will be required to submit an installation registration form along with proof of insurance. If the dealer is selected to provide additional services, a purchase order will be issued by ATD. If a dealer quotes an installation directly to an end user, they will be subject to a 15% administration fee on the installation.
- 9) Communication: All end user questions regarding lead-time, delivery, logistics, customer support, and finance must be handled directly by ATD.
- 10) Design Fees: Will be addressed on a case-by-case basis were applicable.
- 11) Commissions: A 10% commission will be paid 30 days after receipt of all invoice payments to the participating dealer. Credit card order commissions will be paid 30 days after shipping. Furthermore, no commission payments will be issued until the order is free of any and all customer service issues. Dealers should invoice OFM, Inc. for commission. All commissions will be paid directly to the dealer by OFM, Inc. Contact OFM directly for commission details and status.
- 12) Participating dealer installation charges: ATD will pay installation invoices 30 days after receipt of customer payment and sign off from the end user stating the project has been completed to their satisfaction. Incomplete or unacceptable installations will delay payment and may result in invoice deductions if additional services are required for ATD to resolve customer installation issues.
- 13) Participating Dealers found to be in violation of any GSA contract terms of conditions will be subject to cancellation of this agreement.
- 14) To ensure dealer credit on your order, please complete and submit the GSA contract Project Registration Form. Contact your OFM representative to obtain the form and instructions.

Please sign, date and return one copy of this letter confirming your agreement to abide by all contract terms and conditions.

Signature _____ Date _____

Print Name _____

Dealer Name and Address _____

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