



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

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