



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy  
**QUOTATION**

Job: 00000  
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**SOLD TO:**  
 ANGIE TROUTT  
 NATIONAL OFFICE FURNITURE  
 (State of Kansas contract ID # 36517)  
 (Smart Vendor ID # 318789)  
 c/o BUSINESS INTERIORS BY STAPLES  
 1205 KIMBALL BLVD.  
 JASPER, IN 47549

**SHIP TO:**  
 (Enter your school address information and phone number)  
Example  
 BEST HIGH SCHOOL  
 123 MAIN ST.  
 OZ, KS 55555  
 555 555-5555

**Terms: InVision Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
00000	00/00/00		000000	Derek Majors

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
<u>SAMPLE TEMPLATE FOR STATE OF KANSAS FURNITURE ORDER</u>					
<p>On your P.O. include the specific ALLSTEEL vendor information (shown above) in the "SOLD-TO" area.</p> <p>Also please include a line on your P.O. that shows the following information:</p> <p><u>GROUP AFFILIATION:</u> Smoky Hill Education Service Center</p> <p>*****</p> <p>Fax/email your completed P.O. to:</p> <p>Attention: Allen Bachelor            Smoky Hill Education Service Center</p> <p>(785) 825-9195 (fax)</p> <p><a href="mailto:abachelor@smokyhill.org">abachelor@smokyhill.org</a> (Email)</p>					
<p>Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at <a href="http://www.staplesadvantage.com/business-interiors/">www.staplesadvantage.com/business-interiors/</a> are included in any furniture order.</p>					
		ACCEPTED BY	TITLE	DATE	