



Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

*Equipment for Educators™*

**QUOTATION #8240849**  
r.1

**Sold To:**  
CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY  
SCHERTZ TX 78154

**Ship To:**  
CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY  
SCHERTZ TX 78154  
REFERENCE: 8920SB

Quotation Date: 4/8/2021

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US COMMUNITIES 2021 CONTRACT #R-TC-18004 CLASSROOM FURNITURE Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

- 1) **FOB Point:** FOB Destination - Tailgate Delivery
- 2) **Payment Terms:** Net 30 days (subject to credit approval)
- 3) **Prices Are Firm:** For Orders Received By 12/31/2021 Orders received after this date are subject to re-quote
- 4) **For Shipment By:** Customer Must Take Delivery Before 12/31/2021
- 5) **Shipment from Virco:** PLEASE NOTE: Lead-times in our popular Quick Ship program are five (5) business days or less; however, due to the overwhelming demand on individual student desks and other key products caused by the COVID-19 pandemic, any order of 500 units or more for a single item may be extended by several days. For a more accurate lead-time estimate on large requests, please contact your local Territory Sales Manager.
  - Quick Ship – Usually 5 Business Days
  - Campus Basics – 4 to 6 weeks
  - Custom Products or Specials – Consult Territory Sales Manager

If products with different lead-times are on the same purchase order, the longest lead-time will apply to the entire order. Additional shipping and handling charges will apply to orders that are requested to be partial shipped before the Virco acknowledged due date. Orders that specify shipment later than the preceding dates will be subject to re-quote.

- 6) **Color:** Standard Virco colors only unless specified otherwise
- 7) **Purchase Order:** We require customer approval by purchase order or signed quote to be emailed to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232



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- 8) Acknowledgement: Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment
- 9) Quantity: Any change in quantities may result in a price change

**COVID-19 NOTICE**

Thank you for the opportunity to provide a quote for your furniture and equipment needs. Due to the Covid-19 pandemic, Virco wants to ensure your order will be processed with little to no interruption. If this quote generates a purchase order from your district, please include any and all detailed delivery instructions including point of contact, direct phone number to confirm delivery, and requested delivery date. Orders that do not include specific delivery instructions will be entered and processed to ship as soon as product is available.

In the event you experience an unexpected closure of your facility due to COVID-19, and your shipments are already in transit, Virco will help redirect your shipments to a local destination of your choice.

If you are unable to receive your shipments, Virco can arrange to return your products to our warehouse and store your shipments until your facility has been approved to receive your furniture. All associated fees will be passed along to the customer for transportation cost, storage & handling fees as well as redelivery fees.

# How To Place Your Order With Virco

## 3 Ways To Order:

1. Email your PDF quote from Virco to [orders@virco.com](mailto:orders@virco.com) (please make sure the quote is signed before submitting)
2. Email your standard PO to [orders@virco.com](mailto:orders@virco.com)
3. Order online at [Shop.Virco.com](http://Shop.Virco.com) (must register with Inside Sales)

## What to Expect Once Order Is Placed *(see below to complete the order process)*

- We will respond to let you know your order was received.
- Once we process your order, an electronic or paper acknowledgment will be sent

## In Order to Complete the Order Process, Virco Must Receive The Following Information

### Account Info

- "Sold To" Information
- "Ship To" Information
- Pricing source

### Delivery Info

- Delivery contact information (name and phone number for a call before delivery)
- Special delivery requests such as specific delivery hours
- Requested delivery date if applicable (orders without requested delivery dates will be entered under ASAP priority and will be shipped as soon as product is ready)

**\*\*Please note - our system only allows 8 lines of 30 characters each so please make sure to prioritize any delivery info\*\***

### Product Info

- Model (Ex: 9018, ZBOOMMFG)

### Color/Finish for the Following:

#### CHAIRS

- Bucket Color  Frame Color  Glide
- (Ex: Navy/Chrome/Nylon Glides)

#### TABLES/DESKS

- Top/Edge Banding  Frame Color  Glide
- (Ex: Dry Creek Plum/Adobe/Silver Mist/Felt Glides)

#### FILING CABINETS

- Frame Color
- (Ex: Moonstone)





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**Shipping To: CITY OF SCHERTZ**

Item #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #8920SB	Upholstered Stack Chair-Tulip Back-Crown Seat-2.5 Seat Thickness-With Stack Bars 450 ea Upholstery-> Linen Grey (GRY142) Frame-> Silver Mist (GRY02)	\$99.75	450	\$44,887.50
<b>Total</b>					<b>\$44,887.50</b>

**The undersigned certifies understanding and agreement of this Quote Letter  
and has authority to sign for purchase.**

CITY OF SCHERTZ  
1400 SCHERTZ PARKWAY  
SCHERTZ TX 78154

X \_\_\_\_\_  
PO # (if available)

X \_\_\_\_\_  
Name (Print)

X \_\_\_\_\_  
Authorized Signature

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.

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1	Virco Inc #8920SB	Upholstered Stack Chair-Tulip Back-Crown Seat-2.5 Seat Thickness-With Stack Bars 450 ea Upholstery-> Linen Grey (GRY142) Frame-> Silver Mist (GRY02)



Image Does Not Reflect Actual Color Priced

