



QUOTATION: 23TLW-617566/C

## JOFGallery Seating

CREATED 1/10/2023 | REVISED 3/1/2023 | Valid Through 4/20/2023





## JOFGallery Seating

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

### Sales Team:

Anson Arndt  
Sales Rep  
anson.arndt@ki.com  
(630) 364-9180

Quote Number: 23TLW-617566/C

*CREATED 1/10/2023 / REVISED 3/1/2023* | **Valid Through 4/20/2023**

|                          |                    |
|--------------------------|--------------------|
| PRODUCT TOTALS           | \$79,891.50        |
| See Quote Detail Summary | \$0.00             |
| <b>GRAND TOTAL</b>       | <b>\$79,891.50</b> |

**Requested Delivery Date:** To be Determined

**Sold To**  
To be Determined

**End User**  
To be Determined

**Ship To**  
To be Determined

**Installation**  
To be Determined



### Client Notes:

FS: Lead time begins after all color selections, verified field dimensions, and approved drawings are received

FS: Manufacturing lead time is 8-10 weeks and is subject to change based on quantities, manufacturing capacity, and surface material selections.

Installation is not included in quote



# QUOTATION

**CREATED** 1/10/2023  
**VALID THROUGH** 4/20/2023  
**Prepared By** Bradley EauClaire  
**Quote Filename** JOFGallery Seating - 23TLW-617566/C

| Line                   | Model            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Qty. |  | Sell Price | Extended Total                    | TBD Options        |
|------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|------------|-----------------------------------|--------------------|
| Description: Room 2000 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |  |            |                                   |                    |
| 1.1                    | HDTGB/SEQ        | Sequence High Density, Upholstered Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27   |  | \$433.50   | \$11,704.50                       |                    |
|                        |                  | Torsion on the Go Gravity Lift Seat Style .<br>Fixed Back - Less than 1" of Movement .<br>Straight Beam Mounted Seats .<br>Basic Base Style .<br>Floor Mounted, Flat or Sloped Floor .<br>Standard KI Finishes (See Color Addendum) .                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |  |            |                                   |                    |
| 1.2                    | Beam Arm         | Beam Arm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 29   |  | \$38.50    | \$1,116.50                        |                    |
|                        |                  | Beam mounted, independent from the seats .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |  |            |                                   |                    |
| 1.3                    | Pallas P0 Fabric | Pallas P0 Fabric on Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27   |  | \$18.50    | \$499.50                          |                    |
|                        |                  | Complies with California Tech Bulletin 117 .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |  |            |                                   |                    |
| 1.4                    | Freight          | Freight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1    |  | \$350.00   | \$350.00                          |                    |
| 1.5                    | Installation     | Installation Is Not Included In Quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1    |  | \$0.00     | \$0.00                            |                    |
| 1.6                    | Quote Notes      | Please Note The Following Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1    |  | \$0.00     | \$0.00                            |                    |
|                        |                  | Lead-time is 8-10 weeks after all color selections, verified field dimensions, and approved drawings are received .<br>Specials require an estimated 2-4 weeks additional manufacturing lead-time .<br>Specials offer a 1 year warranty .<br>FSC and/or LEED requirements are not included in quote unless otherwise specified .<br>Procurement of COM (Customer Ordered Material) is the responsibility of the client .<br>Additional fees may be incurred to expedite orders missing key information within KI stated lead-times .<br>All fabrics and finishes must be approved for use prior to order submittal .<br>Open Market; Standard terms and conditions apply . |      |  |            |                                   |                    |
| Description: Room 2000 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |  |            | <b>WorkGroup Product Subtotal</b> | <b>\$13,670.50</b> |
| Description: Room 2001 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |  |            |                                   |                    |
| 2.1                    | HDTGB/SEQ        | Sequence High Density, Upholstered Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27   |  | \$433.50   | \$11,704.50                       |                    |
|                        |                  | Torsion on the Go Gravity Lift Seat Style .<br>Fixed Back - Less than 1" of Movement .<br>Straight Beam Mounted Seats .<br>Basic Base Style .<br>Floor Mounted, Flat or Sloped Floor .<br>Standard KI Finishes (See Color Addendum) .                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |  |            |                                   |                    |
| 2.2                    | Beam Arm         | Beam Arm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 29   |  | \$38.50    | \$1,116.50                        |                    |
|                        |                  | Beam mounted, independent from the seats .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |  |            |                                   |                    |
| 2.3                    | Pallas P0 Fabric | Pallas P0 Fabric on Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27   |  | \$13.50    | \$364.50                          |                    |
|                        |                  | Complies with California Tech Bulletin 117 .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |  |            |                                   |                    |
| 2.4                    | Freight          | Freight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1    |  | \$350.00   | \$350.00                          |                    |



# QUOTATION

**CREATED** 1/10/2023  
**VALID THROUGH** 4/20/2023  
**Prepared By** Bradley EauClaire  
**Quote Filename** JOFGallery Seating - 23TLW-617566/C

| Line                   | Model            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Qty. | Sell Price | Extended Total             | TBD Options |
|------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|----------------------------|-------------|
| 2.5                    | Installation     | Installation Is Not Included In Quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1    | \$0.00     | \$0.00                     |             |
| 2.6                    | Quote Notes      | Please Note The Following Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1    | \$0.00     | \$0.00                     |             |
|                        |                  | Lead-time is 8-10 weeks after all color selections, verified field dimensions, and approved drawings are received<br>Specials require an estimated 2-4 weeks additional manufacturing lead-time<br>Specials offer a 1 year warranty<br>FSC and/or LEED requirements are not included in quote unless otherwise specified<br>Procurement of COM (Customer Ordered Material) is the responsibility of the client<br>Additional fees may be incurred to expedite orders missing key information within KI stated lead-times<br>All fabrics and finishes must be approved for use prior to order submittal<br>Open Market; Standard terms and conditions apply |      |            |                            |             |
| Description: Room 2001 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |            | WorkGroup Product Subtotal | \$13,535.50 |
| Description: Room 2002 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |            |                            |             |
| 3.1                    | HDTGB/SEQ        | Sequence High Density, Upholstered Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27   | \$433.50   | \$11,704.50                |             |
|                        |                  | Torsion on the Go Gravity Lift Seat Style<br>Fixed Back - Less than 1" of Movement<br>Straight Beam Mounted Seats<br>Basic Base Style<br>Floor Mounted, Flat or Sloped Floor<br>Standard KI Finishes (See Color Addendum)                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |            |                            |             |
| 3.2                    | Beam Arm         | Beam Arm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 29   | \$38.50    | \$1,116.50                 |             |
|                        |                  | Beam mounted, independent from the seats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |            |                            |             |
| 3.3                    | Pallas P0 Fabric | Pallas P0 Fabric on Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27   | \$13.50    | \$364.50                   |             |
|                        |                  | Complies with California Tech Bulletin 117                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |            |                            |             |
| 3.4                    | Freight          | Freight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1    | \$350.00   | \$350.00                   |             |
| 3.5                    | Installation     | Installation Is Not Included In Quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1    | \$0.00     | \$0.00                     |             |
| 3.6                    | Quote Notes      | Please Note The Following Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1    | \$0.00     | \$0.00                     |             |
|                        |                  | Lead-time is 8-10 weeks after all color selections, verified field dimensions, and approved drawings are received<br>Specials require an estimated 2-4 weeks additional manufacturing lead-time<br>Specials offer a 1 year warranty<br>FSC and/or LEED requirements are not included in quote unless otherwise specified<br>Procurement of COM (Customer Ordered Material) is the responsibility of the client<br>Additional fees may be incurred to expedite orders missing key information within KI stated lead-times<br>All fabrics and finishes must be approved for use prior to order submittal<br>Open Market; Standard terms and conditions apply |      |            |                            |             |
| Description: Room 2002 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |            | WorkGroup Product Subtotal | \$13,535.50 |



# QUOTATION

**CREATED** 1/10/2023  
**VALID THROUGH** 4/20/2023  
**Prepared By** Bradley EauClaire  
**Quote Filename** JOFGallery Seating - 23TLW-617566/C

| Line                   | Model            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Qty. |  | Sell Price | Extended Total                    | TBD Options        |
|------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|------------|-----------------------------------|--------------------|
| Description: Room 2011 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |  |            |                                   |                    |
| 4.1                    | HD TGB/SEQ       | Sequence High Density, Upholstered Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 24   |  | \$433.50   | \$10,404.00                       |                    |
|                        |                  | Torsion on the Go Gravity Lift Seat Style .<br>Fixed Back - Less than 1" of Movement .<br>Straight Beam Mounted Seats .<br>Basic Base Style .<br>Floor Mounted, Flat or Sloped Floor .<br>Standard KI Finishes (See Color Addendum) .                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |  |            |                                   |                    |
| 4.2                    | Beam Arm         | Beam Arm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 26   |  | \$38.50    | \$1,001.00                        |                    |
|                        |                  | Beam mounted, independent from the seats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |  |            |                                   |                    |
| 4.3                    | Pallas P0 Fabric | Pallas P0 Fabric on Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 24   |  | \$13.50    | \$324.00                          |                    |
|                        |                  | Complies with California Tech Bulletin 117                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |  |            |                                   |                    |
| 4.4                    | Freight          | Freight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1    |  | \$350.00   | \$350.00                          |                    |
| 4.5                    | Installation     | Installation Is Not Included In Quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1    |  | \$0.00     | \$0.00                            |                    |
| 4.6                    | Quote Notes      | Please Note The Following Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1    |  | \$0.00     | \$0.00                            |                    |
|                        |                  | Lead-time is 8-10 weeks after all color selections, verified field dimensions, and approved drawings are received .<br>Specials require an estimated 2-4 weeks additional manufacturing lead-time .<br>Specials offer a 1 year warranty .<br>FSC and/or LEED requirements are not included in quote unless otherwise specified .<br>Procurement of COM (Customer Ordered Material) is the responsibility of the client .<br>Additional fees may be incurred to expedite orders missing key information within KI stated lead-times .<br>All fabrics and finishes must be approved for use prior to order submittal .<br>Open Market; Standard terms and conditions apply . |      |  |            |                                   |                    |
| Description: Room 2011 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |  |            | <b>WorkGroup Product Subtotal</b> | <b>\$12,079.00</b> |
| Description: Room 3002 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |  |            |                                   |                    |
| 5.1                    | HD TGB/SEQ       | Sequence High Density, Upholstered Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27   |  | \$433.50   | \$11,704.50                       |                    |
|                        |                  | Torsion on the Go Gravity Lift Seat Style .<br>Fixed Back - Less than 1" of Movement .<br>Straight Beam Mounted Seats .<br>Basic Base Style .<br>Floor Mounted, Flat or Sloped Floor .<br>Standard KI Finishes (See Color Addendum) .                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |  |            |                                   |                    |
| 5.2                    | Beam Arm         | Beam Arm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 29   |  | \$38.50    | \$1,116.50                        |                    |
|                        |                  | Beam mounted, independent from the seats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |  |            |                                   |                    |
| 5.3                    | Pallas P0 Fabric | Pallas P0 Fabric on Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27   |  | \$13.50    | \$364.50                          |                    |
|                        |                  | Complies with California Tech Bulletin 117                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |  |            |                                   |                    |
| 5.4                    | Freight          | Freight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1    |  | \$350.00   | \$350.00                          |                    |



# QUOTATION

**CREATED** 1/10/2023  
**VALID THROUGH** 4/20/2023  
**Prepared By** Bradley EauClaire  
**Quote Filename** JOFGallery Seating - 23TLW-617566/C

| Line                   | Model            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Qty. | Sell Price | Extended Total                    | TBD Options        |
|------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|-----------------------------------|--------------------|
| 5.6                    | Installation     | Installation Is Not Included In Quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1    | \$0.00     | \$0.00                            |                    |
| 5.7                    | Quote Notes      | Please Note The Following Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1    | \$0.00     | \$0.00                            |                    |
|                        |                  | Lead-time is 8-10 weeks after all color selections, verified field dimensions, and approved drawings are received<br>Specials require an estimated 2-4 weeks additional manufacturing lead-time<br>Specials offer a 1 year warranty<br>FSC and/or LEED requirements are not included in quote unless otherwise specified<br>Procurement of COM (Customer Ordered Material) is the responsibility of the client<br>Additional fees may be incurred to expedite orders missing key information within KI stated lead-times<br>All fabrics and finishes must be approved for use prior to order submittal<br>Open Market; Standard terms and conditions apply |      |            |                                   |                    |
| Description: Room 3002 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |            | <b>WorkGroup Product Subtotal</b> | <b>\$13,535.50</b> |
| Description: Room 3003 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |            |                                   |                    |
| 6.1                    | HDTGB/SEQ        | Sequence High Density, Upholstered Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27   | \$433.50   | \$11,704.50                       |                    |
|                        |                  | Torsion on the Go Gravity Lift Seat Style<br>Fixed Back - Less than 1" of Movement<br>Straight Beam Mounted Seats<br>Basic Base Style<br>Floor Mounted, Flat or Sloped Floor<br>Standard KI Finishes (See Color Addendum)                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |            |                                   |                    |
| 6.2                    | Beam Arm         | Beam Arm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 29   | \$38.50    | \$1,116.50                        |                    |
|                        |                  | Beam mounted, independent from the seats                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |            |                                   |                    |
| 6.3                    | Pallas P0 Fabric | Pallas P0 Fabric on Seat and Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27   | \$13.50    | \$364.50                          |                    |
|                        |                  | Complies with California Tech Bulletin 117                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |            |                                   |                    |
| 6.4                    | Freight          | Freight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1    | \$350.00   | \$350.00                          |                    |
| 6.5                    | Installation     | Installation Is Not Included In Quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1    | \$0.00     | \$0.00                            |                    |
| 6.6                    | Quote Notes      | Please Note The Following Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1    | \$0.00     | \$0.00                            |                    |
|                        |                  | Lead-time is 8-10 weeks after all color selections, verified field dimensions, and approved drawings are received<br>Specials require an estimated 2-4 weeks additional manufacturing lead-time<br>Specials offer a 1 year warranty<br>FSC and/or LEED requirements are not included in quote unless otherwise specified<br>Procurement of COM (Customer Ordered Material) is the responsibility of the client<br>Additional fees may be incurred to expedite orders missing key information within KI stated lead-times<br>All fabrics and finishes must be approved for use prior to order submittal<br>Open Market; Standard terms and conditions apply |      |            |                                   |                    |
| Description: Room 3003 |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |            | <b>WorkGroup Product Subtotal</b> | <b>\$13,535.50</b> |

**Quote Summary**

**Product SubTotal:   \$79,891.50**  
**Estimated Sales Tax:   See Notes**  
**Quote Total:   \$79,891.50**

**NOTES:**

- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Bradley EauClaire  
Market Code: 1=1=University & College

Opportunity #: 592878

Quote Filename: JOFGallery Seating - 23TLW-617566

## Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:  
KI  
1330 Bellevue Street  
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

**Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.**