

OFFICE FURNITURE & FILES
ORDERING INSTRUCTIONS FORM

BIDDER: Flex-Y-Plan Industries, Inc.

VENDOR TAX ID NUMBER: 25-1146579

Ordering Information:

Please provide the following information about where Customers should direct orders. You **must** provide a regular mailing address and email address. If equipped to receive purchase orders electronically, you may also provide an Internet address. **NOTE: Duplicate as necessary for multiple ordering locations.**

Name: Don R. Worthington – Flex-Y-Plan – orders other than Accent Office Interiors

Title: Exec. V.P. Exec. V.P.

Street Address or P.O. Box: 6960 West Ridge Road, P.O. Box CC

City, State, Zip: Fairview, PA 16415-0829

Email Address: donw@fyp.com

Phone Number: 814 474 1565

Toll Free Number: 800 458 0552

Ordering Fax Number: 814 474 2129

Internet Address: www.fyp.com

Federal ID Number: 25-1146579

Remit Address: Flex-Y-Plan Industries, Inc., P.O. Box 76531

City, State, Zip: Cleveland, OH 44101-6500

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: Don R. Worthington

Title: Exec. V.P.

Street Address: 6960 West Ridge Road

E-mail Address: donw@fyp.com

Phone Number(s): 814 474 1565/800 458 0552

Fax Number: 814 474 2129

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: _____

Title: _____

E-mail Address: _____

Phone Number(s): _____

Fax Number: _____

Please identify the person who will be responsible for maintaining the dedicated web site AND the electronic catalog information through MyFloridaMarketPlace.

Name: Don R. Worthington

Title: Exec. V.P.

Street Address: 6960 West Ridge Road, Fairview, PA 16415-0829

E-mail Address: donw@fyp.com

Phone Number(s): 814 474 1565/800 458 0552

Fax Number: 814 474 2129

Please be advised that vendors are responsible for verifying and maintaining the correct contact and address information within their MyFloridaMarketPlace vendor registration account. Failure to do so may result in the vendor being deemed ineligible to conduct business with the State of Florida.

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Name: Mary Doug Wilgus, Accent Office Interiors – SPURS: 65-035011

Title: President

Street Address or P.O. Box: 2108-3 Gilliam Lane

City, State, Zip: Tallahassee, FL 32312

Email Address: md@accentoffice.com

Phone Number: 850 386 5201

Toll Free Number: N/A

Ordering Fax Number: 850 386 1615

Internet Address: www.fyp.com

Federal ID Number: 65-035011

Remit Address: Accent Office Interiors, 2108-3 Gilliam Lane

City, State, Zip: Tallahassee, FL 32312

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: Don R. Worthington

Title: Exec. V.P.

Street Address: 6960 West Ridge Road

E-mail Address: donw@fyp.com

Phone Number(s): 814 474 1565/800 458 0552 – Cell: 814 572 2575 Home: 814 474 3192

Fax Number: 814 474 2129

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: _____

Title: _____

E-mail Address: _____

Phone Number(s): _____

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