

OFFICE FURNITURE & FILES
ORDERING INSTRUCTIONS FORM

BIDDER: Indiana Furniture DBA Indiana Desk

VENDOR TAX ID NUMBER: 35-0408870

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: Any Servicing Dealer / See List

Title: _____

Street Address or P.O. Box: _____

City, State, Zip: _____

Email Address: _____

Phone Number: _____

Toll Free Number: _____

Ordering Fax Number: _____

Internet Address: _____

Federal ID Number: _____

Remit Address: _____

City, State, Zip: _____

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: Danielle Crowder

Title: Order Entry Supervisor

Street Address: 1224 Mill St. Jasper, IN 47547-0270

E-mail Address: Danielle.Crowder@indianafurniture.com

Phone Number(s): 812-482-5727 x198

Fax Number: 812-482-9035

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: Kirby Boner

Title: Regional Manager

E-mail Address: kirbdog919@aol.com

Phone Number(s): 813-920-8366

Fax Number: 813-920-0118

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

Name: Karen Mangum

Title: IT Manager

Street Address: 1224 Mill St, Jasper, IN 47547-0270

E-mail Address: Karen.Mangum@indianafurniture.com

Phone Number(s): 812-482-5727 x 167

Fax Number: 812-482-9035

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.