

## How to Place a Government (GSA) Order:

- **Get a Quote:**
  - Contact Safco's GSA specialist Kerry Painter at [kerrypainter@safcoproducts.com](mailto:kerrypainter@safcoproducts.com) for a formal quote
  - Or use our online tools at <https://www.safcoproducts.com/government>
- **PO Review:** Authorized Servicing Dealer will review the order to ensure accuracy
- **Send PO:** Send completed PO to [gsaorders@safcoproducts.com](mailto:gsaorders@safcoproducts.com)

## What to Include When Submitting Your Purchase Order:

1. Complete shipping information including city, state, and zip code.
2. Contact information for the person who can answer order questions.
  - fabric selection
  - pricing questions
  - including contact name, phone and email address
3. Contact information for the person who will receive the shipment, including contact name, phone number, and email address.
4. Final finish selections - <https://www.safcoproducts.com/products/fabric-finishes>
5. Copy of the quote/project which was received.
6. Complete model numbers.
7. Contract number, teaming agreement, letter of supply, dealer of record and agency PO.
  - Purchase orders or open market purchase orders may be issued to Safco, or the servicing dealer.

For additional information please visit <https://www.safcoproducts.com/government> or [www.GSAadvantage.com](http://www.GSAadvantage.com), **Contract #GS-29F-0010P**

### **Identification Numbers:**

FSC Group 33721, Office Furniture - Business Size: Large

Contract Number: GS-29F-0010P 3-10-2019 through 3-9-2024

Cage Code: 3KPT9, (DUNS) number: 00-645-3575, Federal Tax I.D. Number: 41-0911459