



DEALER-BILLED CONTRACT ORDERS (GSA – TXMAS – OTHER)

- GROUPE LACASSE BILLS DEALER -

DEALER INVOLVEMENT:

- Authorized Dealers are responsible for contract-related services, including, but not limited to the following:
 - Project management
 - Sales quotes / project specifications
 - Design & space planning / site visits
 - Coordination of delivery & installation
 - After-sales service, as required
- If Contract Using Agency does not have an Authorized Dealer already in contact, and they need a sales quote, that Using Agency can contact Groupe Lacasse directly:
 - To find an Authorized Dealer that can quote, sell, and service our product, or
 - To ensure that a dealer with whom they are in contact is authorized to quote, sell and service Groupe Lacasse products on contract.
- Contract Using Agencies are to send orders and payments directly to Authorized Dealer, in cases where the Dealer is authorized to receive orders and payments.
 - **TXMAS** Authorized Dealers are authorized to receive orders and payments
 - **GSA** Authorized Dealers with Contract Purchase Offers based on our GSA contract are authorized to receive orders and payments
 - **Other State** Contracts: some Authorized Dealers are authorized to receive orders and payments.

DESIGN:

- Groupe Lacasse LLC strongly recommends that an Authorized Dealer verify that the furniture ordered by a contract using agency will fit in the space allotted to it, and meet the needs of the project (budgetary, esthetic, practical, ADA, etc.).

DELIVERY:

- Groupe Lacasse LLC will ship to the warehouse of an Authorized Dealer. The Dealer is responsible for shipment of goods to site of project. This is for several reasons, including but not limited to liability, financial efficiency (avoidance of extra LTL charges and other charges), and operational efficiency (our drivers do not unload product).
 - Exceptions will be considered, upon request, on a case-by-case basis.
 - Proper receiving facilities, equipment and personnel must be available.
 - Site must be able to accommodate a 53-foot trailer.
 - Our drivers do not unload product. Unloading and placement of product is the responsibility of the Dealer. The Dealer must ensure that someone is available and equipped to unload the product at time of delivery.

INSTALLATION:

- The Authorized Dealer is responsible for installation of goods. Subcontractors may be used at the dealer's discretion.



PO FROM AUTHORIZED DEALER:

- The order must be clearly identified as a Contract Order. The Contract Number must be clearly indicated on the Proposal.
- The Contract Using Agency's PO must accompany the Dealer's PO.
 - This is for reference & reporting purposes, and
 - To prove that the net total has been properly allocated and obligated by the Contract Using Agency.
 - If such proof is not provided by the Dealer, Groupe Lacasse LLC reserves the right to request a partial down payment or further credit references, before the order can be finalized.
- The product net total on the Dealer PO must match the product net total on the Contract Using Agency's PO, with no upcharge for dealer profit.
 - This helps us prove to the government that contract pricing was charged, in case of audit.
 - Groupe Lacasse will pay a Dealer Participation Fee after invoicing.
- The shipping address must be changed to indicate the Dealer's warehouse, unless an exception has been authorized.
 - See previous page for more details.

Groupe Lacasse LLC reserves the right to refuse a purchase order that does not meet these conditions or our standard conditions for commercial accounts which may also apply.

**GROUPE LACASSE LLC WILL PROCESS A PO UPON RECEPTION OF
(1) THE PO FROM THE AUTHORIZED DEALER, AND
(2) THE PO FROM THE CONTRACT USING AGENCY**

ACKNOWLEDGEMENT:

- Groupe Lacasse LLC will send the order acknowledgement to the Authorized Dealer. It is the Dealer's responsibility to verify the order acknowledgement for accuracy.

<p>CONTACT INFO FOR DEALER-BILLED CONTRACT PURCHASE ORDERS:</p> <p>GROUPE LACASSE LLC Attn: GSA/State Coordinator 99 St. Pierre St. Pie, QC J0H 1W0 (Canada)</p> <p>Ph: 888-522-2773 / Fax: 888-248-1865 Email: GSA-State@groupelacasse.com</p> <p>REMITTANCE ADDRESS:</p> <p>Groupe Lacasse LLC 21553 Network Place Chicago, IL 60673-1219</p>
--