



99 St. Pierre, St. Pie (QC)
Canada J0H 1W0

PROCESSING STATE ORDERS: DIRECT BILL

- GROUPE LACASSE BILLS STATE AGENCY -

Delivery: Groupe Lacasse LLC will only ship laminate products or panel systems to a Lacasse dealer, henceforth referred to as the dealer of record. The dealer of record is responsible for shipment of goods to the site.

Exceptions will be considered if required by the state contract. Proper receiving facilities and equipment must be available.

United Chair may be delivered to a state agency directly upon request. Proper receiving facilities and equipment must be available.

Installation: The dealer of record is responsible for installation of goods. Subcontractors may be used at the dealer's discretion.

Design: Groupe Lacasse LLC strongly recommends that the dealer of record verify that the furniture ordered by a state agency will fit in the space allotted to it by the agency.

PO from state agency:

Preparing the PO:

- The state agency must **make the PO out directly to Groupe Lacasse LLC**, and not to the dealer of record.
- The PO must be clearly identified as a state order. The state agency must clearly note the state contract number on the purchase order.
- The state agency must clearly note their contact information, including phone number and fax number.
- The state agency must clearly indicate their billing address and shipping address. When the dealer of record sends the proposal to Groupe Lacasse LLC, the shipping address must be changed to indicate the warehouse of the dealer of record, unless an exception has been authorized.

Sending the PO:

- The state agency should **send the PO to the dealer of record**, but they can send it directly to Groupe Lacasse LLC if they have no choice, as is the case with some online ordering systems.
- If the state agency sends a PO to the dealer of record, the dealer will prepare a proposal and send it with the original PO to Groupe Lacasse LLC for processing.
- If the state agency must send the PO to Groupe Lacasse LLC directly, they must clearly indicate who the dealer of record is. Groupe Lacasse LLC will contact the dealer of record to ensure that a proposal is sent to us for processing.



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Proposal from dealer of record:

Upon reception of the state agency's PO, the dealer must prepare a proposal to send to Groupe Lacasse LLC, to accompany the state PO.

The shipping address must be changed to indicate the dealer's warehouse, unless an exception has been authorized.

The order must be clearly marked as a state order, and the state contract number noted. The dealer's proposal must include the following:

- The net total for the product being ordered by the state agency,
- One (1) line item for design fees if applicable,
- One (1) line item for installation fees, to include any applicable shipping fees.

Groupe Lacasse LLC will bill the state agency for these fees. We will then forward these fees to the dealer of record along with their monthly commission.

GROUPE LACASSE LLC WILL PROCESS A PO UPON RECEPTION OF THE PO FROM THE STATE AGENCY AND THE PROPOSAL FROM THE DEALER OF RECORD.

Sending the state agency PO and the dealer of record's proposal at the same time is highly recommended, in order to avoid confusion.

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 also apply.

Follow up: Please note that Groupe Lacasse LLC processes all state orders using the PO number issued by the state agency. If you have questions or concerns about a state order, please refer to the PO number issued by the state agency.

Acknowledgment. Groupe Lacasse LLC will send the order acknowledgement to the dealer of record. It is the dealer of record's responsibility to verify the order acknowledgement for accuracy.

CONTACT INFO FOR STATE PURCHASE ORDERS:

Groupe Lacasse, LLC
Attn: Danielle Richer
GSA/State Coordinator
99 St. Pierre, St. Pie, QC J0H 1W0 (Canada)

Ph: 866-972-6051 x1124
Fax: 877-772-6370
Email: GSA-State@groupelacasse.com