



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Purchase Order

PURCHASE ORDER NO
SYSFURN05B

PAGE
1

BLANKET RELEASE
00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

INVOICE TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

VENDOR

*709040519 304-343-7551
 CAPITOL BUSINESS INTERIORS
 711 INDIANA AVENUE
 CHARLESTON WV 25302

SHIP TO

AGENCY COPY
 ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
09/22/2005		NET 30		550422766			
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL - MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO.	ITEM NUMBER				
<p>BLANKET OPEN-END STATEWIDE CONTRACT TO SUPPLY FURNITURE TO ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.</p> <p>THIS CONTRACT IS AWARDED PER THE FOLLOWING:</p> <ol style="list-style-type: none"> REQUEST FOR QUOTATION DATED 6/15/2005. SYSFURN05 SPECIFICATIONS, 18 PAGES, DATED REV. 7/25/05. VENDOR'S BID DATED 8/17/05. <p>SEE ATTACHMENT "A" FOR PRODUCTS, DISCOUNTS, AND CONTRACT COORDINATOR INFORMATION, FOUR PAGES, DATED 9/15/2005.</p> <p>SEE ATTACHMENT "B" FOR LIST OF CATALOGS COVERED BY THIS CONTRACT, TWO PAGES, DATED 9/15/2005.</p>							
0001	10/01/2005	JB	425-94		0.00000		
OFFICE FURNITURE, PANEL SYSTEMS, CHAIRS, ETC.							
						WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED OCT 5 2005 <i>Beverly Toler</i>	
						OPEN END	
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *629 92300*

Samuel Wayfield

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY *Betty Francisco*
 PURCHASING DIVISION AUTHORIZED SIGNATURE

**GENERAL TERMS & CONDITIONS
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/ Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/ Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer {b} be merchantable and fit for the purpose intended and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director or Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor / contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.



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***709040519 304-343-7551
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 711 INDIANA AVENUE

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BEST WAY		DESTINATION		PREPAID	MUL - MUL
LINE	QUANTITY	UOP	VENDOR ITEM NO	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT NO.	ITEM NUMBER		
	<p>THIS IS TO PROVIDE FURNITURE TO ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS. THE STATE OF WEST VIRGINIA DEPARTMENT OF CORRECTIONS IS AUTHORIZED TO FURNISH AND SUPPLY OFFICE FURNITURE TO THE STATE AGENCIES. IT IS NOT THE INTENT OF THIS CONTRACT TO SUPERCEDE THE RIGHTS OF THE DEPARTMENT OF CORRECTIONS. ALL STATE AGENCIES ARE TO CONTACT THE WV DEPARTMENT OF CORRECTIONS, PRISON INDUSTRIES TO DETERMINE IF THE SAME OR SIMILAR ITEM IS AVAILABLE FROM THE DEPARTMENT OF CORRECTIONS.</p> <p>THE DISCOUNT PRICES INCLUDE DELIVERY AND INSTALLATION. ALL ITEMS ARE TO BE FULLY ASSEMBLED AND INSTALLED ON-SITE IN THE LOCATION DETERMINED BY THE AGENCY. THE VENDOR SHALL CHECK FOR DAMAGE, CLEAN AND ADJUST ALL FURNITURE SYSTEMS, AND MUST REMOVE ALL DEBRIS FROM THE PREMISES. ANY ITEM FOUND TO BE DAMAGED OR OTHERWISE UNACCEPTABLE SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE AGENCY. DEBRIS AND PACKING MATERIALS ARE TO BE PROPERLY DISPOSED OF BY THE VENDOR AT ITS EXPENSE AND SHALL NOT BE LEFT AT THE JOB SITE.</p>				
<p>IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/></p>					TOTAL

BETTY FRANCISCO

304-558-0468

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE

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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT.NO	ITEM NUMBER		
	<p>ALL EQUIPMENT FURNISHED IN CONJUNCTION WITH THIS CONTRACT SHALL BE NEW. REFURBISHED AND/OR REFINISHED EQUIPMENT SHALL NOT BE ACCEPTABLE. AN INSTALLATION SHALL BE TAKEN TO MEAN ALL COMPONENTS, TOOLS, HARDWARE, LABOR, ETC. NECESSARY TO PROVIDE A COMPLETE INSTALLATION.</p> <p>ORDERING PROCEDURE: ORDERS \$100,000 OR LESS: STATE AGENCIES SHALL ISSUE A WV-39, BLANKET RELEASE ORDER, TO THE CONTRACT VENDOR FOR THE DESIRED ITEM(S), IN ACCORDANCE WITH THE TERMS OF THE CONTRACT. IF USING P-CARD, WV-39 IS NOT NEEDED.</p> <p>PURCHASES IN EXCESS OF \$100,000 WILL BE REVIEWED BY THE PURCHASING DIVISION. AT THE DISCRETION OF THE DIRECTOR OF PURCHASING, OR HIS DESIGNEE, THESE REQUIREMENTS MAY BE BID.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON OCTOBER 1, 2005 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS</p>				
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LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT NO.	ITEM NUMBER		
<p>NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM</p>					

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	TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN, OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANS- PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.) QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN. ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY				
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BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT.NO	ITEM NUMBER				
	<p>RETAINED BY THE SPENDING UNIT.</p> <p>WV-39 IS NOT REQUIRED IF AGENCY IS USING P-CARD.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A LOCAL BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDITION OF AWARD.</p>						

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ATTACHMENT A
 SYSFURN05B
 CAPITOL BUSINESS INTERIORS

9/15/2005

Vendor/Contract Number/Contact Information	Manufacturer	Model/Line/ Product	Catalog Identifier	Discount %
Capitol Business Int				
SYSFURN05B	Haworth	Tactics/Kinetics	Jun-05	
Kelli Bragg	Haworth	0-25,000		45%
Ph 304-343-7551	Haworth	25,001 - 100,000		47%
Fx 304-346-3350	Haworth	100,001 - 500,000		50%
	Haworth	Enhanced Premise/Moxie	Jun-05	
	Haworth	0 - 50,000		70%
Design/Reconf Fee	Haworth	50,001 - 250,000		72%
\$30/hr	Haworth	250,000 - 750,000		74%
		Over 750,000. Negotiable		
Hourly Moving Fee	Haworth	Casegoods / Files / Storage	Jun-05	
\$30/hr normal hrs		0 - 25,000		57%
\$45/hr overtime		25,001 - 100,000		60%
		100,001 - 500,000		62%
	Haworth	Rush - Start It Up	Jun-05	50%
	Haworth	If/Jump Stuff / Crossings	Jun-05	50%
	Haworth	Wood Casegoods and Tables	Jun-05	50%
	Haworth	Unigroup	Jun-05	
		0 - 50,000		70%
		50,000 - 250,000		72%
		250,000 - 750,000		74%
		Over 750K Negotiable		
	Haworth	Transitional Products	Jun-05	50.0%
	Haworth	Race	Jun-05	
		0 - 25,000		57%
		25,001 - 100,000		60%
		100,001 - 500,000		62%
	Haworth	Unigroup II	Jun-05	
		0 - 50,000		70%
		50,000 - 250,000		72%
		250,000 - 750,000		74%
		Over 750K Negotiable		
	Haworth	Lock Program	Jun-05	50%
	Haworth	Places	Jun-05	

ATTACHMENT A
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9/15/2005

Vendor/Contract Number/Contact Information	Manufacturer	Model/Line/ Product	Catalog Identifier	Discount %
Capitol Business Int		0 - 50,000		70%
SYSFURN05B		50,000 -250,000		72%
Kelli Bragg		250,000 - 750,000		74%
Ph 304-343-7551		Over 750K Negotiable		
Fx 304-346-3350				
	Haworth	Seating	Jun-05	
		0 - 25,000		57%
		25,001 -100,000		59%
		101,001 - 500,000		61%
		Zody Chair Only		52%
	HON	Sleek	07/03/2005	
		1 - 10,000		45%
		10,001 - 50,000		48%
		50,001 - 150,000		50%
		150,000 +		52%
	HON	July 2005 Supplemental	07/03/2005	
		1 - 10,000		45%
		10,001 - 50,000		48%
		50,001 - 150,000		50%
		150,000 +		52%
	HON	BASYX	07/03/2005	30%
	HON	Initiate	04/01/2005	
		1 - 10,000		45%
		10,001 - 50,000		48%
		50,001 - 150,000		50%
		150,000 +		52%
	HON	HON Group List Pricer	04/01/2005	
		1 - 10,000		45%
		10,001 - 50,000		48%
		50,001 - 150,000		50%
		150,000 +		52%
	Indiana	Indiana Desk	04/01/2004	52%
		Impel	06/14/2004	52%
		Price List Supplement	03/01/2005	52%
	Global	Global Office Book + 6%	04/15/2004	52%

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Vendor/Contract Number/Contact Information	Manufacturer	Model/Line/ Product	Catalog Identifier	Discount %
Capitol Business Int SYSFURN05B Kelli Bragg Ph 304-343-7551 Fx 304-346-3350	Global	Evolve + 6%	2004	
		0 - 100,000		50%
		100,000 - 250,000		52%
		250,000 - 500,000		54%
		500,000 - Negotiable		
	AIS	A02	2005	
		1 - 7,500		55%
		7,501 - 30,000		60%
		30,001 - 120,000		65%
		120,001 - 300,000		68%
		300,001 - 500,000		71%
		500,001 + Negotiate		
	AIS	Matrix	2005	
		1 - 7,500		55%
		7,501 - 30,000		60%
		30,001 - 120,000		65%
		120,001 - 300,000		68%
		300,001 - 500,000		71%
		500,001 + Negotiate		
	AIS	Mwall	2005	
		1 - 7,500		55%
		7,501 - 30,000		60%
		30,001 - 120,000		65%
		120,001 - 300,000		68%
		300,001 - 500,000		71%
		500,001 + Negotiate		
	Lacasse	United Chair	08/01/2005	
		1\$ +		50%
	Lacasse	Lacasse Office Furniture Solu	2005	
		0 - 20,000		45%
		20,001 - 35,000		47%
		35,001 - 70,000		50%
		70K +		52%
	Lacasse	Lacasse Educational	2005	
		0 - 20,000		45%
		20,001 - 35,000		47%
		35,001 - 70,000		50%
		70K +		52%

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SYSFURN05B	Lacasse	Nvisions	04/01/2005	50%
Kelli Bragg				
Ph 304-343-7551	Lacasse	Avenue	2/5	
Fx 304-346-3350		0 - 75,000		50%
		75,001 - 150,000		52%
		151,001 - 300,000		54%
		Over 300,001 - Negotiable		
	Chief	Chief	01/01/2005	50%
	Nova	Learning Solutions 85/80	Mar-05	40.0%
		Executive Solutions	03-Aug	40.0%
		Learning Solutions	04-Aug	40.0%
	Right Angle	Right Angle	2005	50.0%
	Ergogene / BoldyBuilt	Ergogene / Bodybuilt	06/01/2005	50.0%

ATTACHMENT B
SYSFURN05B
CAPITOL BUSINESS INTERIORS

1. BODYBUILT PRICE LIST CD	7/01/05
2. USA TACTICS/KINETICS TABLES	6/05
3. USA SEATING	6/05
4. USA ENHANCED PREMISE & MOXIE	6/05
5. USA CASEGOODS / FILES / STORAGE	6/05
6. USA if / JUMPSTUFF / CROSSINGS	6/05
7. USA RUSH STARTUP	6/05
8. USA WOOD CASEGOODS / TABLES	6/05
9. USA UNIGROUP TOO	6/05
10. USA RACE	6/05
11. USA TRANSITION PRODUCTS	6/05
12. USA UNIGROUP	6/05
13. USA PLACES	6/05
14. USA LOCK PROGRAMS	6/05
15. GLOBAL LIST PRICE BOOK	2004-2005
16. EVOLVE PRICE LIST	1/01/05
17. NOVA LEARNING SOLUTIONS 85/80 SERIES	2005
18. NOVA LEARNING SOLUTIONS 45/40 SERIES	2004
19. INDIANA DESK IMPEL PRICE LIST SUPPLEMENT	6/14/04
20. INDIANA DESK PRICE LIST	4/01/04
21. INDIANA FURNITURE PRICE LIST SUPPLEMENT	3/01/05
22. NVISION N / VIRONMENTS	4/01/04
23. BASYX	
24. LACASSE AVENUE SYSTEM	2/04
25. LACASSE OFFICE FURNITURE SOLUTIONS	
26. LACASSE THINK SMART (EDUCATION FURN)	2005
27. UNITED CHAIR SEATING	8/01/05

ATTACHMENT B
SYSFURN05B
CAPITOL BUSINESS INTERIORS

28. CHIEF FLAT PANEL MOUNTING SOLUTIONS	1/01/05
29. HON OFFICE FURNITURE SUPPLEMENT CAT/PRICER	7/03/05
30. HON SLEEK SYSTEM LIST PRICER	7/03/05
31. HON OFFICE FURNITURE SLOTTED PANELS	4/01/05
32. HON GROUP LIST PRICER	4/01/05
33. MWALL Z-PANEL CATALOG & PRICER	2005
34. A02 PANEL SYSTEM CATALOG & PRICER	2005
35. AIS MATRIX PANEL SYSTEM CATALOG & PRICER	2005
36. RIGHT ANGLE ERGONOMIC PRODUCTS	2005



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Purchase Order

PURCHASE ORDER NO
SYSFURN05B

PAGE
7

BLANKET RELEASE
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CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW

CHANGE ORDER

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

INVOICE TO

**ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER**

VENDOR

***709040519 304-343-7551
 CAPITOL BUSINESS INTERIORS
 711 INDIANA AVENUE
 CHARLESTON WV 25302 25302**

SHIP TO

**ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER**

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
09/22/2005		NET 30		550422766			
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL - MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE		AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: SYSFURN05B							
LINE	CATNO	ITEM	NUMBER	DESCRIPTION		QTY	DATE
0001	425-94			OFFICE FURNITURE, PANEL SYSTEMS, CH		_____	_____
SIGNATURE _____				DATE _____			

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

TOTAL

BETTY FRANCISCO

304-558-0468

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL