

# Ordering Instructions

## Statewide Contract

IPEQUIP (SWC\*04) IP Telephones and Accessories

**Ordering Requirements** – Agency must complete a Delivery Order (ADO/CDO) or WV-39 and submit completed, signed Delivery Order to Alpha Technologies for fulfillment.

**Special Instructions** – Please see the accompanying Compatibility and Recommendations document for more information about what phone models are suggested.

**Approvals Required** – Agency's Approval Authority

**Agency and/or Vendor Contact Information:**

David Chambers, Account Executive  
[dchambers@alpha-tech.us](mailto:dchambers@alpha-tech.us)  
304-721-8987

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

**Type of Delivery Order** – ADO/CDO or WV-39 for agencies without access to wvOASIS

**How to submit the completed order to the Vendor** – Agencies must send finalized ADO/CDO to David Chambers (contact information above) for order processing.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.