

Posting Year:	Posting Date:	Posting #	Doc #
" Period:		Ref #	Initials:

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Audrey Danek
BUREAU: Department of Finance	BUREAU: Mayor's Office

**TRANSFER DETAIL**

Date of Request	17-Jun-22	Fund: General	Transfer Amount:	\$7,072.54
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0609-0001-78	\$7,072.54	300,000.00	\$290,150.50	283,077.96
Contingency				-
				-
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

000-01-0201-0001-72	\$7,072.54	\$0.00	\$0.00	7,072.54
Equipment				-
				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

For office furniture in Mayor's office, which was recently renovated.

**Reason Funds are Available for Transfer:**

Money is being transferred from contingency with approval of the Finance Director

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/>	Amount not more than \$5,000.00
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00
Department Head/Deputy Director:	<i>Jessica Barakat</i> 6/21/23 Date:
Director of Finance/Deputy Director:	<i>Jessica Barakat</i> 6/21/22 Date:
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i> 6-23-22 Date:
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i> 6-23-22 Date:
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: Date:	

**CITY COUNCIL**

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:



**Interior Workplace Solutions**

www.interiorworkplace.com

ALLENTOWN, PA 18106: 6765 Ambassador Drive  
 p: (610) 391-0733 | f: (610) 391-1155  
 READING, PA 19609  
 p: (610) 670-1800 | f: (610) 670-8181  
 WILKES-BARRE, PA 18706  
 p: (570) 288-7211

**Quotation**

Page 1 / 5

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
132549	06/07/22		236000	JENNIFER MALITZKI	

**Quote To**

CITY OF ALLENTOWN  
 LEONARD LIGHTNER  
 435 HAMILTON ST  
 Allentown PA 18101

**Ship To**

CITY OF ALLENTOWN  
 LEONARD LIGHTNER  
 435 HAMILTON ST  
 3 PERSON OFFICE 5TH.FL.  
 Allentown PA 18101

Phone +1 (484) 387-8109  
 Terms NET 10 DAYS

Phone +1 (484) 387-8109  
 Sales Location ALLENTOWN

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
PRICING PER PA STATE CONTRACT 4400016568/4400016776 PURCHASE ORDER MUST BE MADE OUT TO: THE HON COMPANY C/O INTERIOR WORKPLACE SOLUTIONS 200 OAK STREET MUSCATINE, IA 52761 SEND P.O. TO INTERIOR WORKPLACE SOLUTIONS NEW PA STATE CONTRACT IS PENDING, AS OF TODAY, THE OLD CONTRACT HAS BEEN EXTENDED UNTIL 7/31/22.				
1	1	H105897R HON INDU 10500 Series 66Wx30Dx29-1/2H Sgl Ped DskRH B/B/FRectTop Select Top Laminate Color \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut  Tag For Office 30/66	577.80	577.80
2	2	H105898L HON INDU 10500 Series 66Wx30Dx29-1/2H SglPedDskLH B/B/F RectTop Select Top Laminate Color \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut	577.80	1,155.60

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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Page 2 / 5  
 (cont'd)

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132549	06/07/22		236000	JENNIFER MALITZKI	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		LSW1 LAM: Skyline Walnut		
	Tag For	Office 30/66		
3	3	H10504 HON INDU 10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D Select Laminate \$(L2STD) Grd L2 Standard Laminates .LSW1 Skyline Walnut	319.95	959.85
	Tag For	Office FF		
4	3	H10561X HON INDU 10500 Series Return Shell 29-1/2H x 48W x 24D Select Top Laminate Color \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut	249.30	747.90
	Tag For	Office 24/48		
5	3	H90053 HON INDU 10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure Fabric Selection \$(A) Gr A Fab .APN FABRIC: Appoint 15 COLOR: Dune	108.90	326.70
	Tag For	Office TB(48)		
6	3	H105383 HON INDU 10500 SeriesWall Mounted Storage Cab 48"W x 14-5/8"D Select Top Laminate Color \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut	410.85	1,232.55
	Tag For	Office 14x48x18		

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 (cont'd)

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132549	06/07/22		236000	JENNIFER MALITZKI	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
7	2	HF23B HON INDU Black Removable Lock Core Kit Select Key Number .X101E KEY NUMBER: 101E Tag For Office HF23B	14.40	28.80
8	2	HF23B HON INDU Black Removable Lock Core Kit Select Key Number .X102E KEY NUMBER: 102E Tag For Office HF23B	14.40	28.80
9	2	HF23B HON INDU Black Removable Lock Core Kit Select Key Number .X103E KEY NUMBER: 103E Tag For Office HF23B	14.40	28.80
10	1	HF27B HON INDU Black Removable Lock Core Kit Select Key Number .X101E KEY NUMBER: 101E Tag For Office HF27B	14.40	14.40
11	1	HF27B HON INDU Black Removable Lock Core Kit Select Key Number .X102E KEY NUMBER: 102E Tag For Office HF27B	14.40	14.40
12	1	HF27B HON INDU Black Removable Lock Core Kit Select Key Number .X103E KEY NUMBER: 103E Tag For Office HF27B	14.40	14.40
13	3	HIWM3 HON INDU	401.38	1,204.14

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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**Quotation**

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 (cont'd)

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132549	06/07/22		236000	JENNIFER MALITZKI	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
14	1	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld Select Arm Type .A Arm: Height and Width Adj Select Caster Option .H CASTER: Hard (Standard) Select Back .U Back: Upholstered Select Upholstery \$(1) Gr 1 UPH .CU Centurion 98 COLOR: Navy Select Frame Color .T FRAME: Black Select base .SB Base: Standard Base  Tag For Office HIWM3  HF22                                HON INDU Master Key (One Key)  Tag For Office HF22	9.10	9.10

**QUOTATION TOTALS**

Sub Total	<u>6,343.24</u>
PENNSYLVANIA TAX EXEMPT	<u>0.00</u>
Grand Total	<u>6,343.24</u>

End of Quotation

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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# Quotation

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(cont'd)

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132549	06/07/22		236000	JENNIFER MALITZKI	

### INTERIOR WORKPLACE SOLUTIONS TERMS OF CONDITIONS OF SALE

**ACCEPTANCE:** Acceptance of an order is subject to credit approval. Seller shall have the sole right to approve the credit of Buyer. This sale is not binding until Seller's acceptance of an order at the offices of Interior Workplace Solutions.

**PAYMENT:** Acceptance of delivery constitutes acceptance of the merchandise as delivered. Merchandise will be invoiced on delivery. Buyer agrees to pay each invoice within ten (10) days of the invoice date. Buyer further agrees that payment within ten (10) days of the invoice date is required regardless of Buyer's application for financing, if any, including but not limited to financing through a lease transaction. Buyer further agrees that until payment in full is made, Seller shall have a continuing purchase security interest in the merchandise after delivery, and these terms and conditions shall constitute a security agreement between Buyer and Seller. No payment shall be withheld on any invoice because of partial delivery of the entire order. Buyer agrees to pay a finance charge of one and one-half percent (1 ½%) per month at the annual percentage rate of eighteen percent (18%), on all delinquent invoices, and agrees to pay expenses, attorney fees and court costs which Seller incurs by reason of Buyer's default. Payment in full for special materials, fabrics or services (such as COM, COL, etc.) from a secondary vendor may be requested by Seller prior to Seller placing order with primary vendor. Buyer will consider such materials, fabrics or services acceptable for the purpose of payment at the time of delivery to the primary vendor. If Buyer is unable to receive merchandise, merchandise will be placed in storage and Buyer billed for merchandise and storage charges.

**CREDIT CARD TRANSACTIONS:** Credit card transactions are subject to a 3% transaction fee, added to customer invoice.

**DEPOSITS:** A fifty-percent (50%) deposit is required with the Buyer's order. Buyer agrees to pay a deposit for the sum indicated simultaneously with Seller's acceptance of this order which sum shall be credited toward the total purchase price of the merchandise. In the event that a vendor requires a deposit before fabrication or shipment such charges will be paid by Buyer, when requested.

**PRICES:** All quotations are subject to change without notice. Prices do not include any applicable sales, use, excise or other tax, nor do they include any applicable commodity surcharges imposed upon Seller by the Vendor or Manufacturer. Any applicable taxes will be added to prices at time of invoicing and Buyer agrees to pay same. Buyers exempt from taxes will furnish Certificates of Exemption at time of placing order.

- Orders less than \$100 are subject to a minimum order fee of an additional \$50.

**CANCELLATION AND CHANGE:** An order cannot be cancelled except by mutual consent. An order is final and binding and any subsequent changes including changes in quantity or specifications are subject to approval by Seller and Manufacturer. Resulting additional charges, from the Manufacturer shall be paid by Buyer. All requests for changes in quantity or specifications shall be delivered to Seller in writing. All merchandise and stock may be returned only with approved written authority of Seller and Manufacturer and is subject to a minimum of 25% re-stocking charge plus freight and handling costs.

**MISCELLANEOUS:** This agreement is not assignable without prior written consent of Seller. Any attempt to assign or transfer any of the rights, duties or obligations of the agreement without such consent is void. If any provision or paragraph of this document is determined to be void or unenforceable for any reason, it shall not affect the enforceability of any other provision or paragraph of this document.

**WARRANTIES:** ALL WARRANTIES BY IWS EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY, ARE HEREBY EXCLUDED AND PURCHASER'S SOLE RECOURSE FOR BREACH OF ANY OF THOSE WARRANTIES SHALL BE AGAINST THE MANUFACTURERS OF SUCH ITEMS.

**AGREEMENT** – The Buyer is relying solely upon the terms of this agreement and not upon any oral or written statements, whether by Interior Workplace Solutions, its officers, employees or by manufacturers' representatives.

**DELIVERY AND INSTALLATION:** In the event that delivery and/or installation are required, the following provisions shall apply:

- Condition of Job Site – The job site shall be clean, clear of debris prior to installation and delivery, and Buyer shall be responsible for insuring that the work of other contractors or Buyer's personnel does not interfere with or impede the installation of the goods. If the conditions of the site are such that interference with the Installation Department should take place and Buyer elects to proceed under such conditions, additional installation costs including repairs for any damages created by such condition will be charged on an hourly basis.
- Job Site Services – Electric current, heat, hoisting and/or elevator service will be furnished without charge to Seller. Adequate facilities for offloading, staging, moving and handling of merchandise shall be provided.
- Special Packaging and Handling – If special packaging or handling is required that is not contained in the specifications, it will be subject to extra charge to Buyer.
- Normal Business Hours – Delivery and Installation will be made during normal working hours, identified by Seller as Monday through Friday 8:00 a.m. to 3:30 p.m. Additional labor costs, resulting from overtime work performed at Buyer's request, will be paid by Buyer.
- Storage Space – Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space would be provided by Buyer. If the space provided is inconveniently located or on another floor, the extra cost of transporting to and from storage will be reimbursed by Buyer. If the merchandise must be moved due to the lack of progress of other trades or other reasons, the extra cost of such moving will be reimbursed by Buyer to the Seller.
- Erection and Assembly – Seller's ability to erect or assemble furniture or permanently to attach, affix, or bolt in place moveable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesman at the site other than Seller's own installation personnel, the resulting additional costs will be paid by Buyer.
- Damage – After merchandise arrives at the site, any loss or damage caused by non-IWS personnel or by weather, smoke, fumes, fire, or other elements shall be the responsibility of Buyer, and Buyer agrees to hold Seller harmless from the loss for such reasons.
- Insurance – Public Liability, Worker's Compensation, Property Damage and Automotive Insurance are carried by the Seller and certifications will be delivered upon request. Fire, Tornado, Flood and other insurance at the site will be provided and paid for by Buyer.
- Delays in Shipment – Seller shall not be liable for delays, damages, or losses due to strikes, lockouts, fires, explosives, weather, Acts of God or other causes beyond its control, including but not limited to delays caused by the manufacturer of the product.
- Ownership Transfer - When the sale agreement requires Seller to deliver and/or install furniture, the risk of loss or damage shall pass from Seller to Buyer upon delivery at Buyer's designated location: "Buyer's designated location" includes storage space provided by Buyer. When the sale agreement does not require delivery and/or installation by Seller, including but not limited to agreements providing for drop shipments, the risk of loss or damage shall pass from Seller to Buyer upon delivery to the carrier.
- Drop Shipments - It will be Buyer's responsibility to inspect the merchandise and to file necessary freight claims in the event of damage, for orders that are requested and purchased by Buyer as "Drop Ship".

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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**Quotation**

Page 1 / 2

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
132564	06/07/22		159546	JENNIFER MALITZKI	

**Quote To**

CITY OF ALLENTOWN  
 CITY ALTWN  
 435 W HAMILTON ST  
 Allentown PA 18101

**Ship To**

CITY OF ALLENTOWN  
 LEONARD LIGHTNER  
 435 W HAMILTON ST  
 3 PERSON OFFICE 5TH.FL.  
 Allentown PA 18101

Phone +1 (610) 437-7504

Phone +1 (484) 387-8109

accountspayable@allentownpa.gov

Terms NET 10 DAYS

Sales Location ALLENTOWN

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
THIS QUOTE IS VALID FOR 10 DAYS FROM DATE ISSUED. CREDIT CARD TRANSACTIONS ARE SUBJECT TO A 3% FEE, ADDED AT THE TIME OF CUSTOMER INVOICE. CONTINUING COVID-19 SUPPLY CHAIN ISSUES HAVE ADDED COMPLEXITY & UNCERTAINTY TO NEARLY EVERY FURNITURE MFG. ORDER FULFILLMENT PROCESSES. EXTENDED LEAD TIMES/SHIPPING DELAYS ARE POSSIBLE, GIVEN THE CURRENT ECONOMIC ENVIRONMENT. THANK YOU FOR UNDERSTANDING				
1	1	IWS LABOR FOR QUOTE 132549 TO DELIVER AND INSTALL DURING NORMAL BUSINESS HOURS. DOES NOT INCLUDE MOVING OF EXISTING FURNITURE.	715.00	715.00
<b>QUOTATION TOTALS</b>				
Sub Total				715.00
IWS FUEL SURCHARGE				14.30
PENNSYLVANIA TAX EXEMPT				0.00
Grand Total				729.30
End of Quotation				

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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# Quotation

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(cont'd)

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132564	06/07/22		159546	JENNIFER MALITZKI	

### INTERIOR WORKPLACE SOLUTIONS TERMS OF CONDITIONS OF SALE

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**PAYMENT:** Acceptance of delivery constitutes acceptance of the merchandise as delivered. Merchandise will be invoiced on delivery. Buyer agrees to pay each invoice within ten (10) days of the invoice date. Buyer further agrees that payment within ten (10) days of the invoice date is required regardless of Buyer's application for financing, if any, including but not limited to financing through a lease transaction. Buyer further agrees that until payment in full is made, Seller shall have a continuing purchase security interest in the merchandise after delivery, and these terms and conditions shall constitute a security agreement between Buyer and Seller. No payment shall be withheld on any invoice because of partial delivery of the entire order. Buyer agrees to pay a finance charge of one and one-half percent (1 ½%) per month at the annual percentage rate of eighteen percent (18%), on all delinquent invoices, and agrees to pay expenses, attorney fees and court costs which Seller incurs by reason of Buyer's default. Payment in full for special materials, fabrics or services (such as COM, COL, etc.) from a secondary vendor may be requested by Seller prior to Seller placing order with primary vendor. Buyer will consider such materials, fabrics or services acceptable for the purpose of payment at the time of delivery to the primary vendor. If Buyer is unable to receive merchandise, merchandise will be placed in storage and Buyer billed for merchandise and storage charges.

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**PRICES:** All quotations are subject to change without notice. Prices do not include any applicable sales, use, excise or other tax, nor do they include any applicable commodity surcharges imposed upon Seller by the Vendor or Manufacturer. Any applicable taxes will be added to prices at time of invoicing and Buyer agrees to pay same. Buyers exempt from taxes will furnish Certificates of Exemption at time of placing order.

- Orders less than \$100 are subject to a minimum order fee of an additional \$50.

**CANCELLATION AND CHANGE:** An order cannot be cancelled except by mutual consent. An order is final and binding and any subsequent changes including changes in quantity or specifications are subject to approval by Seller and Manufacturer. Resulting additional charges, from the Manufacturer shall be paid by Buyer. All requests for changes in quantity or specifications shall be delivered to Seller in writing. All merchandise and stock may be returned only with approved written authority of Seller and Manufacturer and is subject to a minimum of 25% re-stocking charge plus freight and handling costs.

**MISCELLANEOUS:** This agreement is not assignable without prior written consent of Seller. Any attempt to assign or transfer any of the rights, duties or obligations of the agreement without such consent is void. If any provision or paragraph of this document is determined to be void or unenforceable for any reason, it shall not affect the enforceability of any other provision or paragraph of this document.

**WARRANTIES:** ALL WARRANTIES BY IWS EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY, ARE HEREBY EXCLUDED AND PURCHASER'S SOLE RECOURSE FOR BREACH OF ANY OF THOSE WARRANTIES SHALL BE AGAINST THE MANUFACTURERS OF SUCH ITEMS.

**AGREEMENT** – The Buyer is relying solely upon the terms of this agreement and not upon any oral or written statements, whether by Interior Workplace Solutions, its officers, employees or by manufacturers' representatives.

**DELIVERY AND INSTALLATION:** In the event that delivery and/or installation are required, the following provisions shall apply:

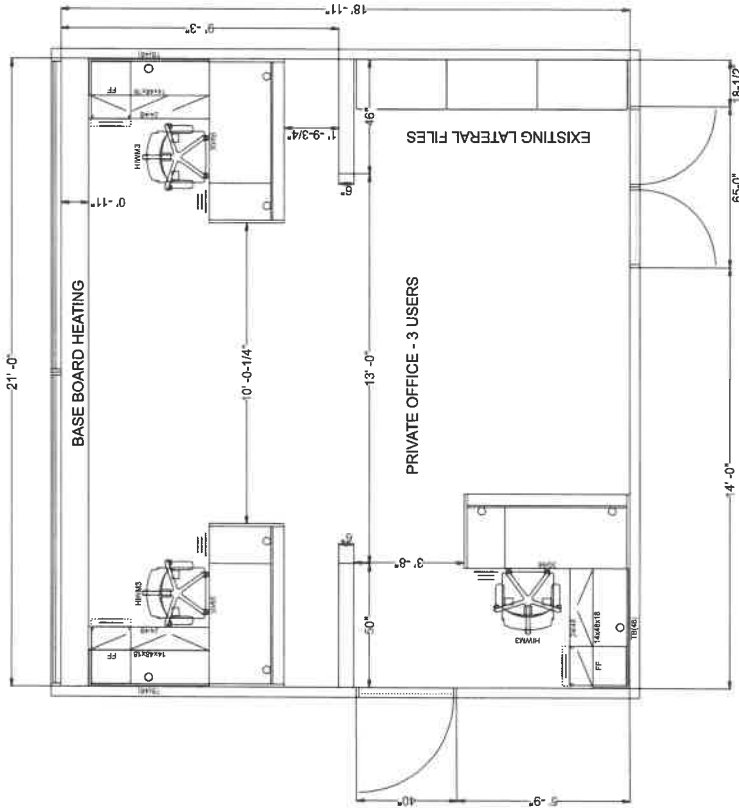
1. Condition of Job Site – The job site shall be clean, clear of debris prior to installation and delivery, and Buyer shall be responsible for insuring that the work of other contractors or Buyer's personnel does not interfere with or impede the installation of the goods. If the conditions of the site are such that interference with the Installation Department should take place and Buyer elects to proceed under such conditions, additional installation costs including repairs for any damages created by such condition will be charged on an hourly basis.
2. Job Site Services – Electric current, heat, hoisting and/or elevator service will be furnished without charge to Seller. Adequate facilities for offloading, staging, moving and handling of merchandise shall be provided.
3. Special Packaging and Handling – If special packaging or handling is required that is not contained in the specifications, it will be subject to extra charge to Buyer.
4. Normal Business Hours – Delivery and Installation will be made during normal working hours, identified by Seller as Monday through Friday 8:00 a.m. to 3:30 p.m. Additional labor costs, resulting from overtime work performed at Buyer's request, will be paid by Buyer.
5. Storage Space – Provided the merchandise does not arrive at the site earlier than the date requested, safe and adequate storage space will be provided by Buyer. If the space provided is inconveniently located or on another floor, the extra cost of transporting to and from storage will be reimbursed by Buyer. If the merchandise must be moved due to the lack of progress of other trades or other reasons, the extra cost of such moving will be reimbursed by Buyer to the Seller.
6. Erection and Assembly – Seller's ability to erect or assemble furniture or permanently to attach, affix, or bolt in place moveable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesman at the site other than Seller's own installation personnel, the resulting additional costs will be paid by Buyer.
7. Damage – After merchandise arrives at the site, any loss or damage caused by non-IWS personnel or by weather, smoke, fumes, fire, or other elements shall be the responsibility of Buyer, and Buyer agrees to hold Seller harmless from the loss for such reasons.
8. Insurance – Public Liability, Worker's Compensation, Property Damage and Automotive Insurance are carried by the Seller and certifications will be delivered upon request. Fire, Tornado, Flood and other insurance at the site will be provided and paid for by Buyer.
9. Delays in Shipment – Seller shall not be liable for delays, damages, or losses due to strikes, lockouts, fires, explosives, weather, Acts of God or other causes beyond its control, including but not limited to delays caused by the manufacturer of the product.
10. Ownership Transfer - When the sale agreement requires Seller to deliver and/or install furniture, the risk of loss or damage shall pass from Seller to Buyer upon delivery at Buyer's designated location: "Buyer's designated location" includes storage space provided by Buyer. When the sale agreement does not require delivery and/or installation by Seller, including but not limited to agreements providing for drop shipments, the risk of loss or damage shall pass from Seller to Buyer upon delivery to the carrier.
11. Drop Shipments - It will be Buyer's responsibility to inspect the merchandise and to file necessary freight claims in the event of damage, for orders that are requested and purchased by Buyer as "Drop Ship".

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

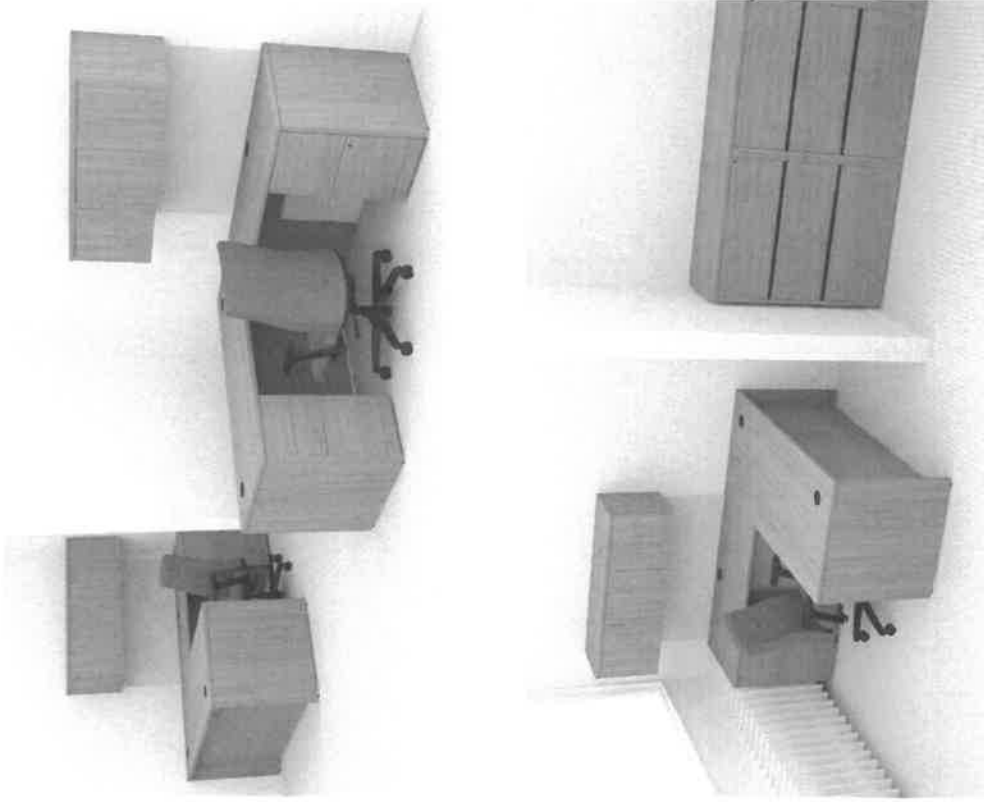


**PLAN VIEW**

SCALE: 1/4"=1'-0"



Scale 1/4" = 1'



**IWS** Interior Workplace Solutions  
 6725 Paradise Blvd. D.  
 Allentown, PA 18106  
 Tel: 610.391.0733  
 Fax: 610.391.1155

**City of Allentown**  
 435 Hamilton St., Allentown, PA 18101  
 3 Person Private Office

Client Signoff:

Date

Revision

Allentown.V1.053022.cm

6/2/2022

Project No:

Scale: 1/4" = 1'

Drawn By: K-NC

Order No: XXXXXX

Sheet No:

**FP.01**