

**OFFICE FURNITURE & FILES**  
**ORDERING INSTRUCTIONS FORM**

BIDDER: Harter

VENDOR TAX ID NUMBER: 48-1155727

**Ordering Information:**

Please provide the following information about where Customers should direct orders. You **must** provide a regular mailing address and email address. If equipped to receive purchase orders electronically, you may also provide an Internet address. **NOTE: Duplicate as necessary for multiple ordering locations.**

Name: Shelly Reynolds

Title: Customer Service Representative

Street Address or P.O. Box: 11451 Harter Drive

City, State, Zip: Middlebury, IN 46540

Email Address: [sreynolds@harter.com](mailto:sreynolds@harter.com)

Phone Number: 574-825-5871 ext. 32263

Toll Free Number: 800-543-5449 ext. 32263

Ordering Fax Number: 866-528-2293

Internet Address: www.harter.com

Federal ID Number: 48-1155727

**Remit Address:** Harter 36225 Treasury Center

City, State, Zip: Chicago, IL 60694-6200

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: Paula Redler

Title: Sales Administrator

Street Address: 7300 West 110<sup>th</sup> Street, Suite 210, Overland Park, KS 66210

E-mail Address: [predler@harter.com](mailto:predler@harter.com)

Phone Number(s): 913-663-3459 ext. 3007

Fax Number: 913-663-1556

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: Kevin Langston

Title: Sales Representative

E-mail Address: [klangrs@aol.com](mailto:klangrs@aol.com)

Phone Number(s): 850-569-5096 (cell) 850-528-9378

Fax Number: 801-383-9982

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Please identify the person who will be responsible for maintaining the dedicated web site AND the electronic catalog information through MyFloridaMarketPlace.

Name: Lisa Delp

Title: Customer Service Manager

Street Address: 11451 Harter Drive, Middlebury, IN 46540

E-mail Address: ldelp@harter.com

Phone Number(s): 800-543-5449 ext. 32267

Fax Number: 866-528-2293

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Please be advised that vendors are responsible for verifying and maintaining the correct contact and address information within their MyFloridaMarketPlace vendor registration account. Failure to do so may result in the vendor being deemed ineligible to conduct business with the State of Florida.