



Multiple Award Schedule (MAS)

Furniture & Furnishings – Office Furniture – Contract No. 47QSMS24D004C

GSA Contract Ordering Instructions:

Keilhauer can accept GSA Purchase Orders in the following ways:

1. A GSA Purchase Order sent directly to Keilhauer Customer Service (customer.service@keilhauer.com) by a “Federal” Eligible Entity, stating Keilhauer as the Contractor and referencing Keilhauer’s GSA Contract No. 47QSMS24D004C. These Orders should be accompanied by a copy of the Dealer quotation.

or

2. A Dealer Purchase Order accompanied by a copy of the Government Purchase Order and a Contractor Team Arrangement (CTA), on Dealer letterhead, signed by the Dealer (Team Lead) and Keilhauer (Team Member) referencing both GSA Contract Numbers. The Dealer is to be the named Contractor on the GSA Purchase Order, along with the Dealer’s corresponding GSA Contract Number, otherwise the Federal Entity will billed directly, not the Dealer. Note: A Teaming Arrangement can only be entered into between two or more MAS Schedule Contract Holders.

GSA Quantity Discount Structure

1-250 units	251 - 500 units	501 + units
58% off Keilhauer List Prices	60.1% off Keilhauer List Prices	64.6% off Keilhauer List Prices

Open Market:

Products not tagged with **SIN 33721** on Keilhauer’s GSA Price List can be purchased as Open Market items, at the same discounts. Open Market items must be identified on all Quotes, Purchase Orders and Invoices for tracking purposes. Please direct all product and pricing inquiries to the listed [Keilhauer Sales Representative](#).