



How to Place an OMNIA Partners, Public Sector Order under HON's Contract



1

Contact

Contact a HON Authorized Servicing Dealer



2

Get Quote

Our Authorized Servicing Dealer will provide a detailed quote and instructions for completing your Purchase Order (PO)



3

Send PO

Send your completed PO directly to our Authorized Servicing Dealer



4

PO Review

Our Authorized Servicing Dealer will review your order to ensure accuracy



5

Submit Order

Our Authorized Servicing Dealer will submit your order directly to HON and coordinate delivery of your shipment

To locate your nearest HON Authorized Servicing Dealer, please contact our Government Customer Support Team at **800-466-8694** or visit hon.com/omniapartners.

What to include on your purchase order:

1. HON contract number, R142208. Purchase orders may be issued to The HON Company c/o Servicing Dealer or directly to the Authorized Servicing Dealer.*
2. Complete shipping information, including city, state and zip code.
3. Contact information for the person who can answer questions related to the order (fabric selection, pricing questions, etc.), including contact name, phone and email address.
4. Contact information for the person who will receive the shipment, including contact name, phone and email address.

*Agencies in Arizona and New Mexico must place their orders directly with the Dealer.