



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/TCPN when there is an update in the contract. No request will be officially approved without the prior written authorization of Region 4. Region 4 reserves the right to accept or reject any request.

Contrax Furnishings, LLC/

The Contrax Group, LLC (Vendor name) hereby provides notice of the following update to TCPN contract number: R142203 for Furniture & Installation on this date 12/16/2105
Contract Title

Instructions: Vendors must check all that may apply and provide supporting documentation. Place your initials next to each item to confirm that documents are indeed, included. Be sure to sign the signature page with all require signatures, prior to submitting your update for approval. ~~This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the TCPN Contracting Team to request a "Notice of Material Change to Vendor Contract" form.~~

Authorized Distributors/Dealers
____ Addition
____ Deletion
____ Supporting Documentation

Price Update
CMS Supporting Documentation

Products/Services
CMS New Addition
____ Update Only
CMS Supporting Documentation

Discontinued Products/Services
____ Supporting Documentation

States/Territories
____ Supporting Documentation

Other _____
____ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary).

Per your approval, we would like to add Children's Factory, Clarin, ERG, Jaxx Bean Bags, MooreCo Soft Seating line and OFM to our TCPN R142203 contract. In addition, we would like to make revisions to the existing Crest discount structure. All required documentation is attached, including updated matrices. Please let me know if you require any additional information.

Submitted By: Caroline Smith Caroline Smith **Approved by Email:** Date 1/15/16

Title: Strategic Bid Manager **Denied by Email:** Date _____

Contact Number: 800-699-7516

Region 4 ESC: Jason Wickel

Email Address CSmith@contrax.com

TCPN: Clint Pacheco RACP