

Ordering Information

Massachusetts Higher Education Commission (MHEC) - Contract # MC12-C07

Contract Period: 10/01/2020 – 07/31/2023

Geographical Coverage: State of Massachusetts

Point of Production: Holland, MI 49424

Products Included on Contract: Products included in the January 2023 price list.

Installation: Installation is extra by Dealer.

Payment Terms: Net 30

Credit Cards Accepted: Visa, Mastercard or American Express

Time of Delivery: Most orders are shipped within 30-45 days of received PO.

Freight: Purchase orders under the \$15,000 list will incur a flat freight fee of \$200 net effective through 2/28/2023.

Effective 3/1/2023

Orders under \$2,500 list will incur a flat \$25 net fee

Orders between \$2,501 list and \$5,000 will incur a flat \$100 net fee

Orders between \$5,001 list and \$7,000 will incur a flat \$200 net fee

Orders over \$7,001 list ship free

Pricing: May 2022 Price List effective through 2/28/2023
5% list surcharge on all Pack and Choices metal filing, storage, and desking effective through 2/28/2023.
4% list surcharge on Trendwall, Volo, & Volo Frameless effective through 2/28/2023.

January 2023 Price List effective 3/1/2023

Ordering: The MHEC member may issue the Purchase Order (PO), referencing the Contract Number MC12-07, to the authorized dealer or direct to Trendway c/o authorized dealer. Authorized dealers will upload the order through Trendway's ordering portal.

State Discount Off January 2023 Catalog Pricing:

Products	Price Range	End User Discount - Delivered
Choices, Capture & Pack	\$1 - 500,000	61%
Trig & Intrinsic	\$1 - 500,000	59.75%
Tables & Seating	\$1 - 500,000	55%
Architectural Products	\$1 - 500,000	51%

Shipping:

All orders shipped to any destination within the contiguous United States will be F.O.B. destination freight prepaid, and risk of loss or damage shall pass to Buyer upon delivery. Trendway will determine the method and agency of transportation to be used.

Exceptions to standard prepaid freight are as follows:

- Any project less than \$15,000 list will incur a \$200.00 freight charge effective through 2/28/2023.
- Effective 3/1/2023
 - Orders under \$2,500 list will incur a flat \$25 net fee
 - Orders between \$2,501 list and \$5,000 will incur a flat \$100 net fee
 - Orders between \$5,001 list and \$7,000 will incur a flat \$200 net fee
 - Orders over \$7,001 list ship free
- Customer directed expedites (Air Freight, Team Hauls) will be prepaid by Trendway and Customer will be billed the difference between standard and expedited freight.
- Truckload deliveries that are requested to deliver on weekends, Holidays or after 12:00 noon EST on Friday's will have an additional charge of \$450 per truck.
- Excessive unloading (in excess of 2 hours) will be billed at \$50 per hour after the initial 4 hour unloading period.
- LTL shipments normally deliver between 8:00 am and 5:00 pm, Monday through Friday. A specific delivery time on your assigned delivery date can be requested for an additional charge of \$150. This charge does not apply to full-truckload shipments. Requests for specific dates/times falling outside standard delivery timeframe for the carrier serving your area constitute Expedites (see Customer-Directed Expedites, above). Expedite charges do apply to full-truckload shipments.
- Lift Gate service will have an additional charge of \$85 for an LTL carrier. For lift gate service on a truckload, contact Customer Care.
- Inside delivery service starts at \$50. Call Customer Care for quote.
- Reconsignment cost after shipment, starts at \$50. Call Customer Care for quote.
- Special equipment requirements call for a quote.

In the event that special F.O.B. Destination terms are agreed to by Trendway or delivery is made on Trendway-owned or -leased equipment, customer or authorized representative is responsible for noting any freight damage or shortage on the freight bill of lading at time of delivery and must notify Trendway within five (5) days of delivery day of any such damage or shortage. Assistance in a concealed damage claim on an F.O.B. Destination shipment will be provided by Trendway only if the product has been immediately unpacked and both the carrier and Trendway have been promptly notified of resultant damage so the proper inspection can be made.

Shipping Note: Trendway strives to minimize packaging to help the environment and to make installations faster and cleaner.

Trendway ships products in using various packaging methods based upon the product type and shipping method (full truck vs LTL), all of which are designed to provide protection for the product while minimizing packaging materials.

Trendway test packaging designs to ensure their effectiveness.

Warranty Provision:

Refer to Trendway January 2023 Price List

Cancellation / Returns:

Refer to Trendway January 2023 Price List

Contractor Address:

Trendway Corporation, P.O. Box 9016, Holland, MI 49422-9016

Contract Information:

Sales – Amy Maxey, 812.661.0599 / AMaxey@fellowes.com

Contract – Melissa Fuller, 812.639.8141 / MFuller@fellowes.com

Downloads

➤ [Credit Card Form](#)