

# Northbridge Office Furnishings Inc.

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## **Commercial Invoice + Detailed Packing List + Project Notes (Seating)**

Northbridge Office Furnishings Inc.

455 King St E, Suite 300

Toronto, ON M5A 1L8 Canada

Tel: +1 (416) 555-0198

Accounts Receivable: ar@northbridgefurnishings.example

Customer Service: cs@northbridgefurnishings.example

GST/HST Registration: 74231 9812 RT0001

QST Registration: 1223456789 TQ0001

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## Invoice Summary

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**Invoice Number:** NBX-260126-0174

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**Invoice Date:** 2026-01-26

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**Due Date:** 2026-02-25

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**Total Due (CAD):** 129,150.06

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Customer Account: 004913-MLHG

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Customer PO: MLHG-PO-104772

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## Bill To

Maple Leaf Healthcare Group (MLHG)

Attn: Dana Kwan, Procurement Operations

4100 Aurora Parkway, Building B

Mississauga, ON L5N 7T8 Canada

Email: purchasing@mlhg.example

Phone: +1 (905) 555-0144

## Ship To (Multi-Site Delivery)

### Site A — MLHG Toronto Operations Centre

Attn: Receiving Dock / Facilities

200 Front St W, 21st Floor (Dock access via Simcoe St)

Toronto, ON M5V 3L2 Canada

Receiving Hours: Mon–Fri 08:00–14:00 (appointment required)

### Site B — MLHG Ottawa Training & Fulfillment

Attn: Receiving Dock / Facilities

88 Industrial Ave

Ottawa, ON K1S 5H4 Canada

Receiving Hours: Mon–Thu 07:30–15:30 (appointment required)

### Site C — MLHG Montréal Clinic Admin

Attn: Réception / Facilities

410 Rue Saint-Jacques, Suite 900

Montréal, QC H2Y 1S1 Canada

Heures de réception: Lun–Ven 09:00–16:00 (rendez-vous requis)

Primary Project: "Harborview Seating Refresh — Phase 2"

Internal MLHG Cost Centre(s): TOR-OPS-221 / OTT-TRN-114 / MTL-ADM-038

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## Purchase Overview (Project Context — For Records)

This invoice covers the supply, delivery, and partial on-site assembly of bulk seating for MLHG's operational expansion and training capacity upgrades. The purchase includes:

- Ergonomic task chairs (primary workstation seating)
- Conference chairs (meeting room seating)
- Stacking chairs (training room overflow + event seating)
- Guest chairs (lobby and interview rooms)
- Floor glide kits to protect hard/soft flooring surfaces
- On-site assembly service for all non-stacking chairs
- White-glove delivery with appointment scheduling per site
- Fuel surcharge and environmental handling fees

### Contract Pricing Note

Unit prices below reflect MLHG contract pricing and already include the negotiated project discount. No additional discount line is shown.

### Operational Notes

- All chairs are shipped KD (knock-down) where applicable. Assembly service is billed only for non-stacking chair categories (task/conference/guest).
  - Stacking chairs ship factory-assembled (no on-site assembly billed).
  - Please retain all packaging until inventory verification is complete. Report any freight damage within 48 hours of delivery to cs@northbridgefurnishings.example.
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## Itemized Charges (Contract Pricing — CAD)

Line	SKU	Description	Qty	Unit Price	Line Total
1	CHR-ERG-8400-BLK	ErgoFlex 8400 Task Chair — Black fabric, 4D arms, synchro-tilt, adjustable lumbar, 300 lb rating	120	357.88	42,945.60
2	CHR-ERG-8400-GRY	ErgoFlex 8400 Task Chair — Graphite fabric, 4D arms, synchro-tilt, adjustable lumbar, 300 lb rating	80	357.88	28,630.40
3	CHR-CONF-6100-WHT	SwayLine 6100 Conference Chair — White shell, sled base, armless, stackable (low profile)	48	234.60	11,260.80
4	CHR-STK-2200-BLU	StackPro 2200 Stacking Chair — Blue polypropylene seat, chrome frame, ganging clips included	150	73.14	10,971.00
5	CHR-GUEST-3300-CHR	UrbanGuest 3300 Guest Chair — Charcoal fabric, fixed arms, steel frame, non-marking feet	40	137.08	5,483.20
6	CHR-STK-DOLLY-1	StackPro Dolly — capacity 12 chairs per stack, locking casters (for CHR-STK-2200 series)	3	210.00	630.00
7	ACC-FLR-GLIDE-SET	Soft-Floor Glide Kit (set of 5) — for ErgoFlex 8400 series (reduces floor wear on vinyl/laminate)	200	12.00	2,400.00
8	SVC-ASSEMBLY	On-site assembly service — non-stacking chairs only (task + conference + guest categories)	288	18.00	5,184.00
9	FRG-WHITEGLOVE-ON	White-glove delivery + appointment scheduling (Ontario) (Site A + Site B)	2	850.00	1,700.00
10	FRG-WHITEGLOVE-QC	White-glove delivery + rendez-vous (Québec) (Site C)	1	975.00	975.00

Line	SKU	Description	Qty	Unit Price	Line Total
11	FRG-FUEL-SURCHG	Fuel surcharge (rate per contract; applied to shipment)	1	3,475.19	3,475.19
12	FEE-ENV-HANDLING	Environmental handling fee (recycling + pallet recovery) billed per chair unit shipped	438	0.75	328.50

**Subtotal (before tax): 113,983.69**

## Tax Summary (Based on Ship-To Jurisdiction)

Jurisdiction	Taxable Amount	Tax Type	Tax Amount
Ontario (Sites A + B)	96,338.71	HST 13%	12,524.03
Québec (Site C)	17,644.98	GST 5%	882.25
Québec (Site C)	17,644.98	QST 9.975%	1,760.09

**Total Tax: 15,166.37**

**Total Due (CAD): 129,150.06**

Note: Tax basis reflects freight/handling allocation required for jurisdictional compliance. If shipments are split or re-routed after invoice issuance, tax may be recalculated on the final billing.

## Delivery Allocation by Site (Operational Breakdown)

### Site A — Toronto Operations Centre (TOR-OPS-221)

- CHR-ERG-8400-BLK Qty 90
- CHR-ERG-8400-GRY Qty 30
- CHR-CONF-6100-WHT Qty 24
- CHR-GUEST-3300-CHR Qty 15
- ACC-FLR-GLIDE-SET Qty 120 sets
- SVC-ASSEMBLY Qty 159 chairs (on-site assembly)

Delivery Service: White-glove (Ontario) — 1 stop (appointment required)

Preferred Delivery Window: 2026-01-29 to 2026-02-03, 08:00–14:00

### Site B — Ottawa Training & Fulfillment (OTT-TRN-114)

- CHR-ERG-8400-BLK Qty 20
- CHR-ERG-8400-GRY Qty 30
- CHR-CONF-6100-WHT Qty 12
- CHR-GUEST-3300-CHR Qty 15
- CHR-STK-2200-BLU Qty 150
- CHR-STK-DOLLY-1 Qty 3

- ACC-FLR-GLIDE-SET Qty 50 sets
- SVC-ASSEMBLY Qty 77 chairs (on-site assembly; stacking chairs excluded)

Delivery Service: White-glove (Ontario) — 1 stop (appointment required)

Preferred Delivery Window: 2026-01-30 to 2026-02-04, 07:30–15:30

### Site C — Montréal Clinic Admin (MTL-ADM-038)

- CHR-ERG-8400-BLK Qty 10
- CHR-ERG-8400-GRY Qty 20
- CHR-CONF-6100-WHT Qty 12
- CHR-GUEST-3300-CHR Qty 10
- ACC-FLR-GLIDE-SET Qty 30 sets
- SVC-ASSEMBLY Qty 52 chairs (on-site assembly)

Delivery Service: White-glove (Québec) — 1 stop (rendez-vous requis)

Preferred Delivery Window: 2026-02-03 to 2026-02-07, 09:00–16:00

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## Packing List Summary (For Receiving + Inventory Control)

### Packaging Standard

- ErgoFlex 8400 Task Chair: 1 chair/carton (KD), carton size approx. 31" x 25" x 13"
- SwayLine 6100 Conference Chair: 2 chairs/carton
- StackPro 2200 Stacking Chair: 4 chairs/carton (assembled)
- UrbanGuest 3300 Guest Chair: 1 chair/carton (KD)
- Floor Glide Kits: 20 kits/carton
- Dollies: 1 dolly/carton

### Estimated Shipment Profile (combined)

- Total chair units: 438
- Estimated cartons: 310–340 (varies by chair mix)
- Pallets: 10–14 (shrink-wrapped, corner-protected)
- Total estimated freight weight: 5,800–6,600 lb
- Special handling: Keep dry; do not stack more than 2 pallets high; avoid fork puncture

### Receiving Checklist (recommended)

1. Count pallets and photograph all pallet labels before unloading.
  2. Verify carton counts against the Site Allocation section above.
  3. Open 1 carton per product type to confirm finish/color before mass staging.
  4. Record any damage on the delivery receipt and email photos to [cs@northbridgefurnishings.example](mailto:cs@northbridgefurnishings.example) within 48 hours.
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## Product Specifications (Appendix A — For Procurement File)

### ErgoFlex 8400 Task Chair (CHR-ERG-8400-\*\*\*)

- Adjustable lumbar support; seat depth slider; synchro-tilt with tension control
- 4D adjustable armrests; height-adjustable cylinder
- Recommended use: 6–10 hours/day
- Upholstery: commercial-grade fabric (Black / Graphite)
- Warranty: 10-year limited (mechanical); 5-year limited (fabric wear)

### SwayLine 6100 Conference Chair (CHR-CONF-6100-WHT)

- Low-profile sled base; armless; lightweight stackable design
- Recommended use: meeting rooms / touchdown spaces
- Shell: white polymer; frame: steel
- Warranty: 5-year limited

### StackPro 2200 Stacking Chair (CHR-STK-2200-BLU)

- Blue polymer seat; chrome frame; includes ganging clips
- Recommended use: training rooms, overflow seating
- Warranty: 3-year limited

### UrbanGuest 3300 Guest Chair (CHR-GUEST-3300-CHR)

- Fixed arms; steel frame; non-marking feet
- Recommended use: guest, interview, lobby seating
- Warranty: 5-year limited

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## Service Notes (Appendix B — Assembly + Installation)

### On-site Assembly Service (SVC-ASSEMBLY)

- Scope: assembly and placement of task + conference + guest chair categories only
- Exclusions: stacking chairs, removal of existing furniture, disposal of legacy seating (unless quoted)
- Standard placement: within the receiving floor + staging area unless otherwise directed by Facilities
- MLHG to provide: clear staging zone, elevator access (if applicable), site contact for sign-off

### Completion Documentation

- Installer will provide a completion checklist per site:
  - date/time on site
  - chair categories assembled
  - exceptions/damages (if any)
  - MLHG site sign-off name + signature

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## Payment & Remittance Instructions

Please reference the Invoice Number (found in the header barcode image) on all remittances.

### Accepted Methods

- EFT / ACH (preferred)

- Wire transfer
- Cheque (processing delay may apply)

### Remit-To (Mail)

Northbridge Office Furnishings Inc.

Attn: Accounts Receivable

PO Box 1182, Station A

Toronto, ON M5W 1B1 Canada

### EFT (Sample / Placeholder Details for Demo Purposes Only)

- Bank: First Dominion Bank (Fictional)
- Transit: 00012 Institution: 999 Account: 1234567
- SWIFT: FDMDCAZZ (Fictional)
- Email remittance advice to: ar@northbridgefurnishings.example

### Late Payment

Amounts outstanding beyond due date may be subject to service charges as permitted under contract terms.

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## Additional Terms, Conditions, and Compliance (Long-Form)

### 1. Title & Risk

Title transfers upon full payment. Risk of loss transfers upon delivery and customer acceptance at each site.

### 2. Returns

Returns require a Return Authorization (RA) number issued by Northbridge Customer Service. Standard stocking fees may apply. Custom or special-order items may be non-returnable.

### 3. Warranty

Warranty terms are listed in Appendix A. Warranty does not cover misuse, unauthorized modifications, or damage from improper cleaning agents.

### 4. Accessibility & Standards

Where applicable, products are designed to meet typical commercial seating requirements. If MLHG requires a specific standard (e.g., BIFMA certification documentation), request a compliance packet from cs@northbridgefurnishings.example citing Sales Order SO-602918.

### 5. Data & Procurement Recordkeeping

This document includes operational notes intended to support MLHG receiving and asset tracking. If MLHG's internal systems require separate asset tags, MLHG is responsible for applying tags after receipt and inspection.

### 6. Split Shipments

If any items are backordered or substituted due to supply constraints, Northbridge will notify MLHG before shipment. Any approved substitutions will be documented on a revised packing addendum.

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## Contacts (For Follow-Up)

**Customer Service (Delivery + Damage Claims)**

cs@northbridgefurnishings.example

Tel: +1 (416) 555-0120

**Accounts Receivable (Payment Questions)**

ar@northbridgefurnishings.example

Tel: +1 (416) 555-0135

**Project Coordinator (Operational Scheduling)**

Leah Morgan — project.ops@northbridgefurnishings.example

Reference: Sales Order SO-602918

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