

OFFICE FURNITURE & FILES
ORDERING INSTRUCTIONS FORM

BIDDER: Nova Solutions Inc _____

VENDOR TAX ID NUMBER: 37-1343933 _____

Ordering Information:

Please provide the following information about where Customers should direct orders. You **must** provide a regular mailing address and email address. If equipped to receive purchase orders electronically, you may also provide an Internet address. **NOTE: Duplicate as necessary for multiple ordering locations.**

Name: Andy Lybarger _____

Title: National Sales Manager _____

Street Address or P.O. Box: 421 W Industrial Ave _____

City, State, Zip: Effingham, IL 62401 _____

Email Address:

alybarger@novasolutionsinc.com _____

Phone Number: 217-342-7070 _____

Toll Free Number: 800-730-6682 _____

Ordering Fax Number: 800-940-6682 _____

Internet Address: www.novadesk.com _____

Federal ID Number: 37-1343933 _____

Remit Address: PO Box 725 _____

City, State, Zip: Effingham, IL 62401 _____

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: Andy Lybarger _____

Title: National Sales Manager _____

Street Address: 421 W Industrial Ave _____

E-mail Address: alybarger@novasolutionsinc.com _____

Phone Number(s): 800-730-6682 ext. 298 _____

Fax Number: 800-940-6682 _____

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: _____

Title: _____

E-mail Address: _____

Phone Number(s): _____

Fax Number: _____

Please identify the person who will be responsible for maintaining the dedicated web site AND the electronic catalog information through MyFloridaMarketPlace.

Name: Andy Lybarger _____

Title: National Sales Manager _____

Street Address: 421 W Industrial Ave _____

E-mail Address: alybarger@novasolutionsinc.com _____

Phone Number(s): 800-730-6682 ext. 298 _____

Fax Number: 800-940-6682 _____

Please be advised that vendors are responsible for verifying and maintaining the correct contact and address information within their MyFloridaMarketPlace vendor registration account. Failure to do so may result in the vendor being deemed ineligible to conduct business with the State of Florida.