# EXECUTIVES SERVICES DIVISION'S
# FURNITURE ACQUISITIONS
# for
# OFFICE OF THE SECRETARY
# (REVISED)

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>DESCRIPTION</th>
<th>ACTUAL EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF THE SECRETARY</td>
<td>STAND DESK</td>
<td>$ 1,124.00</td>
</tr>
<tr>
<td></td>
<td>4-SLAT ROCKERS/2-DOUBLE SLAT ROCKERS (BENCHES)/2-TABLES/3-CUSHIONS/2-QUILTS</td>
<td>$1,679.87</td>
</tr>
<tr>
<td></td>
<td>EASEL</td>
<td>$313.50</td>
</tr>
<tr>
<td>SONNY PERDUE</td>
<td>STAND DESK</td>
<td>$ 1,124.00</td>
</tr>
<tr>
<td>DEPUTY SECRETARY</td>
<td>STAND DESK</td>
<td>$ 1,124.00</td>
</tr>
<tr>
<td>STEPHEN CENSKY</td>
<td>BOOK CASE</td>
<td>$ 482.78</td>
</tr>
<tr>
<td>UNDER SECRETARY TRADE &amp; FOREIGN AGRICULTURAL AFFAIRS</td>
<td>SOFA</td>
<td>$ 1,336.42</td>
</tr>
<tr>
<td>TED McKinney</td>
<td>2-CHAIRS</td>
<td>$ 1,189.60</td>
</tr>
<tr>
<td></td>
<td>TABLES</td>
<td>$ 157.12</td>
</tr>
<tr>
<td>UNDER SECRETARY FARM PRODUCTION &amp; CONSERVATION</td>
<td>4-CHAIRS</td>
<td>$ 1,146.60</td>
</tr>
<tr>
<td>BILL NORTHHEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From:</td>
<td>Tillman, Robin - DM</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Sent:</td>
<td>Wednesday, April 11, 2018 9:01 AM</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>Fossum, Carmelnita - DM</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Easel purchase</td>
<td></td>
</tr>
</tbody>
</table>

The easel purchase from March of last year was verbally requested by Chris Young. I don't have an email request in writing.

Robin Tillman  
Executive Services  
202-720-2779 (O)  
(0) (0) (C)
Fossum, Carmelnita - DM

From:  Beans, Cheryl - DM  
Sent:    Thursday, April 12, 2018 4:32 PM  
To:      Tillman, Robin - DM; James, Juanita - DM; Fossum, Carmelnita - DM  
Subject: Stand Desk for Secretary

I don’t have an email requesting a stand desk for the Secretary.

Cheryl Beans  
USDA-DM-Office of Operations  
Executive Service Division  
(202) 720-3838 desk  
(202) 720-0531 fax
Fossum, Carmelinta - DM

From: Tillman, Robin - DM
Sent: Thursday, April 12, 2018 3:39 PM
To: Fossum, Carmelinta - DM
Subject: FW: Stand Up Desk request

This is for the Deputy’s desk.

From: Tillman, Robin - DM
Sent: Thursday, April 12, 2018 1:23 PM
To: Beans, Cheryl - DM <Cheryl.Beans@ocio.usda.gov>; Fossum, Carmelinta - DM <Carmelinta.Fossum@dm.usda.gov>
Subject: FW: Stand Up Desk request

From: Trollinger, Shelia - OSEC
Sent: Thursday, September 28, 2017 4:13 PM
To: Tillman, Robin - DM <Robin.Tillman@dm.usda.gov>
Subject: RE: Stand Up Desk request

Robin, thank you for your help.

From: Tillman, Robin - DM
Thursday, September 28, 2017
To: Young, Chris - OSEC, DC
<Chris.Young@osec.usda.gov>
Shelia - OSEC <Shelia.Trollinger@osec.usda.gov>
Subject: RE: Stand Up Desk request

The desk has been ordered!

Thank you!

From: Young, Chris - OSEC, Washington, DC
Sent: Thursday, September 28, 2017 2:50 PM
To: Trollinger, Shelia - OSEC <Shelia.Trollinger@osec.usda.gov>
Cc: Tillman, Robin - DM <Robin.Tillman@dm.usda.gov>
Subject: Re: Stand Up Desk request

Yes absolutely

Sent from my iPhone

On Sep 28, 2017, at 14:40, Trollinger, Shelia - OSEC <Shelia.Trollinger@osec.usda.gov> wrote:
Can we order a stand up desk for the Deputy Secretary’s office? In speaking with Brooke Appleton, Chief of Staff to the Deputy Secretary, she indicated that he prefers to have a stand up desk. We may not have that on hand when he is confirmed but if it is on order that will be sufficient.

Thank you,
Shelia
Fossum, Carmelnita - DM

From: Tillman, Robin - DM
Sent: Wednesday, April 11, 2018 8:52 AM
To: Fossum, Carmelnita - DM
Subject: Furniture for TFAA

From: Tillman, Robin - DM
Sent: Wednesday, September 27, 2017 10:39 AM
To: Willbrand, Zhulieta - OSEC, Washington, DC <zhulieta.z.willbrand@osec.usda.gov>; Fossum, Carmelnita - DM <Carmelnita.Fossum@dm.usda.gov>; Beans, Cheryl - DM <Cheryl.Beans@ocio.usda.gov>
Subject: Furniture for the Under Secretary TFAA

Good morning Zhulieta,

I ordered the furniture we met about yesterday. Your first selection was available in the standard sofa size. I also found the matching 5 shelf bookcase. Below is cost and shipping information for your accounting records.

Thank you!

Robin Tillman
Executive Services Division
202-720-2779

Begin forwarded message:

From: "Milservice@NationalBusinessFurniture.com"
<Milservice@NationalBusinessFurniture.com>
Date: September 27, 2017 at 10:20:07 AM EDT
To: <ROBIN.TILLMAN@DM.USDA.GOV>
Subject: Shipping information on your order ZJ979041

Dear Robin Tillman,

Thank you for ordering from National Business Furniture, LLC! This is your order acknowledgement along with delivery information. Please review the information below for accuracy. If you have any questions, give us a call at (800) 626-6060. Once your order ships, we will send another email with tracking information. You can view your order here.
Thank you for choosing National Business Furniture, LLC!

Here are the details for your order #ZJ979041:

**Billing Address**
Robin Tillman  
Whiten Bldg  
Usda  
1400 Independence Ave Sw Ste 10A  
Washington, DC, 20250  
Phone: (202) 720-2779

**Shipping Address**
Robin Tillman  
Whiten Bldg  
Usda  
1400 Independence Ave Sw Ste 10A  
Washington, DC, 20250  
Phone: (202) 720-2779

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description</th>
<th>Special Note</th>
<th>Qty</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>76434</td>
<td>Upholstered Sofa Wood Arms Gray House Fabric/Espresso Arm Caps and Legs</td>
<td>GSA</td>
<td>1</td>
<td>$1,336.42</td>
<td>$1,336.42</td>
</tr>
<tr>
<td>76205</td>
<td>Upholstered Chair w/Wood Arms Gray Fabric Seat, Back and Arms/Espresso Arms Caps and Legs</td>
<td>GSA</td>
<td>2</td>
<td>$594.80</td>
<td>$1,189.60</td>
</tr>
<tr>
<td>75899</td>
<td>Nesting Tables Espresso</td>
<td></td>
<td>1</td>
<td>$157.12</td>
<td>$157.12</td>
</tr>
</tbody>
</table>

- The item(s) listed above are shipping via Truck (tailgate) and should arrive between 10/11/2017 & 10/25/2017. Please have personnel and/or equipment ready to unload your items off the truck and to bring them into your location. See detailed Shipping Methods information below

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description</th>
<th>Special Note</th>
<th>Qty</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15933</td>
<td>Open Bookcase Espresso</td>
<td>Ships Today/GSA</td>
<td>1</td>
<td>$482.78</td>
<td>$482.78</td>
</tr>
</tbody>
</table>

- The item(s) listed above are shipping via Truck (tailgate) and should arrive between 9/28/2017 & 10/5/2017. Please have personnel and/or equipment ready to unload your items off the truck and to bring them into your location. See detailed Shipping Methods information below

Merchandise: $3,463.80  
Discount: $297.88  
Delivery: $0.00  
Additional Delivery Services: $0.00
Subtotal $3,165.92
Sales Tax $0.00

Total $3,165.92

Payments $3,165.92

Balance Due $0.00

- Items marked with the GSA Logo are under GSA contract GS-27F-0024V and have a 10.3% discount.
- This quote contains GSA & Open Market Items. Please contact us if you require all GSA Items.
- FOB destination pricing is quoted, the delivery cost is included in the cost of each item

Important information regarding your shipment(s):
- Examine all cartons closely upon delivery.
- Note any damage to the cartons prior to signing.
- Call us immediately at (800) 626-6060 to report any damage to your order.
- Concealed damage must be reported within 10 days.

Delivery Methods:
Furniture shipments are often quite large and heavy, so it is important to understand how your items will arrive. The order acknowledgement above indicates which shipping method(s) your products will arrive by. Please read the detailed shipping information below to prepare for the arrival of your furniture.

- FedEx/UPS:
  Items shipping via FedEx/UPS will be brought inside your business, or in the case of residential deliveries, to your front door.

- Truck (Tailgate):
  Larger and heavier items will be shipped by a freight carrier using a large semi-trailer truck. The driver will pull up to the curb or loading dock and bring the items to the back of the truck. You will be responsible for taking the items off the truck and into your building. The items will not be lowered to the ground by the driver unless lift-gate service is requested in advance.
  If lift-gate service was added, the driver will lower the items to the ground, but you are still responsible for bringing the items inside.

- Inside Delivery:
  Front-Door Inside Delivery: The driver will remove the items from the truck and bring them to the closest covered area.
  Room-of-Choice Inside Delivery: The driver will remove the items from the truck and bring them into your room of choice. Please note your items will first ship to a local delivery provider. Once these items are received by the local delivery provider, they will call you to schedule your delivery date.

For any questions about your order or delivery, call us at (800) 626-6060.
National Business Furniture, LLC
770 South 70th Street
Milwaukee, WI 53214
Fossum, Carmelnita - DM

From: Tillman, Robin - DM
Sent: Thursday, April 12, 2018 3:38 PM
To: Fossum, Carmelnita - DM
Subject: FW: Rockers for Secretary's Office - email trail

From: Beans, Cheryl - DM
Sent: Thursday, April 12, 2018 1:15 PM
To: Tillman, Robin - DM <Robin.Tillman@dm.usda.gov>; James, Juanita - DM <Juanita.James@dm.usda.gov>
Subject: Rockers for Secretary's Office - email trail

Below is the email trail to order the rockers (FIOA request).

Cheryl Beans
Executive Service Specialist
USDA-DM-OO-Executive Service Division
(202) 720-3838 desk
(202) 720-0531 fax

Begin forwarded message:

From: "Beans, Cheryl - DM" <Cheryl.Beans@ocio.usda.gov>
To: "Williams, Duane - DM" <Duane.Williams1@dm.usda.gov>
Cc: "Tillman, Robin - DM" <Robin.Tillman@dm.usda.gov>
Subject: Question regarding throws via quilts - Secretary's Office

The attached picture does not come in throws only in a Queen or King size Quilt.

[image1.JPG]

Cheryl Beans
DM-OO-Executive Services Division
1400 Independence Avenue, SW
Room 10B
Washington, DC. 20250
(202) 720-3838 desk
(202) 720-0531 fax
cheryl.beans@dm.usda.gov<mailto:cheryl.beans@dm.usda.gov>

On Aug 25, 2017, at 2:02 PM, Williams, Duane - DM <Duane.Williams1@dm.usda.gov<mailto:Duane.Williams1@dm.usda.gov>> wrote:

Ok; then get 4 rocking chairs and cushion to replace the wing back chairs.
Duane Williams
Director
U.S. Department of Agriculture
Office of Operations
(202) 260-8057

From: Beans, Cheryl - DM
Sent: Friday, August 25, 2017 1:35 PM
To: Williams, Duane - DM
   <Duane.Williams1@dm.usda.gov>
Cc: Tillman, Robin - DM
   <Robin.Tillman@dm.usda.gov>
Subject: Re: Rocking Chairs

There are 4 wing chairs in the receptionist area.

Cheryl Beans
DM-OO-Executive Services Division
1400 Independence Avenue, SW
Room 10B
Washington, DC. 20250
(202) 720-3838 desk
(202) 720-0531 fax
cheryl.beans@dm.usda.gov

   <Duane.Williams1@dm.usda.gov>
 wrote:
Ok; thanks! How many rocking chairs will be needed to replace all of the wing back chairs in
the cage?

Duane Williams
Director
U.S. Department of Agriculture
Office of Operations
(202) 260-8057

From: Beans, Cheryl - DM
Sent: Friday, August 25, 2017 1:29 PM
To: Williams, Duane - DM
   <Duane.Williams1@dm.usda.gov>
Cc: Tillman, Robin - DM
   <Robin.Tillman@dm.usda.gov>
Subject: Re: Rocking Chairs

Still working that project.

Cheryl Beans
DM-OO-Executive Services Division
<Duane.Williams1@dm.usda.gov><mailto:Duane.Williams1@dm.usda.gov>> wrote:

Good afternoon Cheryl!

Did you have any look ordering the chairs from Cracker Barrel?

Thanks,

Duane Williams
Director
U.S. Department of Agriculture
Office of Operations
(202) 260-8057
Hello Carmen,

Listed below is a email from Kimberly Graham (FPC) request I order (2) office desk chairs. I cannot find the other email request the other (2) chairs. She may have called me to add those chairs. I do have a email I send to the vendor and I cc’d Kim on that email to add 2 more chairs.

Robin may have sent you her already and Cheryl may send her either today or tomorrow. Please let me know if anything else is needed.

---

From: Graham, Kimberly - OSEC, Washington, DC
Sent: Monday, August 21, 2017 1:46 PM
To: Toepper, Moriah - OSEC <Moriah.Toepper@osec.usda.gov>; Lawson, Adria - OSEC, Washington, DC <Adria.Lawson@osec.usda.gov>
Cc: Greenleaf, Brandi - NRCS, Washington, DC <Brandi.Greenleaf@wdc.usda.gov>
Subject: FW: Heidi’s Chair

Moriah/Adria,

We need to order 2 office desk chairs for the FPAC Under Secretary and the Chief Operating Officer that will be sitting in room 225e and 229e.

Thanks,

Kim
Hi Carmen,

This is the only email I received regarding the chairs. I can’t remember but I think she called me to order two more.

From: Lawson, Adria - OSEC, Washington, DC
Sent: Tuesday, August 22, 2017 2:28 PM
To: James, Juanita - DM <Juanita.James@dm.usda.gov>
Subject: FW: Heidi’s Chair

From: Graham, Kimberly - OSEC, Washington, DC
Sent: Monday, August 21, 2017 1:46 PM
To: Toepfer, Moriah - OSEC <Moriah.Toepfer@osec.usda.gov>; Lawson, Adria - OSEC, Washington, DC <Adria.Lawson@osec.usda.gov>
Cc: Greenleaf, Brandi - NRCS, Washington, DC <Brandi.Greenleaf@wdc.usda.gov>
Subject: FW: Heidi’s Chair

Moriah/Adria,

We need to order 2 office desk chairs for the FPAC Under Secretary and the Chief Operating Officer that will be sitting in room 225e and 229e.

Also, we need to order 6 boxes of Pilot G-2, .07 point pens (3 boxes of blue/3 boxes of black)

Thanks,

Kim
<table>
<thead>
<tr>
<th>Quote #</th>
<th>Date</th>
<th>Customer</th>
<th>Sales Rep</th>
<th>Qty</th>
<th>List Price</th>
<th>Your Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2017-10197</td>
<td>05/23/2017</td>
<td>USDA - DM - PP Executive Services Division - Cheryl Beans</td>
<td>Joann Gaechell - 683</td>
<td>1</td>
<td>$99.00</td>
<td>$99.00</td>
</tr>
</tbody>
</table>

Pars Total: $99.00

Freight Est: 0.00

Installation (Entire Order): $225.00

Sub Total: $1,124.00

Sales Tax (DC): 0.00

Grand Total: $1,124.00

Discount %: 0%

Customer Address Information

Ship To: USDA - DM - PP Executive Services Division
Cheryl Beans
Attn: Cheryl Beans
1400 Independence Ave SW, RM 10B
Wilton Bldg
Washington, DC 20250
Phone: (202) 720-6038
Fax: (202) 720-0531

Bill To: USDA - DM - PP Executive Services Division
Cheryl Beans
Attn: Cheryl Beans
1400 Independence Ave SE, RM 10B
Wilton Bldg
Washington, 20250
Phone: (202) 720-6038
Fax: (202) 720-0531
Cracker Barrel Store #718
Linthicum Heights, MD

1448851 JANIS G

CHK 5481 SEP'17 4:29PM

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 @ 279.99</td>
<td></td>
<td>559.98</td>
</tr>
<tr>
<td>Double Slat Rocker</td>
<td></td>
<td>559.98</td>
</tr>
<tr>
<td>2 @ 59.99</td>
<td></td>
<td>119.98</td>
</tr>
<tr>
<td>square leg table</td>
<td></td>
<td>119.98</td>
</tr>
</tbody>
</table>

Subtotal               | 679.96   |
Total                   | 679.96   |

REF:561601
AUTHCODE:022479
XXXXXXXXXXXXX1489
VISA 679.96 X

Thank You
Please Come Back
WWW.CrackerBarrel.com

Reference Number:

07185480164700209
**Cracker Barrel Store #718**  
*Mount Vernon Heights, MO*

1665538 Margaret S  
---

**CHK 7092 AUG28'17 7:56AM**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slat Rocker</td>
<td>4 @ 169.99</td>
<td>$79.96</td>
</tr>
<tr>
<td>ROOSEVELT QUEEN</td>
<td>2 @ 99.99</td>
<td>$199.98</td>
</tr>
<tr>
<td>Marine Cushion</td>
<td>3 @ 39.99</td>
<td>$119.97</td>
</tr>
</tbody>
</table>

Subtotal: $999.91  
Total: $999.91  
REF: 547827  
AUTHCODE: 019776  
XXXXXXXXXXX1489  
VISA: 999.91 X

Thank You  
Please Come Back  
www.CrackerBarrel.com

Reference Number:

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0716709264490209
# Sales Quote Form

**Quote No:** 116509

**Order Date:** 12/20/2017

**Ship Date:**

<table>
<thead>
<tr>
<th>CC Type</th>
<th>Credit Card Name</th>
<th>Credit Card Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa</td>
<td>CHERYL R. BEANS</td>
<td>**** **** ****-1489</td>
</tr>
</tbody>
</table>

**P.O. #:** VISAOCRBEANS

**Freight Quote #:**

**Customer ID:** NEW - 0

**Discount %:** 0.000% off list (ErgoFusion)

**HTS: OPEN MARKET**

**Dealer of Record:**

**Sales Person:** Joann Campbell - E63

**Expiration Code:** 9/2020 - ***

**Additional Info:**

PLEASE CONTACT JAY JONES WITH GLOBAL TECHS OF MARYLAND WHEN PRODUCT ARRIVES TO SCHEDULE INSTALLATION (443) 413-1371 OR EMAIL: jayjones@globaltechsofmaryland.com - Thank you

COLOR FOR TABLE IS SHANKER CHERRY

**Bill To:**

**Company:** USDA - DM-00-Executive Services Division

**Name:** CHERYL BEANS

**Attn:** CHERYL BEANS

**Address:** 1400 Independence ave SW-room 10B, Whitten Building

**City, State, Zip:** Washington, DC 20250

**Phone:** (202) 720-3838

**Fax:** (202) 720-0531

**Email Address:** cheryl.beans@dm.usda.gov

**Ship To:**

**Company:** USDA - DM-00-Executive Services Division

**Name:** CHERYL BEANS

**Attn:** CHERYL BEANS

**Address:** 2400 Independence ave SW-room 10B, Whitten Building

**City, State, Zip:** Washington, DC 20250

**Phone:** (202) 720-3838

**Fax:** (202) 720-0531

**Email Address:** cheryl.beans@dm.usda.gov

**Fabric / Info:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Model/Options</th>
<th>Ext. Price</th>
<th>Disc.</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>HAT48</td>
<td>899.00</td>
<td>1,798.00</td>
<td></td>
</tr>
</tbody>
</table>

**Special Shipping Instructions:**

**Freight:** Custom

**Shipping Instructions:**

**Sub-Total:** 1,798.00

**Installation:** 450.00

**Sales Tax:** 5.75%

**Total:** 2,248.00

---

https://www.ergoquote.com/a34e5c81e16f51fd77b146ac96b4e314-al.html
Final Details for Order #116-6821054-1322605
Print this page for your records.

Order Placed: March 16, 2017
Amazon.com order number: 116-6821054-1322605
Order Total: $313.50

Shipped on March 19, 2017

Items Ordered
1 of: Design Toscano Louis XV Fine Art Carved Display Easel
Sold by: XoticBrands (seller profile)
Condition: New

Shipping Address:
Robin Tillman
US DEPARTMENT OF AGRICULTURE
1400 INDEPENDENCE AVE SW ROOM WHITTEN
10-A BLDG
WASHINGTON, DC 20250-1419
United States

Shipping Speed:
Standard

Price

Item(s) Subtotal: $313.50
Shipping & Handling: $0.00
Total before tax: $313.50
Sales Tax: $0.00

Total for This Shipment: $313.50

Payment information

Payment Method:
Visa | Last digits: 1791

Billing address
Robin Tillman
US DEPARTMENT OF AGRICULTURE
1400 INDEPENDENCE AVE SW ROOM WHITTEN 10-A BLDG
WASHINGTON, DC 20250-1419
United States

Credit Card transactions

Visa ending in 1791: March 19, 2017: $313.50

To view the status of your order, return to Order Summary.

Conditions of Use | Privacy Notice © 1996-2018, Amazon.com, Inc. or its affiliates
INVOICE

Date: 09/28/17

Sold To:

ROBIN TILLMAN
WHITEN BLDG
USDA
1400 INDEPENDENCE AVE SW STE 10A
WASHINGTON DC 20250

Invoice No: ZJ979041-TDQ

Shipped To:

ROBIN TILLMAN
WHITEN BLDG
USDA
1400 INDEPENDENCE AVE SW STE 10A
WASHINGTON DC 20250

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15933</td>
<td>Open Bookcase</td>
<td>1</td>
<td>$482.78</td>
<td>$482.78</td>
</tr>
<tr>
<td></td>
<td>Espresso</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LIFETIME GUARANTEE

Total Merchandise $482.78
Shipping and Handling $0.00
Subtotal $482.78
Total Tax $0.00
Payments $(-482.78)
Balance Due $0.00

****** NO PAYMENT IS DUE ******

This zero balance invoice is for your accounting records only.

Track your order at http://www.nationalbusinessfurniture.com/ordertracklogin.asp

Items marked with the GSA Logo are under GSA contract GS-27F-0024V and have a 10.3% discount.
Items marked with the GSA Logo are under GSA contract GS-27F-0024V and have a 10.3% discount.

This quote contains GSA & Open Market Items. Please contact us if you require all GSA Items.

If your deposit was made with a credit card and the balance is not paid within 60 days, your credit card will be charged automatically for the balance.

***Please note our new remittance address below. Please make sure your records are updated in all your accounts payable systems.***

National Business Furniture
770 South 70th Street
Milwaukee, WI 53214

Thank you for your order! Terms are Net 30 Days. Payment made after 30 days is subject to a service charge of 1\% per month (18% per annum). NO RETURNS ACCEPTED WITHOUT OUR WRITTEN CONSENT.
Date: 10/19/17

Sold To:

ROBIN TILLMAN
WHITEN BLDG
USDA
1400 INDEPENDENCE AVE SW STE 10A
WASHINGTON DC 20250

Invoice No. ZJ979041-OFF

Shipped To:

ROBIN TILLMAN
WHITEN BLDG
USDA
1400 INDEPENDENCE AVE SW STE 10A
WASHINGTON DC 20250

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty</th>
<th>Each</th>
<th>Total</th>
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<td>Upholstered Sofa Wood Arms Gray House Fabric/Espresso Arm Caps and Legs</td>
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<td>$1,336.42</td>
<td>$1,336.42</td>
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LIFETIME GUARANTEE

Total Merchandise $2,683.14
Shipping and Handling $0.00
Subtotal $2,683.14
Total Tax $0.00
Payments $(-2,683.14)
Balance Due $0.00

******* NO PAYMENT IS DUE *******
THIS ZERO BALANCE INVOICE IS FOR YOUR ACCOUNTING RECORDS ONLY.

Track your order at http://www.nationalbusinessfurniture.com/ordertracklogin.asp

Items marked with the GSA Logo are under GSA contract GS-27F-0024V and have a 10.3% discount.
XPOL (XPO Logistics) Tracking #: 790867851

Items marked with the GSA Logo are under GSA contract GS-27F-0024V and have a 10.3% discount.
This quote contains GSA & Open Market Items. Please contact us if you require all GSA Items.

If your deposit was made with a credit card and the balance is not paid within 60 days, your credit card will be charged automatically for the balance.

Thank you for your order! Terms are Net 30 Days. Payment made after 30 days is subject to a service charge of 1 1/4% per month (18% per annum). NO RETURNS ACCEPTED WITHOUT OUR WRITTEN CONSENT

SOURCE CODE

21 of 25
### Zoom Quote Form

#### Date: 9/15/2017

**Quote #:** 17-886-13  
**Project Description:** Chairs

**Account Executive:** Maureen Levy

**Quote To:**  
**Client:** USDA  
**Address:** 355 E Street SW  
Washington, DC 20024

**Attention:** Juanita James  
**Phone:**  
**Email:**

**Project Location:**  
**Client:** USDA  
**Address:** 1400 Independence Ave, SW  
Washington, DC 20250  
**POC:** Juanita James  
**Office:** 202-690-6716

**Please address purchase order to:**  
**Name:** Zoom Inc  
**PO Box 2042**  
Rockville, MD 20847  
**Maureen Levy**  
**301-299-7155**

<table>
<thead>
<tr>
<th>Line</th>
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<th>Item Description</th>
<th>List</th>
<th>Discount %</th>
<th>Unit Sell</th>
<th>Extended Sell</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>H2091.S.BR</td>
<td>Hon Pillowsoft 2090 Exec High Back Chair</td>
<td>$735.00</td>
<td>61.00%</td>
<td>$286.65</td>
<td>$573.30</td>
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**Quote Summary**  
**GS-05F-0018V**  
**Terms:** 30 Days  
**Cage Code:** 43AH2  
**DUNS #:** 194002313  
**Tax ID:** 202340463

**Product**  
**Design**  
**Freight**  
**Installation**  
**Management**

**Grand Total:** $573.30

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Per F.A.R. 52.215-1: This entire proposal includes data and/or drawings that shall not be disclosed outside the Government Agency and shall not be duplicated used, or disclosed in whole or in part for any purpose other than to evaluate this proposal submitted by Zoom, Inc. The data subject to this restriction are the entire document. The information shall not be provided or otherwise made available to any vendors or other parties, for development of cost comparisons or any other purpose. NOTE: Items held in storage over 30 days are charged $40.00 per month per skid. Zoom, Inc. is pleased to quote the following items for your approval. These items are subject to the terms and conditions of sale which are part of the agreement. The merchandise will be ordered upon receipt of this signed contract and deposit. Zoom, Inc. is entitled to collect all costs of collection including attorney’s fees should the buyer fail to pay. Zoom, Inc. is entitled to collect a 1.5% monthly service fee on all past due accounts. Quote valid for 60 days. OHD Open Market
**Quote # 17-593-13**

**Project Description**

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>8/23/2017</td>
<td>17-593-13</td>
<td>Chair</td>
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**Quote To:**
- **Client:** USDA
- **Address:** 355 E Street SW, Washington, DC 20024
- **Attention:** Juanita James
- **Phone:**
- **Email:**

**Account Executive**
- **Maureen Levy**

**Please address purchase order to:**
- **Name:** Zoom Inc
  - **Address:** PO Box 2042, Rockville, MD 20847
  - **POC:** Juanita James
  - **Office:** 202-680-6716
  - **Email:**

**Quote Summary**

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<th>Discount %</th>
<th>Unit Sell</th>
<th>Extended Sell</th>
</tr>
</thead>
<tbody>
<tr>
<td>H2091.S SR</td>
<td>Hon Pillowsoft 2090 Exec High Back Chair Swivel, Tilt Arms Soft Casters Leather: Black Frame: Black</td>
<td>$735.00</td>
<td>61.00%</td>
<td>$286.65</td>
<td>$573.30</td>
</tr>
</tbody>
</table>

**Grand Total:** $573.30

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Under Secretary Northey