




Date	: 17-January-2024	Salesperson	: Meena Vivek - 0411 114 518
Company	: SERVICENOW - Sydney Level 49	Sales Email	: mvivek@steelcase.com
Project	: Level 49, 680 George Street Sydney NSW 2000 - Additional Desk	Quote Number	: 10814
Contact	:	Revision	: 0

Item	Ref.	Indicative Visual	Description	Estimated Lead Time	Qty	Unit Sell	Total
1	WS03		<p><b>MIGRATION SE PRO - Height Adjustable Desk</b></p> <p>Dim: 1400 x 750mm (Top actual dimension 1400 x 750D) Electric Height Adjustable: 650 - 1250mm H with 4 Pre-set controller With round leg profile with attached umbilical</p> <p><b>Finishes</b> Top: Laminex Rock Maple Flint Finish with matching edge Base: 7201 Black Umbilicals: Merle (Charcoal)</p>	8-10 weeks	1		
2	POWER		<p><b>POWER &amp; CHARGING - Above &amp; Below Desk</b></p> <p>Athena Rail with 1 GPO, 1 USB a-c &amp; 1 helipad wireless fast charge 4 GPO in open upper cable tray Includes lead with 3-pin plug</p> <p><b>Finishes</b> Black</p>	4-6 weeks	1		

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3			<b>Local Delivery &amp; Installation</b>  Single stage delivery only during normal business hours 7:00am to 3:30pm		1		
4			<b>Additional After-hours Upcharge if required</b>		1		
<b>Refer to Terms and Conditions</b> Lead time may vary due to restrictions in manufacturing and shortage of raw materials. Steelcase endeavour to monitor all orders closely to ensure projects lead time can be met as best as possible.							
Quotation # :		10814				<b>Subtotal:</b>	<b>\$</b>
Revision # :		0				<b>GST (10%):</b>	<b>\$</b>
						<b>TOTAL (incl. GST):</b>	<b>\$</b>

# TERMS AND CONDITIONS



**Date** : 11-January-2024  
**Company** : SERVICENOW - Sydney Level 49  
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**Contact** :

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**Revision** : 0

**Subtotal:** \$

**GST (10%):**

**TOTAL (incl. GST):** \$

## QUOTE CONDITIONS:

1. Currency quoted in AUD unless otherwise stated
2. Quotation valid for 30 days unless otherwise indicated in writing
3. Unless otherwise specified, prices quoted include delivery to and installation on site during normal work hours (Monday to Friday, 7am - 3.30pm). Additional charges apply for weekend and/or out of hours works.
4. Lead time to be calculated from receipt of signed quotation or customer's valid Purchase Order, and confirmation of drawing and finishes. An additional 1-2 weeks may apply for shipments into Australian ports from 1st September to 30th April, due to stink bug fumigation requirements.
5. Surcharges will be imposed for any amendment or cancellation of orders after commencement of production according to our Sales Terms and Conditions.
6. If the agreed delivery date is delayed at customer's request for more than one week, the products will be stored at the customer's expense.
7. If the postponement of delivery exceeds three (3) months, invoices for Products placed into storage will be issued and customer shall pay as if the Products had been delivered as scheduled; and upon the date of the invoices, both title and risk of the Products shall be deemed passed to the Customer.
8. Damage resulting from improper storage or handling by customer while outside the control of Steelcase will be the responsibility of the customer. This includes improper storage in high humidity or exposed weather conditions; and damage as the result of abuse by other trades such as painting or plastering.
9. Steelcase standard published Warranties shall apply only to products from Steelcase brands. All other products sourced or procured on behalf of customer are covered by original manufacturer's warranty.
10. All orders placed are subject to Steelcase Standard Sales Terms and Conditions (as attached).
11. Payment terms 40% deposit, balance 60% within 30 days

## Refer to Terms and Conditions

## ACCEPTANCE OF ORDER:

Invoice Address:

Invoice Contact Person & Email:

Delivery Address:

Authorised Signature

Name / Title:

Date:

Delivery / Site Contact:

Site Contact Details:

Requested Delivery Date:

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## Customer Order

A customer order given to Steelcase Australia Pty Ltd A.C.N. 066 622 357 (in these Conditions called "the Company") shall be binding on the company when the customer confirms the order in writing by (1) issuing a purchase order, (2) Authorising letter, or (3) signs and dates the Steelcase Australia Pty Ltd Terms and Conditions of Sale.

## Changes and Cancellation

All requests for changes in quantity or specification are subject to approval by Steelcase Australia Pty Ltd, and shall be delivered in writing. The customer / buyer would pay for all resultant charges. In respect to cancellation the customer / buyer may not cancel any order once acknowledged, or otherwise accepted in writing by Steelcase without the written consent of Steelcase. The customer / buyer will be liable to Steelcase for all expenses or loss (including loss of profit) incurred by Steelcase in relation to any such cancellation.

## Payment Terms

40% deposit upon valid acceptance of order. Balance payable prior to delivery unless otherwise negotiated.

## Delivery and Installation

In the event that a delivery and/or installation is required as part of the proposal, the following provisions shall apply:

1. Condition of Job Site - The job site shall be clean, clear and free of debris prior to installation.
2. Job Site Services - Electric current, heat and elevator service will be furnished without charge to Steelcase. Adequate facilities for off loading, staging, moving, and handling of merchandise shall be provided.
3. Delivery & Installation - Delivery and Installation will be made during normal working hours (Monday to Friday, 7am - 3pm). Additional labour costs resulting from over-time work performed at the customer's request will be billed to and payable by the customer.
4. Installation and Assembly - Delivery of unusual items requiring special handling such as insulated files, etc., shall be charged to customer at applicable commercial rates for such handling.
5. Delivered Goods - Goods delivered and brought onto the job site as scheduled shall be inspected by the customer or his agent for damage and count verification, after assembly, and the customer will sign for the goods as received, clearly noting any exceptions as to condition and/or count.
6. Steelcase's responsibilities and liability for risk of loss or damage with respect to the goods passes to the Purchaser on delivery of the goods to the Purchaser, his servants or agents or to any carrier. Any claim for short delivery will not be recognised unless lodged with the Company within 7. Labour Charges - Pricing quoted is inclusive of labour for delivery and installation including labour to pull, stage, and load product, drive time to and from the customer site, actual set-up and assembly, and site clean-up, including trash and cardboard removal.

## Delays

In case of construction delays or other events out of Steelcase's control that force postponement of the delivery or installation, all products will be stored until delivery and installation can be resumed. Additional costs for the re-routing of trucks or containers, double handling of furniture items and storage charges will be applied to the original cost of the furniture. Products shall be invoiced upon receipt of merchandise at Steelcase's warehouse, customer location, or independent Storage Company. In the event products are received at customer's location, but installation is delayed, the insurance coverage of such products is the sole responsibility of customer.

## General Liability

No liability will accrue against Steelcase as a result of any breach of these terms and conditions, resulting from any work stoppage, accident, fire, civil disobedience, riots, rebellions, acts of God, and other events beyond Steelcase's control.

## Taxes

The Purchaser must pay to the Company any amount which is payable on account of GST as a consequence of any supply made under this contract ("the GST amount"). The Purchaser must pay any GST amount at the same time and in the same manner as making payment of any consideration on which the GST amount is calculated. Any GST amount must be calculated such that the net amount received by the Company for any supply made remains the same after deducting any GST owing to the Australian Taxation Office in respect of the supply. The Purchaser must pay any amount the Purchaser is required to pay under this clause in full and without deduction, notwithstanding any entitlement that the Company may have to a credit or offset however arising.

## Retention of Title

- (a) It is expressly agreed that the legal and beneficial interest and title in any goods supplied by the Company shall not pass to the Purchaser until payment has been received in full by the Company for all outstanding invoices in respect of goods supplied by the Company to the Purchaser, but the goods or the part thereof delivered shall nevertheless be at the Purchaser's risk from the time of dispatch from the Company's premises.
- (b) Goods belonging to the Company shall be stored so as to be identifiable as such.
- (c) Prior to payment, the Purchaser shall not deal in any way with goods nor part with possession nor act in any way inconsistent with the Company's ownership thereof. If goods belonging to the Company are disposed of by the Purchaser, the Company shall be entitled to trace the sale or insurance proceeds, which proceeds shall be held by the Purchaser in a separate bank account on trust for the Company.
- (d) If the Purchaser incorporates goods into composite products, the legal and beneficial interest and title in the composite products shall vest in the Company until payment in full is received, and proceeds from any sale or other disposition prior to payment in full shall belong to the Company to the extent of all sums due.
- (e) The Company's right to retain title shall not affect the Company's right as an unpaid seller.
- (f) If the Purchaser fails to make any payment when due or becomes bankrupt or commits an act of bankruptcy, or becomes insolvent, or has judgment entered against the Purchaser in any Court, or enters into or seeks to enter into any scheme of arrangement, composition, assignment for the benefit of, or other arrangement with, the Purchaser's creditors or any class of creditors, or an application is made for an order, a meeting is convened to consider a resolution, a resolution is passed or an order is made that the Purchaser be wound up or otherwise dissolved and/or that a liquidator be appointed, or if a receiver or a provisional liquidator be appointed, or if a receiver or receiver and manager is appointed in respect of all or part of the Purchaser's assets, the Company shall be entitled, and the Purchaser hereby grants a license to the Company to enter any premises of the Purchaser where the goods are situated with or without notice and to retake possession of and remove, at the Purchaser's cost and expenses, the goods in respect of which title has not passed to the Purchaser at that date, notwithstanding that the goods may have been affixed to other goods or to land (and the goods and each part thereof shall be and be deemed to be a severable chattel notwithstanding any such affixation). The Company shall be entitled to use the Purchaser's name and to act on the Purchaser's behalf in exercising such rights and the Company shall not be liable for any costs, losses, damages or other expenses suffered by the Purchaser or any third party in respect of such retaking of possession and removal of the goods.

## Warranty

The Company warrants that subject to the period referred to in any warranty relating specifically to the goods supplied to the Purchaser, the goods supplied to the Purchaser shall be free from defects in material and workmanship under normal use and service. This warranty does not apply to normal wear or to damage resulting from abnormal use, misuse, abuse or accident. In the case of goods manufactured by others the Company will give the Purchaser the same warranty given to the Company by the manufacturer or supplier thereof, provided always that defective items are delivered to the Company's works at the Purchaser's expense.