






QUOTE

Steelcase

Company Name : ServiceNow
Attention : Florence Bong
Contact No : +6596313690
Email : florence.bong@servicenow.com
Currency : SGD

Date : 04-Oct-2021
Sales Person : sue saini
Sales Contact No : 88586167
Sales Email : Suhilawati.Saini@steelcase.com
Quote Number : SG2021-01430

Item	Visual	Product Description	Lead-time	Qty	Unit Price	Total
1	  	Reply Guest Country of Origin: Malaysia Mesh Back with Upholstery on Seat Upholstery: Fabric Group 1 Fixed Arm Hard Casters 4 Leg Base Base Finish: Black Frame & Base - In Black Omni R Seat - Rhino Air Mesh Back - Grey	8-10 weeks	14		
2		Flex Power Country of Origin: USA 5 Battery Package With Charging Tray and Adapter In White	8-10 weeks	2		
3		Flex Team Cart Country of Origin: China Three perforated shelves Frame: Paint Group 1 Shelves: Paint Group 1 Paint: TBC	8-10 weeks	2		

Subtotal :

VAT/GST (7.00%) :

Total Quote :

TERMS AND CONDITIONS:

1. Currency quoted in SGD unless otherwise stated.
2. Quotation valid for 30 days unless otherwise indicated in writing.
3. Lead time to be calculated from receipt of signed quotation or customer's valid Purchase Order, and confirmation of drawing and finishes.
4. Surcharges will be imposed for any amendment or cancellation of orders after commencement of production according to our Sales Terms and Conditions.
5. 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.
6. 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.
7. 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.
8. 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.
9. All orders placed are subject to Steelcase Standard Sales Terms and Conditions (as attached).
10. Payment terms 40% deposit, balance 60% within 30 days.

AFTER SALES SERVICES:

1. Furniture Audits – Health-checks on all furniture to ensure full functionality of products and to run workshops for new users.
2. Chair Cleaning Services – with the use of Steelcase-approved cleaning solutions (this can be packaged efficiently as part of the audit).
3. Relocation Services – Desk-to-desk Relocation Services on site.
4. Reconfiguration Services – To accommodate growing headcounts or office restructuring, we can help reconfigure your existing Steelcase furniture to accommodate changes in the workplace.
5. Storage Services - Whether temporary or long-term, we provide storage services to our clients to assist with the changing demands for space in the office.
6. Technology Services:
 - a) Workplace Advisor - Occupational sensor studies can help you better understand the utilization of your workspace, and provide recommendations based on this data.
 - b) Casper - Cloaking film to provide digital privacy for glassed meeting spaces.
 - c) RoomWizard – Our proprietary room-booking system. Please inquire about the upgraded RoomWizard2 booking system to be launched in APAC in Q3 2020.
 - d) Mediascape Technology – we can support you with maintenance and upgrades.
7. For orders of 20 chairs and above we will include a complimentary chair-audit within three months of the delivery, and another health-check within the first 12 months. This is to ensure that every user is getting the most out of each chair according to its specification, as well as technical and aesthetic aspects. We will also provide one complimentary fabric cleaning of all chairs in the first 18 months. A package for the subsequent cleaning of chairs can be purchased after that at a frequency of your choosing.

ACCEPTANCE OF ORDER:

 Authorized Signature and Company Chop

Name / Title:

Date: