
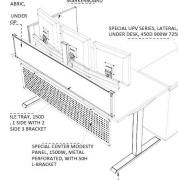


# QUOTATION

# Steelcase

Client : Service Now  
 Attention : Florence  
 Address : Suite 43-01, Suntec Tower 4, 6 Temasek Blvd, Singapore 038986  
 Email : Florence.Bong@servicenow.com  
 Project : Additional Power  
 Delivery To Address : Suite 43-01, Suntec Tower 4, 6 Temasek Blvd, Singapore 038986  
 Bill To Address : Suite 43-01, Suntec Tower 4, 6 Temasek Blvd, Singapore 038986

Date : 26-Nov-20  
 Quotation # : Q18870  
 Currency : SGD  
 Sales person : Sue Saini  
 Sales contact no : 8858 6167

Item	Area	Product Description	Visual	Origin	Lead Time	QTY	Unit Price	Total
1		<b>CMS Power Module</b> Athena CMS Athena Power <b>Clamped</b> <b>3 Power, 2 USB</b> Singapore Power with 2Meter long Cord <b>In white</b>	 <i>image for reference</i>	China	6 - 8 weeks on receiving of PO and confirmation of drawings and finishes.  * Subjected to change due to current COVID-19 situation	3	\$	
2	Top only	<b>Migration SE Desk</b> New Top  * 1750W 775D <b>Top Only in Acacia</b> <b>No Scallop</b> *New top to be installed at existing Migration understructure with modesty panel.  <b>Price inclusive of removal of existing top, delivery and install new top and disposal</b>	 <i>image for reference</i>	China	6-8 weeks on receiving of PO and confirmation of drawings and finishes.	3	\$	

Subtotal:

GST (7%)

Total Quotation

## 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 100% payment, upon completion of works

## ACCEPTANCE OF ORDER:

Authorized Signature and Company Chop

Name / Title:

Date: