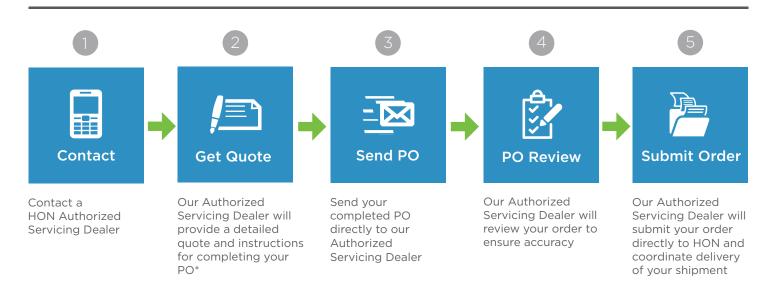




How to Place a Government Order Under a HON Held Contract



To locate your nearest HON Authorized Servicing Dealer, please contact our Government Customer Support Team at 800-466-8694.

What to include on your purchase order:

- 1. Applicable HON contract number.
- 2. Complete shipping information including city, state, and zip code.
- 3. Contact information for the person who can answer order questions (fabric selection, pricing questions, etc.), including contact name, phone and email address.
- 4. Contact information for the person who will receive the shipment, including contact name, phone and email address.

*Depending upon the terms and conditions of the applicable HON contract, purchase orders may be issued to The HON Company c/o Servicing Dealer or directly to the Authorized Servicing Dealer. Our Authorized Servicing Dealer will provide guidance on how to issue your purchase order at time of quote.