

Ordering Instructions

State of Georgia Statewide Contract
Contract No.: SWC 99999-001-SPD0000198-0045
Supplier: Palmer Hamilton LLC

Palmer Hamilton LLC is a contracted Supplier under the State of Georgia Statewide Contract for Office, Computer, and Educational Furniture. This contract provides Authorized Users with competitively discounted furniture solutions and reliable service through our approved dealer network.

Step 1: Review Contracted Product Categories & Discounts

Product Category	Dock Delivery	Inside Delivery	Delivery & Installed
C-8 Modular: Bookstore Fixture & Shelving Systems	53.4%	50.4%	44.4%
C-10 Modular: Carrells/Library	53.4%	50.4%	44.4%
C-23 Seating (10) Lounge Chairs	53.4%	51.4%	49.4%
C-23 Seating (14) Benches	53.4%	51.4%	49.4%

All discounts are applied to Palmer Hamilton's most current State-approved Price Book.

Discount percentages awarded will remain the minimum and may be increased but never decreased through the term of the statewide contract, including any statewide contract's renewals and extensions.

Step 2: Request a Formal Contract Quote

- Contact Palmer Hamilton or an Authorized Servicing Dealer (see list below).
- Request a formal quote referencing SWC 99999-001-SPD0000198-0045.
- All contract quotes must be signed before a purchase order can be processed.

Step 3: Submit a Purchase Order (PO)

- POs may be issued to Palmer Hamilton LLC or to any Authorized Servicing Dealer listed below.
- All POs must reference SWC 99999-001-SPD0000198-0045 to ensure statewide contract pricing.
- Attach the signed contract quote when submitting the PO.

Step 4: Compliance & Catalog Alignment

- The pricing on the signed quote and PO must match Palmer Hamilton's approved Statewide Contract Price Book.
- The published Price Book and the Team Georgia Marketplace catalog must remain consistent.
- Orders will be fulfilled in accordance with the selected delivery method: Dock Delivery, Inside Delivery, or Delivery & Installed.

Contract Manager Contact

Pamela Gannon

Contract Manager – State of Georgia Contract

Palmer Hamilton LLC

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Authorized Servicing Dealers

- Best Office Solutions
- Corporate Environments
- Empire Office
- Ernie Morris
- H.E. Hodge Company, Inc.
- Millennium Seating
- School and Office Supply