

## TIPS Contract

Contract #: 220303 – Furniture, Furnishings & Services  
Effective Dates: May 19, 2022 – May 31, 2027

### KEY HIGHLIGHTS

- 40% off list price (minimum discount, contract-wide)
- No minimum order required
- Freight not included – separate line item required
- Installation, décor, and paint quoted separately (inflated 40% before discount per bid)
- Tariffs/surcharges allowed with TIPS approval (must appear separately even if \$0)
- Open Market Items allowed (no discount)
- Pricing updates permitted with TIPS documentation
- Standard Palmer Hamilton warranty applies
- All products must be new and current models

### ORDERING

All purchase orders must be issued to Palmer Hamilton LLC and reference the following:

- TIPS Member Number
- Contract Quote Number
- TIPS Contract Number: 220303

Purchase Orders Must Be Issued To:  
Palmer Hamilton LLC  
143 S. Jackson Street  
Elkhorn, WI 53121

PO Submission:

PO and vendor quote must be combined into one PDF and emailed to: [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com)

### CONTACTS

Palmer Hamilton Contract Manager:  
Pamela Gannon | [contracts@palmerhamilton.com](mailto:contracts@palmerhamilton.com) | 800-788-1028 ext. 919

TIPS Contact:  
Karen Walton | Purchase Order Compliance | [Karen.Walton@tips-usa.com](mailto:Karen.Walton@tips-usa.com)