

**OFFICE FURNITURE & FILES**  
**ORDERING INSTRUCTIONS FORM**

BIDDER: Jofco, Inc.

VENDOR TAX ID NUMBER: 35-042-0350

**Ordering Information:**

Please provide the following information about where Customers should direct orders. You **must** provide a regular mailing address and email address. If equipped to receive purchase orders electronically, you may also provide an Internet address. **NOTE: Duplicate as necessary for multiple ordering locations.**

Name: Jofco, Inc.

Title: c/o State Contracts

Street Address or P.O. Box: PO Box 71

City, State, Zip: Jasper, IN 47546

Email Address: statecontracts@jofco.com

Phone Number: 812-482-5154

Toll Free Number: 888-749-9162

Ordering Fax Number: 812-482-3785

Internet Address: www.jofco.com

Federal ID Number: 35-042-0350

**Remit Address:** Same As Above

City, State, Zip: Same As Above

Please identify the person who will be responsible for administering the Contract on your behalf if award is made, and include an emergency contact phone number:

Name: Tonya Hief

Title: Contract Administrator

Street Address: 402 E 13<sup>th</sup> Street, Jasper IN 47546

E-mail Address: Tonya.Hief@jofco.com

Phone Number(s): 888-749-9162

Fax Number: 812-482-3785

If the person responsible for answering questions about the bid is different from the person identified above, please provide the same information for that person.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_

Please identify the person who will be responsible for maintaining the dedicated web site AND the electronic catalog information through MyFloridaMarketPlace.

Name: Kristi Rubino

Title: Corporate Communications Director

Street Address: 402 E 13<sup>th</sup> Street, Jasper IN 47546

E-mail Address: kristi.rubino@jofco.com

Phone Number(s): 888-681-8037

Fax Number: 812-634-2392

Please be advised that vendors are responsible for verifying and maintaining the correct contact and address information within their MyFloridaMarketPlace vendor registration account. Failure to do so may result in the vendor being deemed ineligible to conduct business with the State of Florida.