

**ITB No. 17-425-001-F Office Furniture and Files****Section 7.1 Ordering Instructions Form****Respondent Information**

RESPONDENT NAME:	Evans Consoles Incorporated
RESPONDENT FEID NO.:	931118833
MFMP / SPURS VENDOR NO.:	F-931118833-001
STREET ADDRESS:	1577 Spring Hill Road, Suite 450
CITY, STATE and ZIP:	Vienna, VA 22182
INTERNET ADDRESS:	<a href="http://www.evansonline.com">www.evansonline.com</a>
TELEPHONE NO.:	403-291-4444
TOLL-FREE NO.:	
FAX NO.:	403-250-6549

**Person Responsible For Administering The Contract**

NAME:	Kelly Matthews
TITLE:	Contracts Administrator
STREET ADDRESS:	1616 27 <sup>th</sup> Ave NE
CITY, STATE and ZIP:	Calgary, AB T2E8W4
E-MAIL ADDRESS:	<a href="mailto:kmatthews@evansonline.com">kmatthews@evansonline.com</a>
TELEPHONE NO.:	403-717-3032
TOLL-FREE NO.:	
CELL PHONE NO.:	
FAX NO.:	403-250-6549

**Ordering and Remit-To Information** Please provide information 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.

REMIT-TO:	Evans Consoles Incorporated
REMIT-TO STREET ADDRESS:	1577 Spring Hill Road, Suite 450
REMIT-TO CITY, STATE and ZIP:	Vienna, VA 22182
REMIT-TO EMAIL and/or INTERNET ADDRESS:	<a href="mailto:kmatthews@evansonline.com">kmatthews@evansonline.com</a>

**Note: Please make sure the Ordering Instructions information provided above matches the MyFloridaMarketPlace ("MFMP") Vendor Registration account information (<http://vendor.myfloridamarketplace.com/>).**

PLEASE DUPLICATE ON ADDITIONAL TABS IF NEEDED.