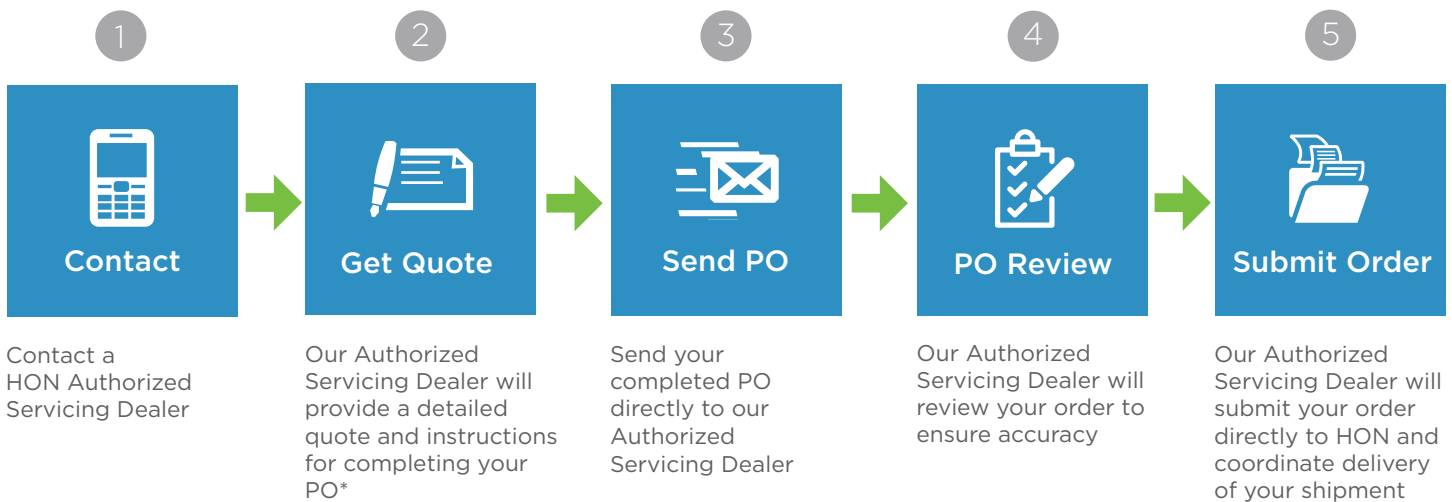




How to Place a Government Order Under a HON Held Contract



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.