



Vendor Contacts and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at **800-636-3779** or placed online through Epylon eCommerce.

Product Line: Palmer Hamilton, LLC, Palmer Hamilton Food Court Furniture, Décor, and Mobile Folding Tables

Introduction

Palmer Hamilton, located in Elkhorn, Wisconsin, is a leading manufacturer of laminated mobile folding cafeteria tables, custom lunchroom school logo tables, wall mounted tables, and many styles of mobile shaped tables, including bench and stool tables. The company offers an extensive line of food court products, including booth seating, decor items and food service solutions

Please contact Nancy Foster at the corporate headquarters in Wisconsin at 800-788-1028, ext 225, for the appropriate sales contact in your area. Nancy can also be reached via e-mail at nfoster@palmerhamilton.com.

Palmer Hamilton's mailing address is: 143 S. Jackson St., Suite 1, Elkhorn, WI 53121.

Placing an Order via Fax:

1. Locate product and prices on PEPPM.org or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1. Please contact Nancy Foster for volume discount information.
3. Address the orders to:
Palmer Hamilton, LLC
143 S. Jackson St., Suite 1
Elkhorn, WI 53121
4. All quotes and orders should state "As per PEPPM 2009."
5. Fax the completed order to **800-636-3779**.
 - a. Your order will be reviewed and edited by PEPPM Staff.
 - b. You will be contacted to make any necessary corrections.
 - c. Your order will be issued to the vendor within 24 hours during the business week after all (if any) corrections are made.
 - d. Your order will be archived for audit support.

Placing an order Online:

Before placing an online order, make sure that your Ship-to Address has been entered by the individual in your organization that manages your Epylon information. Click on My Profile_My Ship-to Addresses to view the addresses available on your account. If it is not listed, you must add it before creating the PO form. Ship-to Addresses are added under Accounts_Ship-to Addresses.

1. Login to Epylon at www.epylon.com.
2. Click on the Contracts tab.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Palmer Hamilton, LLC** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. To request a volume price break, add items to a Spot Price Check form along with your desired quantity and a Response Due Date. The vendor will be notified of your request via email. Once they respond, you'll be notified and can view the response on Epylon. (After viewing a winning response, continue with the instructions that follow.)
5. Add selected items to a Purchase Order form.
6. Click "Submit" after entering a valid PO number and shipping address.
 - a. The PEPPM contract will automatically be referenced in your PO.
 - b. You will retain a copy of the sent purchase order in your Epylon account. A Printable Version is also available.
 - c. The order will immediately be viewable by the vendor.
 - d. Your order will be archived for audit support.

For any assistance using Epylon, contact service@epylon.com or call 888-211-7438.

In the body of the purchase order, please include the following language:
"As per PEPPM 2009"