



Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at **800-636-3779**, emailed to orders@peppm.org or placed online through Epsilon eCommerce. In the body of the purchase order, please include the following language: “As per PEPPM”.

Product Line: HASKELL EDUCATION

Introduction

At Haskell, we are dedicated to designing and manufacturing the highest quality furniture for business, education, government, and institutional enterprises. Our business model is built on three core commitments:

We Believe In

Outstanding Customer Service

Providing an outstanding customer service experience that is responsive to your needs. We deliver orders on time, complete, and correct each and every time.

Superior Manufacturing

Developing solutions that respond to the demanding dynamics of today’s marketplace. Our furniture performs at the highest level, providing the lowest total cost of ownership while elevating the aesthetics of our end users’ facilities.

Comprehensive Corporate Responsibility

Acting with integrity and conscientiousness in all of our relationships — with our customers, our employees, our neighbors, and the environment.

Sales contacts: Tim Kerfien, tkerfien@haskelloffice.com 1-616-278-1010 or Karen Drapela, kdrapela@haskelloffice.com 1-724-265-1200 or sales@haskelloffice.com 1-800-334-8888 Fax 1-724-265-1223

Haskell Office 273 Montgomery Ave, Bala Cynwyd, PA 19004

Placing an Order via Fax or Email:

1. Locate product and prices on PEPPM.org or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1. Email sales@haskelloffice.com for quotes.
3. Select one of the authorized resellers listed below and address the orders to:
Selected Reseller Name
Reseller Address
4. All quotes and purchase orders should state "As per PEPPM."
5. Fax the completed order to **800-636-3779** or email to orders@peppm.org.
 - 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.
6. Standard shipping is included on all orders over \$500.00.

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 **Haskell Education** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to
4. Assign a reseller to the item by checking the box next to the item and clicking the "Assign Distributor" button.
5. 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.)
6. Add selected items to a Purchase Order form.
7. 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.
8. Standard shipping is included on all orders over \$500.00.

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

Reseller Listing

Orders may not be sent directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779), email address (orders@peppm.org) or Epylon eCommerce (www.epylon.com) to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to:

Selected Reseller Name
Reseller Address

National dealers: Excluding the state of California

Demco, Inc.
4810 Forest Run Road
PO Box 7488
Madison, WI 53707
PH: 800-356-1200
FX: 800-245-1329
Contact: Kristopher Snow, contracts@demco.com

ELB US Inc.
415 Boulder Court
Suite 500
Pleasanton, CA 94566
PH: 925-400-6175
FX: 925-475-5096
Contact: John Hart, j.hart@elbglobal.com

NJ dealers:
Academy Furniture and Supplies
519 Dowd Avenue
Elizabeth, NJ 07201
PH: 877-687-2223
FX: 877-687-2223
Contact: Howard Schreiber, howard@academyfurn.com

Innovative Commercial Interiors
806 Silvia Street
West Trenton, NJ 08628
PH: 609-538-8800
FX: 609-406-7978
Contact: Josh Holmes, josh@icifurniture.com

The Pizzuto Group, Inc.
702 Neill Court
Oradell, NJ 07649
PH: 201-300-7280
Contact: Robert Pizzuto, robert@thepizzutogroup.com

VA dealer
Commonwealth School Equipment Inc.
21403 Hull Street Rd
Moseley VA 23120
PH: 804-739-4575
FX: 804-739-1710
Contact: David Hawkins, david@cseva.net

PA Dealer
Tanner Furniture
7813 Derry Street
Harrisburg, PA 17111
PH: 717-985-9700
FX: 717-985-9500
Contact: Josh Witman, josh@gotanner.com

NJ, NY, PA Dealer
Allegheny Educational Systems, Inc.
320 East 3rd Avenue
Tarentum, PA 15084
Phone: 800-232-7600
Fax: 724-230-2406
Contact: Chris McElheny
cmcelheny@alleghenyedusys.com

Resellers for states not listed:
Haskell Office
273 Montgomery Ave
Bala Cynwyd, PA 19004
PH: 800-334-8888
FX: 724-265-1223
Contact: Tim Kerfien, sales@haskelloffice.com