

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

BIDDER: CABOT WRENN \_\_\_\_\_

VENDOR TAX ID NUMBER: 56-1304022 \_\_\_\_\_

**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: Judy Caywood \_\_\_\_\_

Title: Office Manager \_\_\_\_\_

Street Address or P.O. Box: 1767 \_\_\_\_\_

City, State, Zip: Hickory, NC 28603 \_\_\_\_\_

Email Address: judy@cabotwrenn.com \_\_\_\_\_

Phone Number: 828-495-4607/ext 401 \_\_\_\_\_

Toll Free Number: \_\_\_\_\_

Ordering Fax Number: 828-495-1294 \_\_\_\_\_

Internet Address: www.cabotwrenn.com \_\_\_\_\_

Federal ID Number: 56-1304022 \_\_\_\_\_

**Remit Address:** CABOT WRENN, P.O. BOX 1767 \_\_\_\_\_

City, State, Zip: HICKORY, NC 28603 \_\_\_\_\_

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: Judy Caywood \_\_\_\_\_

Title: Office Manager \_\_\_\_\_

Street Address: 405 Rink Dam Rd, Hickory NC 28601 or P.O. Box 1767, Hickory NC 28603 \_\_\_\_\_

E-mail Address: judy@cabotwrenn.com \_\_\_\_\_

Phone Number(s): 828-495-4607/ext 401 or 828-495-4607/ext 400 \_\_\_\_\_

Fax Number: 828-495-1294 \_\_\_\_\_

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: Diane Greene \_\_\_\_\_

Title: Assistant to the Office Manager \_\_\_\_\_

E-mail Address: dianeg@cabotwrenn.com \_\_\_\_\_

Phone Number(s): 828-495-4607/ext 400 \_\_\_\_\_

Fax Number: 828-495-1294\_\_\_\_\_

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

Name: Mr. Bill Holt\_\_\_\_\_

Title: IT/Programmer\_\_\_\_\_

Street Address: 1166 Hancock and Moore Lane, Hickory, NC 28601\_\_\_\_\_

E-mail Address: bill@hancockandmoore.com\_\_\_\_\_

Phone Number(s): 828-495-8235\_\_\_\_\_

Fax Number: 828-495-3021\_\_\_\_\_

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.