



### Request for Contract Update

Pursuant to the terms of contract number R191811 for OMNIA Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

National Office Furniture, Inc. (Contractor) hereby provides notice of the following update on this date 6.17.2022.

**Instructions:** Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

**Authorized Distributors/Dealers**  
\_\_\_ Addition  
\_\_\_ Deletion  
\_\_\_ Supporting Documentation

**Price Update**  
\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_ New Addition  
\_\_\_ Update Only  
\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_ Supporting Documentation

**Other** Fuel Surcharge Increase  
\_\_\_ X Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary). Effective July 1, 2022, our surcharge will be increasing from 3% to 9%. It will appear as a separate line item on all acknowledgments and invoices, calculated as a percentage of the net subtotal of your order on all orders received on/after July 1st. A copy of the notification sent to our distribution partners is attached.

Submitted By: Kelli Jenkins

**Approved by Email:** Date 6/20/2022 | 3:11 PM CDT

Title: Trade Manager - Strategic Contracts

**Denied by Email:** Date \_\_\_\_\_

Email Address: kelli.jenkins@kimballinternational.com

DocuSigned by:  
  
**Region 4 ESC:** \_\_\_\_\_  
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# Upcoming Surcharge

June 17, 2022

Dear Valued Customer,

The surging inflation rate, continued material and labor constraints and escalating fuel costs have impacted us all, both personally and professionally. Kimball International continues to experience unprecedented cost increases for the production and shipping of furniture. In April we implemented a 3% fuel surcharge to help offset these impacts, however continued escalation of fuel as well as material costs persists resulting in a need to adjust the current surcharge.

Thus, we are announcing the following for all Kimball (including David Edward), National, Interwoven, and Etc. brand orders (this excludes Poppin):

1. Effective July 1, 2022, our surcharge will be increasing from 3% to 9%.
2. Our efforts are continuing to mitigate the escalating cost increases through supplier diversification, commodity hedging, nearshoring (domestic supplier), insourcing (make vs buy), and other actions.

Thank you for your continued support of Kimball International.

Sincerely,

A handwritten signature in black ink that reads "Lisa Schmidt".

Lisa Schmidt

Senior Director, Trade Marketing

Kimball International