

STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**ORDERING INSTRUCTIONS****COMPANY: TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.****FEDERAL IDENTIFICATION NUMBER: 33-0865305****CONTRACT CONTACT INFORMATION**

Primary contact person responsible for answering questions regarding the contract is:

Name: Joanne Paul

Title: Account Coordinator

Address: 2 Musick, Irvine, CA 92618

Email: joanne.paul@tabs.toshiba.com

Phone Number: 949-462-6235

Fax Number: 949-462-2585

After hours Emergency Contact: Mike McKinley

After hours Emergency Number: 678-613-2311

ORDERING INFORMATION

Please provide the following information on the Purchase Order:

- Contract Number: 600-000-11-1
- Purchase Order Number
- Supplier/Vendor Name
- Bill To/Ship To
- Acquisition Type (Purchase, Lease - 36M/48M/60M)
- Quantity
- Description
- Unit Price (Bundled Hardware & Maintenance, applicable to lease only)

ORDERING INSTRUCTIONS

Toshiba offers the qualifying entity the ability to acquire the equipment directly from Toshiba. All orders will be submitted to Toshiba, but installation and service can be through Toshiba or a local dealer/reseller. Please refer to the following pages for important Coverage and Ordering Instructions.

1. Decide who you would like to help you with your order: Toshiba or a local dealer/reseller. Refer to the following pages to determine the dealer responsible for your county. Once you have decided what you would like to order, submit the order directly to Toshiba.
2. Also, the ordering instructions are different based upon MyFloridaMarketPlace or Non-MyFloridaMarketPlace users. Follow the directions for who to contact for assistance and submit the PO to Toshiba.
3. Submit your PO directly to Toshiba with the corresponding FEIN number via fax, e-mail, or mail.

IMPORTANT NOTES

PURCHASE - Please remember to create a maintenance purchase order once the maintenance period expires (90 days after initial purchase).

LEASE - Please bundle the hardware and maintenance pricing into the Unit Price. i.e. Monthly Hardware Cost + Monthly Maintenance Cost = Unit Price

PAYMENT CHANGES - Remember to state on the order your intended payment method. If you choose to make a payment using a credit card after you have issued a PO, you must issue a change order to notify Toshiba that payment assignment has changed. All payment type changes must be notified in advance.

RENEWALS - If you acquired a Toshiba on a previous St of Florida contract and wish to renew your device, continue to Remit Payment to the same address as done originally.

STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**DEALER/RESELLER: COPYCO INC DBA TOSHIBA BUSINESS SOLUTIONS FLORIDA**

COUNTY COVERAGE: Alachua, Bradford, Brevard, Broward, Charlotte, Citrus, Columbia, De Soto, Dixie, Duval, Flagler, Gilchrist, Glades, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Lafayette Lake, Levy, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Union, Volusia

NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Nicole Crown
6401 Nob Hill Road
Tamarac, FL 33321
Phone: 800-526-7926 x18424
Fax: 954-556-8572
Email: NCrown@tbsfl.toshiba.com

MYFLORIDA MARKETPLACE ORDERING INFORMATION

Please refer to the information below for payments

CHECK PAYMENTS:**LEASE & PURCHASE - EQUIPMENT & MAINTENANCE**

Supplier: Toshiba America Business Solutions Inc
Order From: 2 Musick
Irvine, CA 92618
Remit To: P.O. Box 402483
Atlanta, GA 30384-2483
FEIN: F330865305-005

STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1DEALER/RESELLER: **ADVANCED BUSINESS SYSTEMS****COUNTY COVERAGE:** Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Brian Snow
1236 North Montroe Street
Tallahassee, FL 32303
Phone: 850-222-2308
Fax: 850-222-3684
Email: bsnow@a-b-s.com

MYFLORIDA MARKETPLACE ORDERING INFORMATION

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1DEALER/RESELLER: **AMERICAN BUSINESS SYSTEMS****COUNTY COVERAGE:** Baker, Clay, Duval, Nassau, St. John's**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Fred Klusmeier
9637 Hood Rd
Jacksonville, FL 32257
Phone: 904-880-2176
Fax: 904-880-2177
Email: fred.k@absjacksonville.net

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**DEALER/RESELLER: BORING BUSINESS SYSTEMS****COUNTY COVERAGE:** Hardee, Highlands, Hillsborough, Polk**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Dean Boring
938 East Main Street
Lakeland, FL 33801
Phone: 863-686-3167
Fax: 863-686-2048
Email: dboring@boring.com

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**DEALER/RESELLER: COASTAL BUSINESS PRODUCTS INC****COUNTY COVERAGE:** Bay, Calhoun, Escambia, Franklin, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, Washington**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Kieran May
1855 Huriburt Road
Ft. Walton Beach, FL 32547
Phone: 850-863-2515
Fax: 850-863-3727
Email: kmay@coastalbiz.com

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1DEALER/RESELLER: **COPY CONCEPTS INC****COUNTY COVERAGE:** Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Sarasota**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact Person: Mike McBride
11901 Metro Parkway
Fort Myers, FL 33912
Phone: 239-275-9101
Fax: 239-275-5647
Email: mmcbride@copyconceptsinc.com

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1RESELLER: **ADAMS REMCO****COUNTY COVERAGE:** Clay, Duval, Nassau, St. Johns**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Stan Bagby
3611 St. Johns Bluff Road South, Ste. 14
Jacksonville, Florida 32224
Phone: 904-996-8001
Fax: 904-996-7191
Email: stanb@adamsremco.com

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**RESELLER: SEMINOLE OFFICE SOLUTIONS****COUNTY COVERAGE:** Alachua, Brevard, Flagler, Lake, Marion, Orange, Osceola, Putnam, Seminole, Sumter, Volusia**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Terry Willcox
762 Big tree Drive
Longwood, FL 32750-3514
Phone: 407-830-7950
Fax: 407-830-1399
Email: terryw@sosfla.com

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**RESELLER: SKYWAY TECHNOLOGY GROUP INC****COUNTY COVERAGE:** Hillsborough, Pasco, Pinellas**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Byron Norrie, Jr.
5014 Tampa West Blvd
Tampa, FL 33634
Phone: 813-249-0101
Fax: 813-249-0223
Email: bnorriejr@stg.biz

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**RESELLER: TGI OFFICE AUTOMATION****COUNTY COVERAGE:** Broward, Miami-Dade, Palm Beach**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Amy Splane
1509 Military Trail, Suite 100
West Palm Beach, FL 33409
Phone: 561-471-7000
Fax: 954-974-2737
Email: asplane@tgioa.com

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STATE OF FLORIDA CONTRACT NUMBER: 600-000-11-1**RESELLER: TOSHIBA AMERICA BUSINESS SOLUTIONS INC****COUNTY COVERAGE:** Statewide Coverage**NON-MYFLORIDA MARKETPLACE ORDERING INFORMATION**

Please contact the person below for order assistance

CONTACT INFORMATION

Contact: Mike McKinley
2 Musick
Irvine, CA 92618
Phone: 678-613-2311
Fax: 949-587-9871
Email: mike.mckinley@tabs.toshiba.com

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