

## ORDERING INSTRUCTIONS

RESPONDENT: Southwest Contract/PSI

Federal ID Number: 74-2895211

### 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: Lee Thompson

Title: President

Street Address or P.O. Box: 17 Professional Drive

City, State, Zip: Temple, Texas 76504

Email Address: leesr@swcontract.com

Phone Number: 254-742-0061

Toll Free Number: 866-792-6687

Ordering Fax Number: 254-742-0832

Internet Address: <http://www.swcontract.com>

Federal ID Number: 74-2895211

**Remit Address:** 17 Professional Drive

City, State, Zip: Temple, Texas 76504

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: Lee Thompson

Title: President

Street Address: 17 Professional Drive Temple, Texas 76504

E-mail Address: leesr@swcontract.com

Phone Number(s): 254-742-0061 / 866-792-6687

Fax Number: 254-742-0832

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: Lee Thompson

Title: President

E-mail Address: leesr@swcontract.com

Phone Number(s): 254-742-0061 / 866-792-6687

Fax Number: 254-742-0832

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

Name: Steven Thompson

Title: VP Finance / Information Systems

Street Address: 17 Professional Drive Temple, Texas 76504

E-mail Address: steve@swcontract.com

Phone Number(s): 254-742-0061 / 866-792-6687

Fax Number: 254-742-0832

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.