



TAYCO OFFICE FURNISHINGS INC.
1-800-675-4092
INFO@TAYCO.COM

400 NORRIS GLEN RD.
TORONTO, ON, CANADA
M9C 1H6

Contract Number: 99999-001-SPD0000198-0081
Bidder ID: 0000660069

State of Georgia

Re: Tayco Office Furnishings

Subject: How we would like to receive PO's

PO's should contain all required details to process an order. This includes:

- Tayco Part #'s
- Tayco Quote # (if applicable)
- Tayco finishes selected
- Discount
- List and or NET price approved

PO's should be emailed to: purchaseorders@tayco.com

Any documents pertaining to finance should be emailed to:
accounting@tayco.com