

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

BIDDER: Canadian Atlas Furniture Corp DBA CAF Contract Seating

VENDOR TAX ID NUMBER: 980206545

**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: Nancy Vezina

Title: Customer Service Rep \_\_\_\_\_

Street Address or P.O. Box: 7605 Bath Rd \_\_\_\_\_

City, State, Zip: Mississauga, ON, Canada L4T 3T1 \_\_\_\_\_

Email Address: nancy@cafcorp.com

Phone Number: 1-800-891-1797 \_\_\_\_\_

Toll Free Number: 1-800-891-1797 \_\_\_\_\_

Ordering Fax Number: 1-800-426-4916 \_\_\_\_\_

Internet Address: www.cafcorp.com

Federal ID Number: 980206545

**Remit Address:** Same As Above

City, State, Zip: \_\_\_\_\_

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: Larry Edwards

Title: Vice-President, Finance

Street Address: 7605 Bath Rd., Mississauga, ON, Canada L4T 3T1

E-mail Address: larry@cafcorp.com

Phone Number(s): 1-800-891-1797 \_\_\_\_\_

Fax Number: 1-800-426-4916 \_\_\_\_\_

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: Eli Gilbert

Title: Director of Operations

E-mail Address: [eli@cafcorp.com](mailto:eli@cafcorp.com)

Phone Number(s): 1-800-891-1797 \_\_\_\_\_

Fax Number: : 1-800-426-4916 \_\_\_\_\_

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

Name: Judy Deluca

Title: Marketing Rep

Street Address: 7605 Bath Rd., Mississauga, ON, Canada L4T 3T1

E-mail Address: judy@cafcorp.com

Phone Number(s): 1-800-891-1797 \_\_\_\_\_

Fax Number: 1-800-426-4916 \_\_\_\_\_

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.