



May 5, 2010

Genna Buhr, Library Development Specialist  
Alliance Library System  
600 High Point Lane  
East Peoria, IL 61611

RE: Purchasing Agreement

Dear Genna,

We would like to offer you a renewal on the previous purchasing agreement we had with Alliance Library System. We would like to make some changes to the previous agreement. Terms of the new agreement would be as follows:

- Most Buckstaff products can be found on our website [www.buckstaff.com](http://www.buckstaff.com)
- Layout/floor plan services are available. For this service, please contact Jeanne Klawitter @ 800-755-5890, ext. 266 or email her at [jmk@buckstaff.com](mailto:jmk@buckstaff.com).
- Pricing on all orders will be based on a 58% discount off list prices.
- List prices used will Buckstaff 2010 list prices. Although at this time, our 2010 list prices remain unpublished.
- Because list prices are unpublished, all pricing must be requested from Buckstaff.
- Request pricing and product information from Vicky Treu-Cram at 800-755-5890, ext. 256 or email requests to [vtc@buckstaff.com](mailto:vtc@buckstaff.com).
- Freight and installation estimates will be included on each quote.
- Orders totaling less than \$200 will require payment in full with purchase order. Payment may be made in the form of check or credit card.
- All other orders will require a 50% deposit due with purchase order. Again, the deposit may be made in the form of check or credit card.
- Purchase orders should be placed directly with The Buckstaff Company, P.O. Box 2506, Oshkosh, WI 54903-2506, or faxed to 920-235-8547, or emailed to [vtc@buckstaff.com](mailto:vtc@buckstaff.com).
- All products carry a 10 year limited warranty. Copy of warranty available upon request.
- Delivery lead times vary. Average lead times are 6-10 weeks after receipt of order. However, delivery could possibly be made in as little as 4 weeks or could be extended to 16 weeks+ depending on the size and complexity of the order.

We sincerely hope you find the terms of this agreement in accordance with your requirements. Please don't hesitate to contact me with any questions or for assistance of any type.

Sincerely,  
The Buckstaff Company

A handwritten signature in cursive script that reads "Vicky Treu-Cram".

Vicky Treu-Cram  
Regional Sales Manager

Cc: Jerry Dellacqua, Frank Yench, Gary Katich

HANDCRAFTING FINE FURNITURE SINCE 1850