



# PROPOSAL KIT SAMPLE

## Government Contract Product Sales Sample Proposal

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Cover Sheet (Government Contracts), Title Page, Customer Information, Products, Awarded SINS, Special Attributes, Back Page

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Read this article for more help - [How to Write a Government \(GSA\) Contract](#)

## GENERAL SERVICES ADMINISTRATION

### Federal Supply Service Authorized Federal Supply Schedule Price List

**Schedule Number/Title:** 75 – Office Products / Supplies and Services and New Products / Technology

**Schedule Items:** See attached Awarded SINs page.

**Business Name:** XChrome Office Supplies  
**Address:** 5500 Midway Drive  
Topeka, KS 66701

**Phone:** 555-555-1200

**Fax:** 555-555-1201

**Website:** [www.XChromeOfficeSupplies.com](http://www.XChromeOfficeSupplies.com)

**Email:** [customerservice@XChromeOfficeSupplies.com](mailto:customerservice@XChromeOfficeSupplies.com)

**Contract Administrator:** Suzanne B. Anthony

**Company Description:** Woman-Owned Office Supplies and Furnishings Business

**Size of Business:** Small Business

For ordering information (products, prices, terms and conditions, etc.), see [www.XChromeOfficeSupplies.com](http://www.XChromeOfficeSupplies.com)

**FSC Group:** 7510

**CAGE code:** 3A123

**Contract Number:** GS-00A-1234X

**Contract Period:** 07/15/20XX – 07/15/20XX

**Contract Effective Date (optional):** 07/15/20XX

**Price List Effective Date (optional):** 07/15/20XX

**DUNS #:** 14-123-456



## Authorized Federal Supply Schedule Price List

XChrome Office Supplies carries hundreds of office supplies and furniture items. For your convenience, we've summarized a few of our broad categories here.

See our website at [www.XChromeOfficeSupplies.com](http://www.XChromeOfficeSupplies.com) for our complete catalog.





## Customer Information

1a. Table of awarded special item number(s) (SINs) with appropriate cross-reference to page number(s): See attached Awarded SINs page.

1b. Lowest priced model for each SIN: See attached Products page.

1c. Hourly rates: Not Applicable

2. Maximum order: \$150,000.00

3. Minimum order: \$500.00

4. Geographic coverage (delivery area): Contiguous 48 states via standard and express delivery; Alaska, Hawaii and Puerto Rico via special shipping arrangements.

5. Point(s) of production (city, county, and state or foreign country): Varies by product. See attached Products page.

6. Discount from list prices or statement of net price: See Specials on [www.XChromeOfficeSupplies.com](http://www.XChromeOfficeSupplies.com) for sale prices.

7. Quantity discounts: Varies by product. See attached Products page.

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold: Government purchase cards NOT accepted at or below the micropurchase level.

9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards accepted above the micropurchase level.



10. Foreign items: Varies by product. See attached Products page or website.

11a. Time of delivery: Varies by product, but typically within 10 business days after receipt of order.

11b. Expedited delivery: Overnight or 2-day delivery available on selected products. See attached Products page or website.

11c. Overnight and 2-day delivery: Overnight or 2-day delivery available on selected products. See attached Products page or website.

11d. Urgent requirements: Contact us at 555-555-1200 if you need an urgent delivery.

12. F.O.B. point(s): Destination

13a. Ordering address(es): XChrome Office Supplies  
ORDER DEPARTMENT  
5500 Midway Drive  
Topeka, KS 66701  
or  
[www.XChromeOfficeSupplies.com](http://www.XChromeOfficeSupplies.com)

13b. Ordering procedures: No orders accepted in the form of email messages. Fill out forms online or fax printed order form.

14. Payment address(es): XChrome Office Supplies  
BILLING DEPARTMENT  
5500 Midway Drive  
Topeka, KS 66701

Or use our secure credit card payment system at [www.XChromeOfficeSupplies.com](http://www.XChromeOfficeSupplies.com)

15. Warranty provision: Varies by product. See attached Products page.

16. Export packing charges: Not Applicable



17. Terms & conditions of Government purchase card acceptance: Government purchase cards accepted above minimum order level.

18. Terms & conditions of rental, maintenance and repair: Not Applicable

19. Terms & conditions of installation: Not Applicable

20. Terms & conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

20a. Terms & conditions of other services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable

24a. Special attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): See the attached Special Attributes page.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found: Section 508 information can be found on manufacturer's website and is provided when required.

25. Data Universal Number System (DUNS) number: 14-123-456

26. Notification regarding registration in Central Contractor Registration (CCR) database: XChrome Office Supplies is registered in the CCR, 1Bn00.





# Awarded SINs

## Table of Awarded Special Item Numbers (SINs)

XChrome Office Supplies has been awarded a GSA contract for the following special item categories.

### **SIN 75-200 – Office Products**

Pens, pencils, markers, xerographic paper, printer paper, fax paper, binders, tape, envelopes, ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes) optical disks, physical storage, security, protective and related ADP supplies, and toner cartridges.

### **SIN 711-2 - Worksurfaces, Workstations, Computer Furniture and Accessories**

Worksurfaces, workstations, workstation modules, moveable workstations, data or task stations, PC workcenters, desks, credenzas, computer tables, printer stands, pedestals, enclosure systems for computer equipment, computer consoles and computer stackers. Related accessories such as: L-returns, bridge units, worksurface and table extensions, overhead storage modules and shelves, desk carrels, modesty panels, above the worksurface privacy screens, terminal tilt platforms, turntables, tackboards, vertical CPU holders or stands, keyboard or pencil/center drawers, casters, locks, monitor support units, wrist rest, grommets, wire management, data and electrical components.

### **SIN 711-20 - Display and Communication Boards, Wall Stations, and Accessories**

Bulletin boards, changeable letter boards, marker boards, control boards, combination boards, presentation systems, sliding multi-boards, communication centers, wall stations, portable boards and kits. Wall-mounted boards are complete and ready for mounting, hardware included.

### **SIN 711-3 - Filing and Storage Cabinets, Shelves, Mobile Carts, Racks and Accessories**

Vertical and lateral filing cabinets, multimedia storage cabinets, storage and shelving systems, wardrobes, overfiles, combination storage and wardrobe units, hybrid type storage units, open cabinet shells, open shelves, shelf files, bookcases, map and plan files, racks for hanging files or tape seals, mobile carts and dollies.

### **SIN 711-8 - Executive Office Furniture**

Desks, reception stations. workstations in "L", "U" and other configurations which include units such as desks, desk attachments, bridge units, corner units, kneehole credenzas, and peninsulas. Freestanding credenzas, credenzas with attached overhead storage unit/hutch and file cabinets (lateral and vertical). Bookcases, computer support furniture such as printer stands and VDT tables, work and console tables.



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- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
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