



Final
Asset Request Form

Date: 5/26/2016

VENDOR INFORMATION

Contact	Marie Hoven
Company	BSI
Address	W22 N630 Cheaney Road
City, State, Zip	Waukesha, WI 53186-1697
Phone	262-955-6400
Fax	

SHIP TO

Bradley Foundation
1241 N. Franklin Place
Milwaukee, WI 53202
(414) 291-9915

[illegible]

Subtotal	\$	3,687.42
Sales Tax		-
Total	\$	3,687.42

Requested by

Date _____

Authorized By

Date _____

Asset Entered by

Date _____

1241 N. Franklin Place, Milwaukee, WI 53202-2901 Voice (414) 291-9915 Fax (414) 291-9991



W222 N630 Cheaney Road
Waukesha, WI 53186-1697
Phone: 262-955-6400
www.buildingservice.com

Our PO Nbr: 86429.001.01
Need Date: 05/16/2016
Page: 1 of 1

Project: 86429
Order: 86429.001

01/0

design build furnish

interiors for business

Vendor: 33-00
Herman Miller, Inc.-Milwaukee
Attn: Accounting
8500 Byron Road
ZEELAND, MI 49464

Customer Ship To: 2296-00

Bradley Foundation
1241 North Franklin Place
MILWAUKEE, WI 53202

*Red Brick Bldg adjacent

Ship To: 1

Building Service Inc.
Attention: Receiving
W222 N630 Cheaney Road
Waukesha, WI 53186

Date Entered	Our Customer's PO	Sales Person	Receiving Location Code
04/14/2016	R. NARUS	Marie Hoven	

Additional Information and Instructions

Call Before Delivery Contact: CBD242629556270Josh Gonzalez

Order Note: For questions call Darcy Dampier: 262-955-6217

Line	Item Number	Description	Factory Order	Bin Loc Code	Qty	Qty Rec'd	Bin Loc Code	Qty Rec'd	Bin Loc Code	Qty Rec'd
1	CN122AWAA	WK CHR, EMBODY, STD- HT, FULLY ADJ ARMS	878223 05/16/16		3	3	ALS			

EMBODY

NOTE: Deliver and place task chairs per client.

NOTE: Pick up Aeron demo chair (SC#565204) and bring back to BSI

CONTACT: Renee Narus 414-291-9915

marus@bradleyfdn.org

CSR: Darcy X6217

G1-GRAPHITE

G1-GRAPHITE

BB-2 1/2" HARD CASTER, BLACK YOK

30-@RHYTHM-PR CAT 2

14-RHYTHM BLACK

2	AE113AWB	WK CHR, AERON, STD-HT PNEU., TLT LIM/ANG, ADJ ARMS, NONUPHST	878223 05/16/16		1	1				
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PDS/B

AERON B

PJ-+ADJUSTABLE POSTUREFIT SUPPOR

G1-+GRAPHITE

BB-+2 1/2" HD DBL WL CASTER, CP

BK-+BLACK

3D-+PELLICLE-PR CAT 1

01-+PELLICLE CARBON

Matt R
BT8
2nd

Installer _____
Hours to complete _____
Date _____

Received By: _____ Date: _____ Approved By: _____ Date: _____

Print Name



design • build • furnish
interiors for business

Building Service Inc.
W222 N630 Cheaney Road
Waukesha, WI 53186-1697
Phone: 262-955-6400
www.buildingservice.com

Invoice

Page: 1 of 1

Invoice Date: 05/24/2016
Date Due: 06/03/2016
Invoice Number: 112851
Apply To: 112851
Project: 86429
Order: 86429.001

Sold To: 2296-00
Bradley Foundation
1241 North Franklin Place
MILWAUKEE, WI 53202

Bill To: 2296-00
Bradley Foundation
Attention: Accounts Payable
1241 North Franklin Place
MILWAUKEE, WI 53202

Ship To/Install Loc: 2296-00
Bradley Foundation
1241 North Franklin Place
MILWAUKEE, WI 53202

Date Shipped	Customer PO	Shipped Via	FOB	Terms	Sales Person	
05/19/2016	R. NARUS	Best Way	DEST	NET 10 DAYS	Marie Hoven	
Line No	Loc	Item Number	Description	Invoice Qty	Unit Price	Extended

1	00	Dep: DEPOSIT	Deposit DEPOSIT CREDIT	1	-1,843.71	-1,843.71
2	00	CN122AWAA	WK CHR, EMBODY, STD-HT, FULLY ADJ ARMS EMBODY	3	853.14	2,559.42

NOTE: Deliver and place task chairs per client.
NOTE: Pick up Aeron demo chair (SC#565204) and bring back to BSI
CONTACT: Renee Narus 414-291-9915
rnarus@bradleyfdn.org
CSR: Darcy X6217
G1-GRAPHITE
G1-GRAPHITE
BB-2 1/2" HARD CASTER, BLACK YOK
30-@RHYTHM-PR CAT 2
14-RHYTHM BLACK

3	00	AE113AWB	WK CHR, AERON, STD-HT PNEU., TLT LIM/ANG, ADJ ARMS, NONUPHST PDS/B (JB) AERON B PJ-+ADJUSTABLE POSTUREFIT SUPPOR G1-+GRAPHITE BB-+2 1/2" HD DBL WL CASTER, CP BK-+BLACK 3D-+PELLICLE-PR CAT 1 01-+PELLICLE CARBON	1	898.00	898.00
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4	00	DELIVERY	DELIVERY	1	230.00	230.00
Delivery Subtotal						230.00
Deposit Subtotal						-1,843.71
Product Subtotal						3,457.42

Remit To:
Building Service, Inc.
W222 N630 Cheaney Road
Waukesha WI 53186-1697

Please Pay This Amount - USD --- 1,843.71

DATE MTL RECD. 5/24/16
PRICES VEFD. BY RN
COMP. CHKD. BY
CHARGE ACCT. 76100-000 18999-000
APPROVED FOR PAYMT. NY
DATE PAID
CHECK No.

BSI - Chairs JB, AM, CR, LD



Preliminary

Asset Request Form

Date: 4/13/2016

VENDOR INFORMATION

Contact	Marie Hoven
Company	BSI
Address	W22 N630 Cheaney Road
City, State, Zip	Waukesha, WI 53186-1697
Phone	262-955-6400
Fax	

SHIP TO

Bradley Foundation
1241 N. Franklin Place
Milwaukee, WI 53202
(414) 291-9915

4/14/12

[illegible]

Subtotal	\$	3,687.42
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Sales Tax	-
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Total:	\$	3,687.42
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Requested by

Date _____

Authorized By

Date _____

Asset Entered by

Date _____

1241 N. Franklin Place, Milwaukee, WI 53202-2901 Voice (414) 291-9915 Fax (414) 291-9991



April 7, 2016

Bradley Foundation
1241 North Franklin Place
Milwaukee, WI 53202
Attn: Renee Narus

Project #86429

Proposal for: New task chairs

BSI is pleased to submit this proposal to furnish labor and materials required to perform all work in accordance with the following attachment:

Attachment #1 - Description of Work

Project Total: \$3,687.42
Tax Exempt.

Terms of Payment

- 50% down payment required
- All invoices due within 10 days of receipt. Interest at a rate of 2.5% per month will be charged on all delinquent payments.
- No payment shall be withheld on any invoice because of partial delivery of the entire order.
- BSI limits credit card transactions to \$1000.00 per contract, all transactions will be assessed a 4% processing fee.

This proposal is subject to written acceptance within (30) days of its date.
The terms on the attached are expressly made a part of this agreement.

Accepted by Teri Farmer Date 4-13-16
Signature
VP for Admin
Title

Marie Hoven
Marie Hoven
Account Executive
BSI (Building Service Inc.)

All sales are final upon receipt of signed proposal or customer purchase order issued to BSI, and accepted by an officer of Building Service Inc.

BSI (Building Service Inc.) Date
BSI State Contractor License #1096956

Title

DATE MTL RECD. 4-14-16
PRICES VEFD. BY RN
COMP. CHKD. BY _____
CHARGE ACCT. 18999-000
APPROVED FOR PAYMT. Xp
DATE PAID _____
CHECK No. _____
BSI Chairs JB, AM, LR, LD

www.buildingservice.com

Corporate Office
W222 N630 Cheaney Rd.
Waukesha, Wisconsin
53186-1697

Phone: 262-955-6400

North
2920 N. Ballard Rd.
Suite B
Appleton, Wisconsin
54911-8318

920-735-3636
888-735-3636
Fax 920-735-3629

Re: New task chairs

Terms and Conditions

Signature of proposal or receipt of customer purchase order binds client to the following terms and conditions.

Warranty

- All work is warranted by BSI (Building Service, Inc.) to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery /or substantial completion, or for the length of manufacturers stated warranty (whichever is longest). No agent or representative of BSI is authorized to make any additional representations or warranties unless in writing and made part of these terms and conditions of sale.

Delays

- If delivery cannot be made as scheduled (due to conditions imposed by the customer) buyer will pay any applicable warehousing and redelivery charges. The product will be made available for inspection at the designated storage facility and will be invoiced according to original schedule and payment terms.

Safety & Storage

- Purchaser agrees to furnish a safe place for storage of BSI supplies and equipment as well as all furnishings and materials, described herein. In addition, supply without cost; necessary light, heat, power, elevator service and a safe environment for BSI and its associates. BSI associates shall be informed by the owner of all hazardous substances which they may come in contact with at the site.
- The site shall be clean, clear and free of debris prior to commencement of work. Adequate facilities for off-loading, staging, moving and handling shall be provided.
- After arrival at site, any loss or damages by weather, fire or other elements, other trades or buyers' personnel shall be the responsibility of the buyer. Purchaser must notify BSI, in writing, of any claim for damages to goods within 3 days of delivery. In the event of damages BSI reserves the right to repair damaged product or replace the item as deemed appropriate by BSI.

Asbestos/Mold

- In the event it shall be determined or found during the course of BSI's performance of this contract that there is asbestos or mold in the area of the work being so performed, it is understood and agreed that BSI shall discontinue its work until such time as the asbestos or mold is removed by owner and/or general contractor with whom this contract is being made. In the event the asbestos or mold is not so removed or other suitable arrangements are not made, this contract shall then terminate and BSI shall then be paid for the work performed by it up to the time of the termination of its performance. BSI shall not be responsible for the removal, cost of removal or the cost of any construction delays which shall be caused, incurred and/or sustained by reason of the presence of asbestos or mold on the subject premises.
- After asbestos containing materials or mold has been removed by a qualified abatement contractor, the owner shall provide BSI with a written air clearance sample results (as determined by laboratory analysis) that are no greater than 0.01 fibers per cubic centimeter as analyzed by phase contrast microscopy or as accepted by EPA transmission electron microscopy clearance standard.

Changes

- All change orders or proposals for additional work must be signed before work will commence. No credit allowance shall be made for alterations, unless such credit or allowance has been agreed to by BSI in writing.
- All additions, amendments, or changes of any manner whatsoever, subsequent to this contract, shall be now and at all times subject to the provisions, restrictions, limitations, conditions and remedies provided for in this contract, whether or not such orders, additions, amendments or changes be evidenced by further writings.
- In the event a cancellation must be made after this proposal is approved and submitted by the purchaser to BSI, it is understood and agreed that BSI will be paid for materials ordered, all stock inventory and all work already accomplished on the project to date of cancellation, as well as all manufacturer cancellation/change penalties.

Prime Contractor

- Where BSI is Prime Construction Contractor the following notice is hereby given in accordance with Sec. 779.02(2) of the Statutes of the State of Wisconsin, to wit:

"AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BSI HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR AND MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BSI, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."

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53186-1697

262-955-6400

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Appleton, Wisconsin
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920-735-3636
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Fax 920-735-3629

Item	Cat	Tag	Qty	Part Description	Sell	Ext Sell
1	S3F	Embody	3	+Wk Chr,Embody,Std-Ht,Fully Adj Arms +graphite +graphite +2 1/2" hard caster, black yoke, carpet only +rhythm-Pr Cat 2 +rhythm black	\$ 853.14	\$ 2,559.42
2	S3F	Aeron B	1	+Wk Chr,Aeron,Std-Ht Pneu.,Tlt Lim/Ang,Adj Arms,NonupstPds/B +adjustable PostureFit support +graphite +2 1/2" hard caster, black yoke, carpet only +black +pellicle-Pr Cat 1 +pellicle classic carbon	\$ 898.00	\$ 898.00
3	BSI		1	Delivery	\$ 230.00	\$ 230.00
Grand Total						\$ 3,687.42