

**August 10, 2022**

**Via Zoom Meeting and Livestreamed on YouTube**

**Regular Meeting**

Roll Call

Accept Agenda

Public Comment

Approval of Previous Meeting Minutes (July 13, 2022)

Bills and Communications

Committee Reports

Anti-Harassment

Audit & Finance

Downtown Revitalization/Tourism

Economic Development

Entrepreneurship/Agriculture

Governance

Loan

Treasurer's Report

Old and Unfinished Business

New Business

Resolution #2022-24 Amend Employee Handbook

Resolution #2022-25 Purchase Furniture

Date of Next Meeting: September 14, 2022

Adjournment



FRANKLIN COUNTY ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETINGS

WEDNESDAY, JULY 13, 2022  
Via Zoom Meeting and Livestreamed on YouTube

**REGULAR MEETING**

Chair Ellis called the Regular Meeting of the EDC to order at 1:54 pm. Maria conducted roll call with the following people present:

Sherry Boyea  
James Ellis  
Stephen Erman  
Madelyn Fleury  
Justus Martin  
Archie McKee  
\*Vacant Board Seat (1)  
Jeremy Evans, CEO  
Maria Bourgeois, Operations Manager  
Kelly Brunette, Marketing & Communications Manager  
Russ Kinyon, Economic Development Director

Mr. Ellis welcomed everyone to the meeting.

Accept Agenda: Chair Ellis requested that resolution 2022-24 Amend Employee Handbook be removed from the agenda so that the changes can be reviewed by the Governance Committee first and they can report back at the August meeting.

- Motion to accept the amended agenda with above change made by Mr. Erman, seconded by Mr. Martin. All in favor.

Public Comment Period: None

Approval of Previous Meeting Minutes:

- The EDC board approved the meeting minutes of June 14, 2022, on a motion by Mr. Erman, seconded by Ms. Boyea. All in favor.

Bills and Communications: Jeremy informed the Board that he completed a letter of support for the Village of Tupper Lake's Local Waterfront Revitalization Program funding application for improvements to the historic baseball grandstand at the waterfront park.

Committee Reports: Mr. Erman as Chair of the Economic Development Committee stated that the tour of IDA properties is being scheduled and the Board will be informed when a date has been set. Ms. Fleury as Chair of the Governance Committee stated that she would be scheduling a meeting to review changes to the Employee Handbook. No other committees had reports.

Treasurer's Report: Jeremy reviewed the June 2022 financials with the board, noting nothing out of the ordinary.

- Motion to accept the June 2022 financial reports by Mr. McKee, seconded by Ms. Boyea. All in favor.

Old & Unfinished Business: None.

New Business:

Resolution #2022-23 Jordan Craig Media: Jeremy explained that this would be to conduct video interviews of businesses in the area to entice people to come live and work in our area. Both Jeremy and Kelly are very impressed with Jordan's work and feel that this is a good investment. Discussion followed.

- Motion to adopt Resolution #2022-23 as present made by Ms. Fleury, seconded by Ms. Boyea. Following a roll call vote, all were in favor, with the exception of Mr. McKee, who abstained.

Resolution #2022-24 Amend Employee Handbook (REMOVED until August Meeting)

Adjournment: After stating that the next regular meeting of the EDC is scheduled to be held on Wednesday, August 10, 2022, at 1 pm via Zoom meeting and with no other business to conduct, Mr. Ellis adjourned the meeting at 2:28 pm on a motion by Mr. Martin, seconded by Ms. Boyea.

## Franklin County Local Development Corporation

## Balance Sheet Prev Year Comparison

As of July 31, 2022

	Jul 31, 22	Jun 30, 22	Jul 31, 21
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Community Bank	1,225,563.75	1,485,542.93	2,355,539.23
Tourism Matching Funds	0.00	0.00	3,191.00
<b>Total Checking/Savings</b>	<b>1,225,563.75</b>	<b>1,485,542.93</b>	<b>2,358,730.23</b>
<b>Accounts Receivable</b>			
1100 · Interest Income Receivable	0.00	0.00	-16,266.22
1200 · Accounts Receivable	1,619,409.52	1,630,561.72	1,365,070.05
1220 · Grants/Accounts Receivable	296,100.90	296,100.90	-170,000.00
<b>Total Accounts Receivable</b>	<b>1,915,510.42</b>	<b>1,926,662.62</b>	<b>1,178,803.83</b>
<b>Other Current Assets</b>			
<b>Loans Receivable</b>			
Allowance for Loans Receivable	-411,187.76	-411,187.76	-278,108.44
Loans Receivable - Other	172,757.88	172,757.88	116,553.69
<b>Total Loans Receivable</b>	<b>-238,429.88</b>	<b>-238,429.88</b>	<b>-161,554.75</b>
1150 · Prepaid Expenses	4,102.08	4,102.08	0.00
1230 · Loans Receivable - OTHER	-116,553.69	-116,553.69	0.00
<b>Total Other Current Assets</b>	<b>-350,881.49</b>	<b>-350,881.49</b>	<b>-161,554.75</b>
<b>Total Current Assets</b>	<b>2,790,192.68</b>	<b>3,061,324.06</b>	<b>3,375,979.31</b>
<b>Fixed Assets</b>			
<b>Computer Equipment</b>			
1500-01 · Accumulated Depreciation	18,601.63	18,601.63	11,299.86
	-13,245.60	-13,245.60	-9,426.13
<b>Total Fixed Assets</b>	<b>5,356.03</b>	<b>5,356.03</b>	<b>1,873.73</b>
<b>TOTAL ASSETS</b>	<b>2,795,548.71</b>	<b>3,066,680.09</b>	<b>3,377,853.04</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	1,207.87	3,897.44	40,132.11
<b>Total Accounts Payable</b>	<b>1,207.87</b>	<b>3,897.44</b>	<b>40,132.11</b>
<b>Credit Cards</b>			
CC - JE	15,306.85	15,306.85	738.20
CC - MG	0.00	0.00	195.50
CC - RK	0.00	0.00	-10.00
<b>Total Credit Cards</b>	<b>15,306.85</b>	<b>15,306.85</b>	<b>923.70</b>
<b>Other Current Liabilities</b>			
Employer Taxes	40.32	40.32	40.32
Pension Liability	369.24	0.00	0.00
2110 · Compensated Absences	11,976.43	11,976.43	0.00
2210-00 · Deferred Revenue	762,324.03	762,324.03	164,558.39
<b>Total Other Current Liabilities</b>	<b>774,710.02</b>	<b>774,340.78</b>	<b>164,598.71</b>
<b>Total Current Liabilities</b>	<b>791,224.74</b>	<b>793,545.07</b>	<b>205,654.52</b>
<b>Total Liabilities</b>	<b>791,224.74</b>	<b>793,545.07</b>	<b>205,654.52</b>
<b>Equity</b>			
3000 · Opening Bal Equity	1,027,691.20	1,027,691.20	1,027,691.20
3020 · Retained Earnings	2,139,382.88	2,139,382.88	1,789,408.33
Net Income	-1,162,750.11	-893,939.06	355,098.99
<b>Total Equity</b>	<b>2,004,323.97</b>	<b>2,273,135.02</b>	<b>3,172,198.52</b>

9:23 AM

08/03/22

Accrual Basis

**Franklin County Local Development Corporation**  
**Balance Sheet Prev Year Comparison**  
As of July 31, 2022

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	<u>Jul 31, 22</u>	<u>Jun 30, 22</u>	<u>Jul 31, 21</u>
TOTAL LIABILITIES & EQUITY	<u>2,795,548.71</u>	<u>3,066,680.09</u>	<u>3,377,853.04</u>

## Franklin County Local Development Corporation

## Profit &amp; Loss Prev Year Comparison

July 2022

08/03/22

Accrual Basis

	Jul 22	Jun 22	Jul 21	Jan - Jul 22
Ordinary Income/Expense				
Income				
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for services				
4111 · County Tourism Occupancy Tax	0.00	0.00	0.00	-741,601.11
4113 · Grant Administration Fees	0.00	0.00	0.00	0.00
4114 · The Carry Membership Fees	2,288.07	0.00	1,290.75	2,288.07
4119 · Other Charges fo Services	0.00	0.00	7,315.00	78,700.00
4110 · Charges for services - Other	520.00	423.82	121,450.93	2,773.56
Total 4110 · Charges for services	2,808.07	423.82	130,056.68	-657,839.48
4130 · Other Operating Revenues				
4131 · Loan Interest	4,581.47	5,000.05	5,026.13	36,342.04
4132 · Late Fees	0.00	0.00	50.54	0.00
Total 4130 · Other Operating Revenues	4,581.47	5,000.05	5,076.67	36,342.04
Total 4100 · OPERATING REVENUES	7,389.54	5,423.87	135,133.35	-621,497.44
4200 · NONOPERATING REVENUES				
4210 · Investment Earnings				
4211 · Interest - Bank	24.56	25.36	58.34	218.13
Total 4210 · Investment Earnings	24.56	25.36	58.34	218.13
4260 · Other Non-Operating Revenues				
4261 · Foundation Grants	0.00	0.00	0.00	29,000.00
Total 4260 · Other Non-Operating Revenues	0.00	0.00	0.00	29,000.00
Total 4200 · NONOPERATING REVENUES	24.56	25.36	58.34	29,218.13
Total 4000 · REVENUE & FINANCIAL SOURCES	7,414.10	5,449.23	135,191.69	-592,279.31
Total Income	7,414.10	5,449.23	135,191.69	-592,279.31
Gross Profit	7,414.10	5,449.23	135,191.69	-592,279.31
Expense				
4002 · Reconciliation Discrepancies	0.00	0.00	-0.36	0.00
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · ED Director	8,076.93	5,384.62	7,885.38	40,384.60
5112 · Marketing & Bus. Dev. Director	0.00	0.00	0.00	0.00
5113 · Tourism Manager	0.00	0.00	5,769.24	4,038.47
5114 · Marketing & Com. Manager	6,230.76	4,153.84	5,769.24	31,153.85
5115 · Tourism Specialist	0.00	0.00	0.00	17,800.00
5116 · Community Development Specialis	5,914.37	3,705.55	0.00	27,582.55
Total 5110 · Salaries and Wages	20,222.06	13,244.01	19,423.86	120,959.47
5120 · Other Employee Benefits				
5121 · Disability Insurance	-115.03	-75.47	-111.81	98.53
5122 · Health Insurance	1,142.64	1,297.48	524.31	12,079.26
5123 · Dental Insurance	70.30	70.30	33.99	524.98
5124 · Retirement Plan	396.94	396.94	582.69	3,072.22
5125 · Payroll Taxes	1,524.70	998.31	1,496.07	11,424.76
5126 · Unemployment Insurance	0.00	0.00	0.00	110.01
5127 · Workers' Compensation	0.00	0.00	0.00	406.00
5128 · Health Buyout	173.07	115.38	346.14	1,557.63
5120 · Other Employee Benefits - Other	0.00	0.00	0.00	4,230.82
Total 5120 · Other Employee Benefits	3,192.62	2,802.94	2,871.39	33,504.21
5130 · Professional Services Contracts				
5132 · Legal Services	0.00	810.00	5,280.00	2,709.75
5133 · Payroll Services	120.80	124.40	462.25	1,783.57

**Franklin County Local Development Corporation**  
**Profit & Loss Prev Year Comparison**  
**July 2022**

	<u>Jul 22</u>	<u>Jun 22</u>	<u>Jul 21</u>	<u>Jan - Jul 22</u>
5134 · Marketing & Promotion	4,881.88	0.00	0.00	8,520.14
5135 · Business Insurances	0.00	0.00	0.00	-905.00
5139 · Other Consulting Services	0.00	1,680.61	23,461.60	17,626.55
5130 · Professional Services Contracts - Other	0.00	0.00	0.00	12,201.25
<b>Total 5130 · Professional Services Contracts</b>	<b>5,002.68</b>	<b>2,615.01</b>	<b>29,203.85</b>	<b>41,936.26</b>
<b>5140 · Supplies and Materials</b>				
5143 · Conferences, Travel & Training	357.79	130.46	34.72	2,660.45
5144 · General Office Supplies	0.00	508.01	0.00	7,654.10
5146 · Marketing and Promotion	1,200.00	69.00	858.64	4,740.30
5147 · Office Rent	500.00	1,000.00	500.00	3,500.00
5148 · Service Contracts/Subscriptions	0.00	566.75	295.00	8,015.98
5149 · Postage	0.00	0.00	0.00	28.50
5150 · Bank Service Fees	0.00	0.00	0.00	145.29
5140 · Supplies and Materials - Other	0.00	4,678.63	2,181.49	6,436.54
<b>Total 5140 · Supplies and Materials</b>	<b>2,057.79</b>	<b>6,952.85</b>	<b>3,869.85</b>	<b>33,181.16</b>
<b>Total 5100 · OPERATING EXPENDITURES</b>	<b>30,475.15</b>	<b>25,614.81</b>	<b>55,368.95</b>	<b>229,581.10</b>
<b>5200 · NONOPERATING EXPENDITURES</b>				
5250 · Grants and Donations	245,750.00	40,800.00	31,570.32	340,889.70
<b>Total 5200 · NONOPERATING EXPENDITURES</b>	<b>245,750.00</b>	<b>40,800.00</b>	<b>31,570.32</b>	<b>340,889.70</b>
<b>Total 5000 · EXPENDITURES</b>	<b>276,225.15</b>	<b>66,414.81</b>	<b>86,939.27</b>	<b>570,470.80</b>
<b>Total Expense</b>	<b>276,225.15</b>	<b>66,414.81</b>	<b>86,938.91</b>	<b>570,470.80</b>
<b>Net Ordinary Income</b>	<b>-268,811.05</b>	<b>-60,965.58</b>	<b>48,252.78</b>	<b>-1,162,750.11</b>
<b>Net Income</b>	<b><u>-268,811.05</u></b>	<b><u>-60,965.58</u></b>	<b><u>48,252.78</u></b>	<b><u>-1,162,750.11</u></b>

## Franklin County Local Development Corporation

## Profit &amp; Loss Budget vs. Actual

08/03/22

Accrual Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Bud...	% of B...
Ordinary Income/Expense				
Income				
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for services				
4111 · County Tourism Occupancy Tax	-741,601.11			
4113 · Grant Administration Fees	0.00			
4114 · The Carry Membership Fees	2,288.07			
4119 · Other Charges fo Services	78,700.00			
4110 · Charges for services - Other	2,773.56	1,390,450.00	-1,387,676.44	0.2%
Total 4110 · Charges for services	-657,839.48	1,390,450.00	-2,048,289.48	-47.3%
4130 · Other Operating Revenues				
4131 · Loan Interest	36,342.04			
4130 · Other Operating Revenues - Other	0.00	93,500.00	-93,500.00	0.0%
Total 4130 · Other Operating Revenues	36,342.04	93,500.00	-57,157.96	38.9%
Total 4100 · OPERATING REVENUES	-621,497.44	1,483,950.00	-2,105,447.44	-41.9%
4200 · NONOPERATING REVENUES				
4210 · Investment Earnings				
4211 · Interest - Bank	218.13			
4210 · Investment Earnings - Other	0.00	900.00	-900.00	0.0%
Total 4210 · Investment Earnings	218.13	900.00	-681.87	24.2%
4220 · State Subsidies / Grants	0.00	1,220,000.00	-1,220,000.00	0.0%
4260 · Other Non-Operating Revenues				
4261 · Foundation Grants	29,000.00			
Total 4260 · Other Non-Operating Revenues	29,000.00			
Total 4200 · NONOPERATING REVENUES	29,218.13	1,220,900.00	-1,191,681.87	2.4%
Total 4000 · REVENUE & FINANCIAL SOURCES	-592,279.31	2,704,850.00	-3,297,129.31	-21.9%
Total Income	-592,279.31	2,704,850.00	-3,297,129.31	-21.9%
Gross Profit	-592,279.31	2,704,850.00	-3,297,129.31	-21.9%
Expense				
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · ED Director	40,384.60	68,000.00	-27,615.40	59.4%
5113 · Tourism Manager	4,038.47	50,000.00	-45,961.53	8.1%
5114 · Marketing & Com. Manager	31,153.85	50,000.00	-18,846.15	62.3%
5115 · Tourism Specialist	17,800.00	40,000.00	-22,200.00	44.5%
5116 · Community Development Specialis	27,582.55	40,000.00	-12,417.45	69.0%
Total 5110 · Salaries and Wages	120,959.47	248,000.00	-127,040.53	48.8%
5120 · Other Employee Benefits				
5121 · Disability Insurance	98.53	3,000.00	-2,901.47	3.3%
5122 · Health Insurance	12,079.26	26,400.00	-14,320.74	45.8%
5123 · Dental Insurance	524.98	900.00	-375.02	58.3%
5124 · Retirement Plan	3,270.69	9,600.00	-6,329.31	34.1%
5125 · Payroll Taxes	11,424.76	4,800.00	6,624.76	238.0%
5126 · Unemployment Insurance	110.01	5,000.00	-4,889.99	2.2%
5127 · Workers' Compensation	406.00	1,400.00	-994.00	29.0%
5128 · Health Buyout	1,557.63	6,000.00	-4,442.37	26.0%
5120 · Other Employee Benefits - Other	4,230.82			
Total 5120 · Other Employee Benefits	33,702.68	57,100.00	-23,397.32	59.0%
5130 · Professional Services Contracts				
5131 · Auditing Services	0.00	3,500.00	-3,500.00	0.0%



## Franklin County Local Development Corporation

## Profit &amp; Loss Budget vs. Actual

08/03/22

Accrual Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Bud...	% of B...
5132 · Legal Services	2,709.75	15,000.00	-12,290.25	18.1%
5133 · Payroll Services	1,783.57	5,400.00	-3,616.43	33.0%
5134 · Marketing & Promotion	8,520.14	231,000.00	-222,479.86	3.7%
5135 · Business Insurances	-905.00	2,500.00	-3,405.00	-36.2%
5139 · Other Consulting Services	17,626.55	106,000.00	-88,373.45	16.6%
5130 · Professional Services Contracts - Other	12,201.25			
<b>Total 5130 · Professional Services Contracts</b>	<b>41,936.26</b>	<b>363,400.00</b>	<b>-321,463.74</b>	<b>11.5%</b>
5140 · Supplies and Materials				
5141 · Association Dues	0.00	3,000.00	-3,000.00	0.0%
5143 · Conferences, Travel & Training	2,660.45	10,000.00	-7,339.55	26.6%
5144 · General Office Supplies	7,654.10	30,000.00	-22,345.90	25.5%
5145 · Internet and Phone	0.00	4,200.00	-4,200.00	0.0%
5146 · Marketing and Promotion	4,740.30	78,000.00	-73,259.70	6.1%
5147 · Office Rent	3,500.00	18,000.00	-14,500.00	19.4%
5148 · Service Contracts/Subscriptions	8,015.98	22,000.00	-13,984.02	36.4%
5149 · Postage	28.50			
5150 · Bank Service Fees	145.29	50.00	95.29	290.6%
5140 · Supplies and Materials - Other	6,436.54			
<b>Total 5140 · Supplies and Materials</b>	<b>33,181.16</b>	<b>165,250.00</b>	<b>-132,068.84</b>	<b>20.1%</b>
<b>Total 5100 · OPERATING EXPENDITURES</b>	<b>229,779.57</b>	<b>833,750.00</b>	<b>-603,970.43</b>	<b>27.6%</b>
5200 · NONOPERATING EXPENDITURES				
5250 · Grants and Donations	340,889.70			
5260 · Other Non-Oper. Expenditures				
5261 · Grant to Franklin County IDA	0.00	50,000.00	-50,000.00	0.0%
<b>Total 5260 · Other Non-Oper. Expenditures</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
<b>Total 5200 · NONOPERATING EXPENDITURES</b>	<b>340,889.70</b>	<b>50,000.00</b>	<b>290,889.70</b>	<b>681.8%</b>
<b>Total 5000 · EXPENDITURES</b>	<b>570,669.27</b>	<b>883,750.00</b>	<b>-313,080.73</b>	<b>64.6%</b>
<b>Total Expense</b>	<b>570,669.27</b>	<b>883,750.00</b>	<b>-313,080.73</b>	<b>64.6%</b>
<b>Net Ordinary Income</b>	<b>-1,162,948.58</b>	<b>1,821,100.00</b>	<b>-2,984,048.58</b>	<b>-63.9%</b>
<b>Net Income</b>	<b>-1,162,948.58</b>	<b>1,821,100.00</b>	<b>-2,984,048.58</b>	<b>-63.9%</b>

**RESOLUTION 2022-24**

**Amend Employee Handbook**

WHEREAS, the Franklin County Economic Development Corporation (FCEDC) desires to update the employee handbook with regard to vacation pay when there is a separation of employment for new employees, and

WHEREAS, the CFIDA contracted with Soteria in October 2020 to create the current handbook and have requested they address revising separation pay as well as making any necessary changes to bring the handbook up to date.

THEREFORE BE IT RESOLVED, the Board of Directors recognize the changes to language and authorize the CEO to add said changes to the revised FCEDC Employee Handbook for immediate implementation.

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Sherry Boyea, SECRETARY

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DATE

Duly Adopted by the CFIDA Board on August 10, 2022



**RESOLUTION 2022-25**

**Approve Purchase of Office Furniture**

**WHEREAS**, the Franklin County Economic Development Corporation Board of Directors operates the incubator and co-working space in Saranac Lake known as The Carry; and

**WHEREAS**, FCEDC has leased additional space at its current location to meet the needs of staff and customers; and

**WHEREAS**, the FCEDC is prepared to purchase conference room tables and chairs for use in the additional space from an MWBE-certified supplier at NYS Contract pricing; and

**WHEREAS**, the cost of the furniture will be reimbursed through FCEDC's DRI grant award.

**THEREFORE BE IT RESOLVED**, the Board of Directors:

1. Authorizes the CEO to purchase furniture for The Carry for a cost not to exceed \$8,500.

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SECRETARY

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DATE

Duly Adopted by the FCEDC Board on August 10, 2022





# BUSINESS INTERIORS

153 REGENT STREET

SARATOGA SPRINGS, NEW YORK 12866

518.306.5233

## FRANKLIN CTY. EDC - THE CARRY - HON PRODUCT

Item	Qty.	MFG.	Model #		Unit	Price Extended
1	4	HON	HMT3060G	Huddle 30x60 Table Top w/Edgeband	\$169.09	\$676.36
		.N		No Grommets		
		\$(L1STD)		Grd L1 Standard Laminates		
		.S		LAM: Charcoal		
		.S		Edge: Charcoal		
2	4	HON	HMBFLIP30L	Huddle Flip Top Base for 30x60 & 30x72 Tops	\$271.40	\$1,085.60
		.C		Casters		
		\$(P2)		P2 Paint Opts		
		.T1		Platinum Metallic		
3	6	HON	HN6	NucleusGuest Multi-purpose Chair Four Leg Stacking Frame	\$222.98	\$1,337.88
		.N		Arm: No Arm		
		.H		CASTER: Hard (Standard)		
		.IC		4-Way Charcoal		
		\$(1)		Gr 1 UPH		
		.CU		Centurion		
		47		COLOR: Apricot		
		.T		FRAME: Black		
4	5	HON	HMT3060G	Huddle 30x60 Table Top w/Edgeband	\$180.80	\$904.00
		.G		Grommets		



# BUSINESS INTERIORS

153 REGENT STREET

SARATOGA SPRINGS, NEW YORK 12866

518.306.5233

## FRANKLIN CTY. EDC - THE CARRY - HON PRODUCT

Item	Qty.	MFG.	Model #		Unit	Price Extended
			\$(L1STD)	Grd L1 Standard Laminates		
			.S	LAM: Charcoal		
			.S	Edge: Charcoal		
5	5	HON	HMBFLIP30L	Huddle Flip Top Base for 30x60 & 30x72 Tops	\$271.40	\$1,357.00
			.C	Casters		
			\$(P2)	P2 Paint Opt		
			.T1	Platinum Metallic		
6	5	HON	HITLM	Ignition 2 Task Low-back, ilira back	\$269.84	\$1,349.20
			.Y1	Syncho-Tilt W Seat Slider		
			.A	Arm: Height and Width Adj. Arm		
			.H	Hard Caster		
			.IC	4-Way Charcoal		
			\$(2)	GRADE: II UPHOLSTERY		
			.WP	Whisper Vinyl		
			40	COLOR: Black		
			.BL	Black Adjustable Lumbar		
			.SB	Base: Standard Base		
			.T	Frame: Black		
7	1	drb	D&I	Inside Delivery	\$1,207.00	\$1,207.00

**Total: \$7,917.04**



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518.306.5233

## FRANKLIN CTY. EDC - THE CARRY - HON PRODUCT

Item	Qty.	MFG.	Model #	Unit	Price Extended
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Please make PO out as follows:

drb Business Interiors

153 Regent Street

Saratoga Springs, NY 12866

Contract #PC68432/Tax. ID#264582111

Acct.#134066, direct bill #0457

Please be sure that the contract number and a signature is on the PO

Please be sure to fax both your PO and this signed quote to my attention @ (518) 306-5256 for processing.

**Sending your PO to the MFG will not result in an order.**

**NO RETURNS OR EXCHANGES WILL BE ACCEPTED**

<b>X</b> _____	<b>X</b> _____
<b>Signature</b>	<b>Date</b>

**Please sign, approving quantities, descriptions, finishes and payment terms.**