



# MATERIEL MANAGEMENT BRANCH

8525 Rex Road Pico Rivera, CA 90660  
T (562) 654-9009 | F (562) 654-9019

Date: \_\_\_\_\_

# PRICE MATCH FORM

*Use this form to report a lower price on an identical item.*

\*Required information.

\*School / Office: \_\_\_\_\_ \*Cost Center: \_\_\_\_\_  
 (Location Code)

ESC (Local District): \_\_\_\_\_ \*Tel.: \_\_\_\_\_ ext. \_\_\_\_\_

\*Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_

Title: \_\_\_\_\_ \*Email: \_\_\_\_\_

### General Stores Distribution Information

Product ID	Description	Part / Model #	OEM / Non-OEM (For toners only)

### Competitor's Information

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Magazine/Website Ad\* (if applicable): \_\_\_\_\_

Part Number: \_\_\_\_\_ Price: \_\_\_\_\_ Shipping Cost: \_\_\_\_\_

Description: \_\_\_\_\_

Other Cost(s) & Comments: \_\_\_\_\_

*\*Please send the magazine/internet ad clipping with this form.*

### Terms & Conditions

- Price Matches may only be honored on identical items (the same size, color, season, etc.) currently in-stock.
- "Personal discounts" (member price, coupon codes, club price, etc.) available to you from competitors do not qualify for price match.
- Price Match cannot be combined with any other discounts.
- Online pricing will be matched at the discretion of Materiel Management Branch.
- The competing dealer must be an authorized U.S. online retailer for the brand.
- Request for Price Match prior to placing orders.

### The exceptions to Price Match are:

- No price matching on used items.
- No price matching on items no longer current, discontinued or items out of the box (i.e. item is "low in stock") or closeout sale.
- No price matching on classified ads or auctions (open or closed), regardless of whether the merchandise is new or used.
- No price matching on verbal quotes, whether in person or on the phone.
- A Price Match cannot be combined with any other offer, such as coupons or rebates.

### FOR STORES USE ONLY

Action Taken by Materiel Management Branch:

- Will be notified upon disposition.
- Report to Buyer for future bid consideration.

Claim #: \_\_\_\_\_

Date: \_\_\_\_\_

Other: \_\_\_\_\_