



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- No price matching on items no longer current, discontinued or items out of the box (i.e. item is "low in stock") or closeout sale.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: _____