FREQUENTLY ASKED QUESTIONS

What is the AIS GSA Contract Number?
GS-29F-0006K - Office Furniture Contract (expires 8/23/2020)

Where should purchase orders be sent?
AIS
4 Bonazzoli Avenue
Hudson, MA 01749
ATTN: GSA Customer Service
Phone: (978)562-7500 or (800)434-7400
Fax: (978)567-5187
Email: orderentry@ais-inc.com

Does AIS accept faxed orders?
Yes. The fax number is (978) 567-5187.

Does AIS accept credit card orders?
Yes. The credit card order form can be accessed here.

What are the payment terms of AIS?
Net 30 days.

What is the payment address?
AIS
4 Bonazzoli Avenue
Hudson, MA 01749

What are the AIS Federal Identification Numbers?
Tax ID No. (TIN): 04-3489948
DUNS No: 626060222
NAICS No: 337214

Does AIS offer a leasing program?
Yes, please contact your AIS Sales Representative for details.

What is AIS' maximum order limit (MOL)?
AIS' maximum order limit (MOL) is $500,000 list.

What are the AIS SIN Numbers?

711-1	Furniture Systems and Workstation Clusters
711-2	Worksurfaces, Workstations, Computer Furniture and Accessories
711-3	Filing & Storage Cabinets
711-9	Executive Confereonce Room Furniture, Coordinated Tables, Case Pieces and Accessories
711-11	Tables and Accessories
711-18	General Purpose Seating
711-91	Project Management Services at a rate of $70 per hour
711-94	Design Services at a rate of $55 per hour
711-95	Installation Service
711-96	Leasing
71-1	Packaged Offices

What is the standard lead-time on products ordered through the AIS GSA Contract?
AIS standard lead-times are 15-20 working days. AIS also offers a QuickShip program where 90% of offerings can be manufactured within 10 working days.

How can I get an AIS Catalog?
Please contact your AIS Sales Representative and we will be happy to send you everything you need.