



## **Customer Notification**

### **Fee Change on GSA Global Supply Purchases for Products without Standing Contract Coverage Effective February 1, 2017**

Dear Valued Customer,

Effective February 1, 2017, GSA Global Supply will increase the fees for conducting acquisitions for products without a standing GSA Global Supply contract for orders valued under \$3,500 (cost of goods before fee applied). For orders valued from \$0 - \$500 (cost of goods before fee applied), the fee will increase to 50%. For orders valued from \$500 to \$3,500 (cost of goods before fee applied), the fee will increase to 40%. These increases are necessary in order to allow GSA Global Supply to continue to provide acquisition support for this segment of customer orders.

GSA Global Supply values our customers and we plan to continue to provide reliable and efficient acquisition solutions. We appreciate your understanding as we implement these changes.

For questions regarding this customer notification, please contact GSA's National Customer Service Center at (800) 488-3111, or at [NCSCcustomer.service@gsa.gov](mailto:NCSCcustomer.service@gsa.gov). You can also view current information regarding GSA's acquisition support at [www.gsa.gov/specialorderprogram](http://www.gsa.gov/specialorderprogram).