5.3.1 Supplier's Contact Information

A	**For General Inquiries** regarding the Supply Arrangement, how to contact Authorized Dealers (if any), etc.	
	Name: Preston Billings	
	Telephone No.:	613-723-2000 x247
	E-mail:	preston@capitaloffice.com
B	**For Receiving Bid Solicitations pursuant** to the resulting Supply Arrangement (only this contact will be used by Canada):	
	Name: Preston Billings	
	Telephone No.:	613-723-2000 x247
	E-mail:	preston@capitaloffice.com

5.3.2 Supplier's Website & Official Language

The Supplier's website address: www.capitaloffice.com

Supplier's Official Language

The Supplier's preferred official language for receiving bid solicitations/Requests for Bids (RFB) pursuant to the resulting Supply Arrangements. Supplier must place a mark or an "x" in their choice below.

French: _____ / English: X

5.3.3 Payment by Credit Card

Canada requests that Suppliers complete one of the following:

(i) (X) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices. The following credit card(s) are accepted:

(X) VISA

(X) Master Card

OR

(ii) (__) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Supplier is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.