

# **H2I GROUP ORDERING INSTRUCTIONS**

Place orders:

H2I Group, Inc. Dba NexLab Design, Inc.

13702 Coursey Blvd., Ste 6B

Baton Rouge, LA 70817

Phone: 225-791-5228

Fax: 225-791-5230

Email: Michelle Bauer, [mbauer@h2igroup.com](mailto:mbauer@h2igroup.com)

Website: [www.h2igroup.com](http://www.h2igroup.com)

**\*Reference Quote Number on all Purchase Orders in addition to State  
Contract Number 8200070846\***

## **NOTE:**

\*\*\*Only the Commodities that fall under the NIGP codes, from the Discount Spreadsheet, can be purchased as part of this contract. \*\*\*

You may use the MAGIC link for assistance if needed:<http://www.dfa.ms.gov/dfa-offices/mmrs/mmrs-applications/magic-logistics-lo/>

If commodities are purchased, that are not on the attached discount spreadsheet, these commodities are not a part of this contract, and should be purchased using normal purchasing procedures.