



**OUR COMMITMENT TO OUR CUSTOMER**

OFS and Carolina products are manufactured with careful attention to detail and with an on-going commitment to achieve a level of quality that is free of defects in materials and workmanship, given normal use and proper care. In an effort to stand by this philosophy, OFS and Carolina, hereby warrants, to the original purchaser of the product and from the original date of purchase.

OFS and Carolina products warrant to 12 years on single-shift applications with exceptions noted below.

Carolina products warrant to 12 years on multi-shift applications with exceptions noted below.

OFS and Carolina will repair or replace, at our discretion without charge to the original purchaser, any product or part thereof which fails as the result of such a defect during the warranty period. In the event any product has to be returned to the factory for verification of a complaint, it must be pre-authorized by the factory and shipped prepaid along with written information containing the name of the original purchaser, original invoice number, and a copy of the original purchase order. If the product is returned to an authorized dealer for repairs, OFS and Carolina will provide the materials to repair the product free of charge, including transportation cost.

**EXCEPTIONS TO THE 12 YEAR SINGLE-SHIFT WARRANTY:**

Category	Years Under Warranty					
	1	2	3	5	10	Lifetime
<b>ANCILLARY AND WORK SPACE</b>						
All drawer glide suspensions						X
All locking mechanisms						X
Base height adjustable mechanism				X		
Casters, Glides, Control Mechanisms and Pneumatic Cylinders						X
Foam, Mesh Material				X		
<b>WORK CHAIRS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Lifetime</b>
Foam, Mesh Material				X		
Work Chairs with heavy duty upgrades					X	
<b>CAROLINA</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Lifetime</b>
Foam, Mesh Material				X		
Recliner components, sleeper chair mechanisms and accessories				X		
Recliner mechanisms					X	
Three Position Recliner & wall saver mechanisms				X		
<b>OTHER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Lifetime</b>
Electrical components/Power Supplies	X					
Remote control projection screen		X				
Task Lights			X			

Warranty does not cover:

- Natural variations in color, grain, or texture of wood, leather and other textiles over which OFS and Carolina has no control.
- Normal aging and wear of of textiles, filling materials and finishes are exempted from this warranty.
- Textile color matching, textile puddling, fastness of colors or wearing qualities of any material.
- Slight differences in textile color due to supplier dye lot differences on large orders or on repeat orders placed at later dates from the original order.
- Labor and service not covered under warranty.
- Customer's Own Material (COM/COV/COL) is not covered by the textiles warranty. Any warranty claims for these upholstery materials will fall to the original vendor of the textile. With a broad spectrum of harsh cleaning agents used by facilities, it is recommended that the owner test each textile selection with their specific cleaning methods before ordering.
- OFS or Carolina products or components attached in some manner to any other manufacturer's products or components (i.e. OFS conference tops to another manufacturer's base).
- Damage caused by a transportation company.
- Damage created by loading file drawers with anything other than hanging files.
- Freight or other shipping charges on returned product or parts, labor and service.



## TEXTILES

OFS and Carolina will evaluate the textile to determine its possible use on our furniture, but this does not warrant or guarantee the performance of the textile. OFS and Carolina warrants the workmanship (cutting, sewing, upholstery fit) of textiles to perform under normal aging and wear when cared for according to cleaning and maintenance guidelines provided by the textile supplier/manufacturer. With a broad spectrum of harsh cleaning agents used by facilities, it is recommended that the owner test each textile selection with their specific cleaning methods before ordering. If any textiles exhibit deterioration, delamination or other failure not associated with the application to OFS or Carolina products or due to cleaning methods, OFS and Carolina will not be responsible for costs associated with recovering or replacement. Textiles on products with a heavy duty upgrade must exceed 100,000 double rubs for the textile workmanship portion of the warranty to apply.

## PRODUCT DESIGN & DISCONTINUED PRODUCTS

OFS and Carolina reserves the right to make alterations in design and construction or discontinue products without prior notice. If items are discontinued, OFS and Carolina reserves the right to repair or replace defective components with equivalent components, if available.

## LIMITATION OF LIABILITY

Except as otherwise provided, OFS and Carolina make no other warranties, expressed or implied, including but not limited to the warranties of merchantability and fitness for a particular purpose.

Under no circumstances, including but not limited to breach of contract, breach of warranty or negligence, shall OFS and Carolina be liable for lost profits, loss of goodwill, stored data, general, special, consequential or exemplary damages, even if OFS and Carolina had notice of these damages or they were foreseeable. OFS and Carolina shall not be liable for consequential or incidental damages arising from any product defect. OFS and Carolina shall not be responsible for verifying Dealer's or customer's description of needs, data, or the fitness for a particular purpose of goods. OFS and Carolina liability in all cases shall be limited to repair or replacement of the defective parts, or the purchase price of the product. Damages resulting from user modifications, attachments to a product, misuse, abuse, alteration, negligent use, accidents, improper or lack of maintenance and damage in transportation are not covered under this warranty.

This warranty is applicable only to those products actually manufactured by OFS and Carolina. On product furnished by OFS and Carolina, but with components or equipment manufactured by others, including, but not limited to, foam, mechanisms, casters and textiles, the written warranty, if any, of the manufacturer is assigned to the purchaser.

**POSSESSION OF THE PRICE LIST DOES NOT CONSTITUTE AN OFFER TO SELL. WE RESERVE THE RIGHT TO MODIFY PRODUCTS, PRICES OR DISCONTINUE ITEMS WITHOUT PRIOR NOTIFICATION.**

## ORDERING INFORMATION

All orders should be placed with:

### OFS

P.O. Box 100  
Huntingburg, IN 47542  
800-521-5381 Fax 812-683-7256  
order\_entry@ofs.com

### Carolina

P.O. Box 4398  
Archdale, NC 27263  
800-763-0212 Fax 336-431-9400  
oenc@ofs.com

## ORDER MUST INCLUDE

- Company name, address, telephone and fax number
- Contact person
- Authorized signature
- Purchase order number
- Sold to address & ship to address
- Order date
- Requested ship date
- Complete style number
- Fabric/Vinyl/Leather grade, vendor, pattern and color
- Correct Net Dealer pricing
- Any special instructions
- CDA (if applicable)

**NOTE: A customer drawing or sketch of the planned configuration in modular applications will facilitate order processing.**

## PRICES

All prices herein are list prices including delivery to one destination, effective with the date printed on the cover, and supersede all other published price lists. US List Prices are domestic prices only for shipment within the Continental United States. Prices are subject to change without notice, unless quoted in writing. Possession of the price list does not constitute authority to sell or offer for sale OFS and Carolina products.

## CREDIT CARD PAYMENTS

OFS and Carolina accept Visa, MasterCard, Discover and American Express. All methods of payments are subject to a 2% processing fee or the State's Lawful Amount for the total invoice when paying online, fax or over the phone.

**Note:** Discounts are not allowed if paid by credit card.

## ACKNOWLEDGMENTS

Orders are acknowledged upon receipt of credit approval. Your acknowledgment is a detailed description of items, prices, shipping information and shipping date. Please read your acknowledgment closely and notify OFS and Carolina immediately of any discrepancies. OFS and Carolina are not responsible for errors on orders placed by phone without written confirmation.



**AVAILABILITY**

OFS and Carolina are committed to the fastest possible shipment of all products. All other items are available within our normal manufacturing schedule. For information on stock availability, call our customer service hotline 800.521.5381 for OFS and 800.763.0212 for Carolina.

**Note:** Planned shipping dates may be delayed due to fires, strikes, natural disasters or other causes beyond our control.

**QUANTITY ORDERS**

Contact your OFS or Carolina Customer Service Representative to verify inventory and production schedules to ensure requested shipment date prior to placing large quantity orders.

**DELIVERY AND FREIGHT CHARGES**

All shipments are F.O.B. point of shipment, freight prepaid and allowed, excluding surcharges. Shipments outside of the Continental United States are freight prepaid and allowed to port of exit. OFS and Carolina reserve the right to select the most appropriate carrier and routing on all shipments; however, we will try to accommodate requests for your preferred carrier. OFS and Carolina reserve the right to implement a surcharge. Orders of less than \$1500 net will be assessed a handling charge of \$100 net per order. Any charges arising from failure to receive a shipment, rerouting while in transit or carrier storage charges are not included in prices shown. Orders requiring special services are subject to an additional charge.

**These services include:**

- Reconsignment from original destination to new destination . . . . . **\$35 plus \$3.00 per mile net**
- Refused/Returned Freight
  - Freight refused at destination and returned to OFS or Carolina . . . . . **Double Freight**
  - Freight refused at time of delivery; returned to OFS or Carolina to deliver at a later date . . . . . **Triple Freight**
- Detention Fees (after 2 hours of waiting) . . . . . **\$85 net per hour**
- Weekend delivery available Friday after 3:00 p.m. through Sunday night or Holiday . . . . . **\$600 net per truck**
- Customer Pickup
  - Customer Request for 3rd party to pick up freight at OFS or Carolina terminal . . . . . **\$125 net**
- Change of Tags/Address/Phone #'s on Shipments . . . . . **\$35 net**

**SPECIAL ORDERS**

The OFS and Carolina lines of office furniture are among the most complete in the industry. However, should a particular need arise requiring size modification or customization, contact your Customer Service Representative for a price quotation. Because of the uniqueness of the product, special orders are not subject to cancellation.

**CANCELLATION AND ORDER CHANGES**

All orders accepted by OFS and Carolina are considered firm and binding and are not subject to cancellation.

**WAREHOUSE STORAGE CHARGES**

If a shipment is held beyond fourteen (14) calendar days after the order is ready for shipment at your request, a .067% per day (2% per month) storage charge will be assessed. The effective date will be fourteen (14) calendar days after the order is ready for shipment, as long as this date is after the acknowledged ship date. Further, the prices applied to the order will be those prices in effect at time of shipment.

**EXTENDED PRODUCTION AND SHIP DATES**

Orders placed with OFS and Carolina with extended lead times as requested by you will be subject to price in effect at time of shipment.

**DAMAGED MERCHANDISE AND FREIGHT CLAIMS**

1. Inspect all cartons for damage and carton quantity. All shipments are delivered to the transportation company in good condition; OFS' and Carolina's liability ceases at this time. Do not refuse merchandise damaged in transit. Instead, enter a claim with the transportation company
2. Record damages and/or shortages on the bill of lading and freight bill. Do not accept the shipment until all shortages are noted on both the bill of lading and the freight bill. Sign only for the items you receive. If you give the delivering carrier a clear receipt for a shipment, the carrier is relieved of further responsibility.
3. If concealed damage is found: Notify the delivering carrier at once and request an inspection. For shipments via Styline Logistics, notify your OFS or Carolina Customer Service Representative. This must be done within fifteen (15) calendar days of delivery. Without this inspection the transportation company will not entertain a claim for loss or damage. If the carrier will not perform the inspection, you should prepare an affidavit that you contacted the carrier, noting the time and date, and that the carrier failed to comply with your request. All shipping cartons and inner packing must be retained for carrier inspection. Do not move the damaged merchandise from the receiving location. It must also be retained for the inspection.



### **RETURN OF MERCHANDISE**

OFS or Carolina will not accept returned merchandise without a signed Return Authorization (RA) issued by our Customer Service Department. All returned merchandise must be properly packaged and cartoned to prevent further damage. Carton must be clearly marked with identifying RA number so that proper credit can be issued. We will consider issuing RAs for the following reasons:

- Manufacturing defect (must be inspected by a OFS or Carolina Sales Representative)
- OFS or Carolina order processing error
- Shipping error
- Duplicate shipments
- Mismarked cartons

All merchandise must be returned within thirty (30) days of the date of the RA to receive credit. Freight damage, signs of usage, missing parts, etc. will be adjusted on the amount of credit to be issued.

### **REPAIR CHARGES**

Reimbursement from OFS or Carolina for repairs must have prior approval.

### **CUSTOM FINISH COLOR**

Custom finish matching is available for special requirements. OFS and Carolina must be provided with a suitable 8" x 10" or larger finish sample. However, custom finishes can be developed to meet specific needs. There will be a \$300 net upcharge per order for new custom finishes (waived on projects of \$100,000 net price or more). Custom finish upcharge for repeat or additional orders will be \$150 per order, even when the upcharge was waived on the original project. Custom finish matches are valid for 12 months from sample date. After this time period, custom finishes must be rematched and reapproved for use.

### **FINISH DISCLAIMER**

Some desktop accessories with plastic feet can penetrate or burn the finish. This is not a defect in the finish. Wood is a natural product and minor variations in wood color, grain and texture may be visible even though the pieces are finished at the same time. Also, light finishes when exposed to ultraviolet rays may darken and change color. These are not defects in finish, and merchandise cannot be replaced because of these natural variations.

### **BIFMA AND ANSI TESTING**

OFS and Carolina are members of the Business and Institutional Furniture Manufacturer's Association. Tests developed by BIFMA and approved by the American National Standards Institute (ANSI) determine the strength and durability of casegoods and seating in its everyday use. Although this testing does not serve as a warranty or guarantee, OFS and Carolina products within this price list generally meet or exceed applicable BIFMA and ANSI standards.

### **MODIFICATION PRICING**

Modifications must be clearly designated on customer's purchase order by placing the letters MOD and modification # in front of the model number and noting the modification needed.

**Example:** MOD#2-4-9622MCT-LC2-EW-G1-G1 with top cut down to 94" wide

Contact your Customer Service Representative for upcharge on drawer configuration changes for traditional casegoods series.

### **GLIDES**

OFS and Carolina utilizes different types of glides in our seating and occasional tables construction, ie; non-marring, non-skid glides, adjustable glides, plastic glides, etc. The type of glide used in a product depends on the products design and typical application. Due to varying flooring materials and our inability to test on all flooring types, **OFS and Carolina assumes no responsibility for floors damaged by glides. For questions regarding glides, or to request specific glides contact Customer Service.**

### **FABRIC PUDDLING**

The content of certain fabrics makes these fabrics susceptible to puddling and wrinkling over which OFS and Carolina have no control. Slight changes in weather and humidity can affect these fabrics. OFS and Carolina will not assume responsibility when this happens.

### **FABRIC COLOR MATCHING**

OFS and Carolina do not guarantee and will not assume responsibility for the fastness of colors or wearing qualities of any material. Because of industry dye lot variations, colors may not match exactly. Any adjustments made will depend upon the fabric manufacturers willingness to stand behind their product.

### **CUT YARDAGE FABRICS**

Cut yardage from any OFS and Carolina Textile partner may be purchased through OFS and Carolina. Contact Customer Service for cut yardage pricing.



**DIRECTIONAL FABRICS**

Directional fabrics such as plaids, stripes and certain patterns may not meet your expectations due to certain sewing patterns, tufting and contoured shapes of certain styles and models. When required we will upholster to customer specifications but such orders are not subject to return. If you have a question or concern about one of these fabrics, please contact your Customer Service Representative and submit a fabric sample for approval prior to placing an order.

**FABRIC APPLICATION**

OFS and Carolina will match all fabrics that require matching such as plaids, stripes, or prints. Unless otherwise noted on the customer’s purchase order, OFS and Carolina will apply textiles to upholstered items in the manner which we deem to be most appealing. OFS and Carolina take no responsibility for the direction in which textiles are applied unless the desired direction is notes on the customer purchase order. OFS and Carolina reserve the right to reject textiles we deem unsuitable for application on our products.

**GUARANTEE**

Although every effort is made to select covering materials for wearability as well as appeal, we CANNOT guarantee covers for wearability or colorfastness. We can extend only that guarantee which the supplier extends to us.

**FIRE RETARDANT PRODUCTS**

California Technical Bulletin 117-2013: All OFS and Carolina upholstered seating products and the resilient filling materials used in the upholstered seating products meet or exceed the requirements of the State of California, Department of Consumer Affairs, Technical Bulletin 117-2013. Compliance with these requirements is indicated by the label attached to the seat bottom.

Flame Retardant Chemicals: All standard OFS and Carolina upholstered seating products are offered with components, as identified in TB117-2013, that are free of flame retardant chemicals. All OFS and Carolina upholstered seating products will indicate Flame Retardant chemical composition in accordance to the labeling requirements of California Senate Bill 1019. OFS and Carolina assume no responsibility for customer specification of textiles and other upholstery materials containing flame retardant chemicals on products shipping into regions with laws banning these substances.

California Technical Bulletin 133: Cal TB 133 is a flammability test for seating products used in public spaces. The testing procedure for Cal TB 133 requires the burning of an entire product since the test is a composite test and not a component test. OFS and Carolina have pretested and certified many different chair styles and upholsteries. If Cal TB 133 certification is required, a burn test may need to be completed with a specific model and upholstery combination. Contact Customer Service for Cal TB 133 approval, pricing and lead times.

OFS and Carolina can not be held liable if purchase order does not indicate a requirement for Cal TB 133 compliance.

Boston Fire Code: Please contact OFS or Carolina Customer Service if compliance is required.

**TEXTILES**

OFS and Carolina offer an extensive program of graded-in textiles including fabrics, leathers, vinyls, polyurethanes and Cryptons® from the industry’s finest sources. While our binders may not include cards from every supplier, we do maintain programs with the following:  
NOTE: For a list of current OFS and Carolina grades visit the textiles section of the OFS and Carolina websites at:  
ofs.com and carolina.ofs.com

**FABRIC PARTNERS**

- **ARC-COM**  
www.arc-com.com
- **ARCHITEX**  
www.architex-ljh.com
- **CAMIRA**  
www.camirafabrics.com
- **CARNEGIE**  
www.carnegiefabrics.com
- **C.F. STINSON**  
www.cfstinson.com
- **DESIGNTEX**  
www.designtex.com
- **GREEN HIDES**  
www.greenhides.com

- **HELVETIA LEATHER**  
www.helvetialeather.com
- **MAHARAM**  
www.maharam.com
- **MAYER FABRICS**  
www.mayerfabrics.com
- **MOMENTUM**  
www.themomgroup.com
- **SPRADLING INTERNATIONAL, INC.**  
www.spradlingvinyl.com
- **ULTRAFABRICS**  
www.ultrafabricsllc.com



**COM/ (CUSTOMER'S OWN MATERIAL) & GRADED-IN TEXTILE POLICY**

OFS and Carolina will evaluate the fabric to determine if it is possible to use this type of fabric on our furniture, but this does not warrant or determine the performance of the fabric. Any warranty claims for these upholstery materials will fall to the original vendor of the fabric, not OFS or Carolina. With a broad spectrum of harsh cleaning agents used by facilities, OFS and Carolina recommend that the owner test each fabric selection with their specific cleaning methods before ordering

**COM/COL ORDERING INSTRUCTIONS**

All COM and COL materials must be submitted to OFS and Carolina for preliminary approval prior to shipment of fabric or leather. Approval signifies only that such materials can be applied to the products for which they are intended. Such approval does not constitute any responsibility nor any warranty on the part of OFS or Carolina as to the appearance, behavior or durability of the COM or COL.

1. Send 4" x 4" swatch for approval to: **OFS, Attn: Customer Service, 1204 East 6th St., Huntingburg, IN 47542 or Carolina, Attn: Customer Service, 1264 Jackson Lake Rd., High Point, NC, 27263**
2. Send a swatch along with the order to: **OFS, Attn: Customer Service, 1204 East 6th St., Huntingburg, IN 47542 or Carolina, Attn: Customer Service, 1264 Jackson Lake Rd., High Point, NC, 27263**

This sample is used to verify that the correct fabric is received. It is not used for application approval.

3. Specify the COM or COL supplier's company name, pattern, color and number.
4. The COM or COL supplier must include the dealer name and purchase order number on all packing lists.
5. Include application instructions for striped, plaid, patterned or unusually designed fabrics (i.e. direction of stripes) and which face to use on reversible fabrics.
6. Ship COM or COL material prepaid to: **OFS Plant 3, Attn: COM Department, 1008 North Chestnut Street, Huntingburg, IN 47542 Carolina, 533 Archdale Blvd., Archdale, NC, 27263**

COM and COL orders will be scheduled for production only upon receipt of production yardage. In the absence of a representative sample sent with the purchase order or application instructions, OFS and Carolina will apply the fabric in what it determines to be the best manner and cannot be held responsible after upholstering. **Excess COM/COL materials will be discarded at the discretion of OFS and Carolina unless otherwise instructed by the customer at the time the order is placed.**

**COM YARDAGE REQUIREMENTS (RAILROADED FABRICS)**

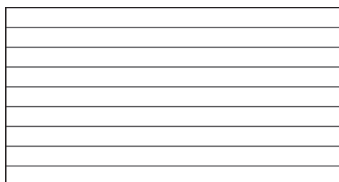
Yardage requirements listed in our price list are based on 54" wide. We can take no responsibility for tailoring, wearability or application of COM covers. OFS and Carolina will not be held responsible for receipt of defective fabrics, as we apply all COM as first quality goods. At no additional charge, OFS and Carolina will pre-approve any COM at the customer's request. The additional yardages are based on 54" wide goods. Please contact Customer Service if goods are less than 54" wide. **Though every effort has been made to estimate excess yardage required for stripes and matches, OFS and Carolina takes NO responsibility where additional materials must be ordered..**

**Repeat ranges are calculated by using the higher repeat i.e. if the repeat is 13V x 15H you would use 15H to calculate the extra yardage needed.**

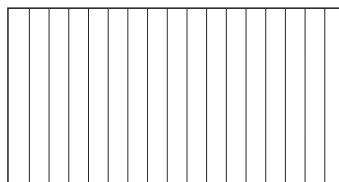
Repeat	Railroad (RR)	Direct	2-Way-Repeat in 2 Directions
1/4"-5"	Add 10%	Add 15%	Add 15%
6"-9"	Add 15%	Add 18%	Add 20%
10"-13"	Add 30%	Add 35%	Add 40%
14"-19"	Add 45%	Add 55%	Add 60%

**Repeats larger than 19", fabrics less than 54" wide or fabrics requiring matching (stripes, plaids, prints, large patterns) will require additional yardage based on the fabric used and the item ordered. COM must be a single cut piece. Multiple pieces will require more yardage.** A swatch showing one full repeat must be sent for yardage requirement instructions for these special circumstances. Please contact your customer service representative for assistance.

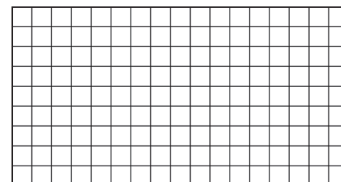
**Railroad**



**Direct**



**2-Way**



**COM APPLICATION**

All COM fabrics are cut according to the fabric pattern at the discretion of OFS and Carolina unless otherwise directed by the customer.



**COM FIRE RETARDANT PRODUCTS**

OFS and Carolina assume no responsibility for the fire retardancy of any COM/COL. Customers are solely responsible for making sure that their COM/COL complies with all applicable codes and regulations.

**COL (CUSTOMER'S OWN LEATHER)**

COL requirements are based on an average hide size of 50-55 square feet. Please consult the sales office for requirements on sizes different from this. All square footage requirements are based on usable footage. The shape of the hide and the usable footage may make it necessary for us to request more leather after your COL is received. Please note that leather is a natural product and variation in texture is a pleasing quality belonging exclusively to high grade, full top grain leathers. Due to the variation in thickness of leather, OFS and Carolina recommends sending a 4" x 4" swatch for approval. OFS and Carolina approval signifies only that such materials can be applied to the products for which they are intended. Such approval does not constitute any responsibility nor any warranty on the part of OFS and Carolina as to the appearance, behavior or durability of the COL. **Note: Calf hide requirements will vary based on the chair model selected. Please contact the sales office for pattern adaptability confirmation and square footage requirements prior to placing an order.**



**ALL STANDARD VENEERS**

**CHERRY**

- MOCHA [MMC]
- MOLASSES [QEC]
- SIENNA [MLC]

**WALNUT**

- BURNISHED [BUW]
- DESERT [DST]
- EBONY [EBY]
- PORT [MVW]
- ROOT [MNVW]
- TOFFEE [MGW]

**MAPLE**

- BLONDE [MBM]
- HONEY [MHM]

**OAK**

- LINEN [MRO]
- OSLO [OSL]
- PECAN [PCO]
- STEEL [MGO]

**STUDIO VENEERS (10%)**

- ARABICA [C2Q]
- SILVER GREY [SVC]
- WHEAT [C2P]

**PAINTS**

- BLACK [BLK]
- IRON [IRN]
- WHITE [WHT]

**STUDIO PAINTS (10%)**

*Only on Select Products*

- BLUSH [BLUS]
- CIDER [CIDR]
- DIJON [DIJO]
- FALLOW [FALO]
- FERN [FERN]
- MIDNIGHT [MDNT]
- PINE [PINE]
- TUNDRA [TUND]

**ALL WOODGRAIN LAMINATES**

P = HPL    2 = TFL    3 = 3DL

**CHERRY**

- COGNAC [MGP | VM2 | VM3]
- MOCHA [CMP | MC2 | MC3]
- MOLASSES [QEP | QE2 | QE3]
- SIENNA [CHP | LC2 | LC3]

**WALNUT**

- BURNISHED [BUP | BU2 | BU3]
- DESERT [DSP | DS2 | DS3]
- KODIAK [KDP | KD2 | KD3]
- PORT [VMP]
- ROOT [NWP | NW2 | NW3]
- TOFFEE [MEP | EN2 | EN3]

**MAPLE**

- BLONDE [BEP | BE2 | BE3]
- HONEY [HNP | MH2 | MH3]
- OCHRE [TMP | LM2 | LM3]

**OAK**

- LINEN [COP | CO2 | CO3]
- PECAN [PCP | PC2 | PC3]
- QUARRY [QRP | QR2]
- STEEL [STP | ST2 | ST3]

**TEXTURED LAMINATES (10%)**

- NATURAL CHAMPAGNE [NGP | NG2 | NG3]
- NATURAL STEAMWASH [NHP | NH2 | NH3]

**FELT/VINYL PARTNERS**

(Surround/Canopy/Media Wall)

- **ARC-COM**  
Hush (felt) - Grade 6
- **CAMIRA**  
Aquarius (felt) - Grade 4  
Blazer (felt) - Grade 5  
Synergy (felt) - Grade 6
- **C.F. STINSON**  
Dakota (polyurethane) - Grade 5  
Outlander (felt) - Grade 4  
Ardent (vinyl) - Grade 3
- **DESIGNTEX**  
Heather 3473 (felt) - Grade 8
- **MAHARAM**  
Apt (polyurethane) - Grade 7  
Divina (felt) - Grade 9  
Divina MD (felt) - Grade 9  
Divina Melange (felt) - Grade 9  
Hero (felt) - Grade 8
- **MOMENTUM**  
Felt (felt) - Grade 9  
Felt Melange (felt) - Grade 10
- **SPRADLING INTERNATIONAL, INC.**  
Silvertex (vinyl) - Grade 4  
Whisper (vinyl) - Grade 3

**NOTE:** Vinyls or Polyurethanes are not available on the Canopy

**SOLID COLOR LAMINATES**

- BLACK [BLP | BL2 | BL3]
- FROSTY WHITE [FWP | FW2 | FW3]
- GREY [GRP | GR2 | GR3]
- PURE WHITE [RWP | RW2 | RW3]
- SLATE GREY [SGP | SG2]

**METAL POWDER COAT COLORS**

- BONE WHITE [BWT]
- BUFF [BUFF]
- CHALK [CHLK]
- GOLD [SGLD]
- GRAPHITE [GRPH]
- LUSTER GREY [MSL]
- OILED BRONZE [HIP]
- ONYX [BKO]
- POLAR [POLR]
- SOFT BRONZE [SBRZ]
- WARM GREY [HIF]

**SOLID SURFACE**

- CAMEO WHITE [CWS]
- CONCRETE [CSS]
- DEEP MINK [DMS]
- MODERN WHITE [MWS]

**STUDIO POWDER COAT (10%)**

*Only on Select Products*

- CADET [CADT]
- CLOVER [CLOV]
- GOLDENROD [GLDN]
- HERON [HERN]
- LATTE [LATT]
- MOSS [MOSS]
- RUSSET [RUSS]
- SUNSET [SUNS]

**FABRIC PARTNERS**

- **ARC-COM**  
[www.arc-com.com](http://www.arc-com.com)
- **ARCHITEX**  
[www.architex-ljh.com](http://www.architex-ljh.com)
- **CAMIRA**  
[www.camirafabrics.com](http://www.camirafabrics.com)
- **CARNEGIE**  
[www.carnegiefabrics.com](http://www.carnegiefabrics.com)
- **C.F. STINSON**  
[www.cfstinson.com](http://www.cfstinson.com)
- **DESIGNTEX**  
[www.designtex.com](http://www.designtex.com)
- **GREEN HIDES**  
[www.greenhides.com](http://www.greenhides.com)
- **HELVETIA LEATHER**  
[www.helvetialeather.com](http://www.helvetialeather.com)
- **MAHARAM**  
[www.maharam.com](http://www.maharam.com)
- **MAYER FABRICS**  
[www.mayerfabrics.com](http://www.mayerfabrics.com)
- **MOMENTUM**  
[www.themomgroup.com](http://www.themomgroup.com)
- **SPRADLING INTERNATIONAL, INC.**  
[www.spradlingvinyl.com](http://www.spradlingvinyl.com)
- **ULTRAFABRICS**  
[www.ultrafabricsllc.com](http://www.ultrafabricsllc.com)





10734-60	Limber Maple	4886-38	Pearl Soapstone
10745-60	Fonthill Pear	4887-38	Tan Soapstone
10776-60	Kensington Maple	4888-38	Rustic Slate
1500-60	Grey	4904-38	Desert Springs
1503-60	Putty	4905-38	Spicewood Springs
1530-60	Beige	4907-38	Deep Springs
1531-60	Light Beige	4909-60	Ginseng Tea
1570-60	White	4911-38	Soft Gold Mesh
1572-60	Antique White	4912-38	Gilded Mesh
1573-60	Frosty White	4913-60	Eggplant
1595-60	Black	4915-60	Tangerine
1787-60	Oxide	4918-60	Sprout
2932-60	Almond Leather	4919-60	Blue Agave
4142-60	Grey Glace	4924-38	White Carrara
4143-60	Neutral Glace	4929-38	Bordeaux Juparana
4166-60	Pampas	4931-38	White Juparana
4168-60	Grey Pampas	4932-38	Golden Juparana
4170-60	Beige Pampas	7054-60	Wild Cherry
4621-60	White Nebula	7061-60	Natural Pear
4623-60	Graphite Nebula	7806-60	Bannister Oak
4630-60	Cloud Nebula	7816-60	Solar Oak
4633-60	Natural Nebula	7850-60	Beigewood
4651-60	Navy Legacy	7909-60	Fusion Maple
4656-60	Bronze Legacy	7911-60	Manitoba Maple
4663-60	Tawny Legacy	7921-38	Tuscan Walnut
4667-60	Green Tigris	7925-38	Monticello Maple
4669-60	Natural Tigris	7928-38	Castle Oak
4674-60	Evening Tigris	7929-38	Huntington Maple
4745-60	Maroochy Brush	7937-38	River Cherry
4746-60	Woolamai Brush	7938-38	New Age Oak
4762-60	Mystique Dawn	7946-38	Brazilwood
4779-60	Pewter Brush	7953-38	Harvest Maple
4783-60	White Tigris	7954-38	Natural Rift
4794-60	Windswept Bronze	D14-60	Port
4795-60	Windswept Pewter	D25-60	Atlantis
4796-60	Burnished Chestnut	D30-60	Natural Almond
4810-60	Titanium EV	D307-60	Hollyberry
4811-60	Silicon EV	D315-60	Platinum
4813-60	Nickel EV	D321-60	Brittany Blue
4814-60	Tungsten EV	D327-60	Pepperdust
4820-60	Carbon EV	D354-60	Designer White
4823-60	Antique Brush	D379-60	Indigo
4835-38	Tumbled Roca	D381-60	Fashion Grey
4841-60	Desert Zephyr	D403-60	White Sand
4842-60	Canyon Zephyr	D417-60	Lapis Blue
4843-60	Misted Zephyr	D431-60	Alabaster
4844-60	Loden Zephyr	D495-60	Coffee Bean
4845-60	Twilight Zephyr	D50-60	Khaki Brown
4846-60	Morro Zephyr	D90-60	North Sea
4856-60	Cloud Zephyr	D91-60	Slate Grey
4857-60	Shadow Zephyr	D92-60	Dove Grey
4859-60	Spiced Zephyr	D96-60	Shadow
4869-60	Western White		
4871-60	Western Suede		
4876-38	Sheer Mesh		
4877-38	Grey Mesh		
4878-38	Pewter Mesh		
4879-38	Steel Mesh		
4880-38	Carbon Mesh		
4882-38	Oiled Soapstone		
4883-38	Sable Soapstone		
4885-38	Green Soapstone		

**THE FOLLOWING WILSONART  
STANDARD PATTERN HPL'S  
ARE AVAILABLE AT STANDARD  
LIST PRICES WITH EXTENDED  
LEAD TIMES.**

1572-38	Antique White
1573-38	Frosty White
4550-60	Granite
4551-60	Blackstar Granite
4552-60	Ebony Star
4595-60	Bahia Granite
4724-60	Milano Amber
4725-60	Milano Brown
4726-60	Milano Quartz
4781-60	Sunstone
4835-60	Tumbled Roca
4860-38	Silver Alchemy
4861-38	Gold Alchemy
7039-38	Windsor Mahogany
7039-60	Windsor Mahogany
7040-60	Figured Mahogany
7054-38	Wild Cherry
7110-60	Montana Walnut
7122-38	Empire Mahogany
7122-60	Empire Mahogany
7209-60	Nepal Teak
7885-60	English Oak
7919-38	Amber Cherry
7919-60	Amber Cherry
7921-60	Tuscan Walnut
7922-38	Brighton Walnut
7922-60	Brighton Walnut
7923-60	Versailles Anigre
7924-38	Biltmore Cherry
7924-60	Biltmore Cherry
7925-60	Monticello Maple
7928-60	Castle Oak
7929-60	Huntington Maple
7933-60	Cafelle
7935-60	Shaker Cherry
7936-60	Williamsburg Cherry
7937-60	River Cherry
7938-60	New Age Oak
7939-38	Blond Echo
7941-38	Tan Echo
7942-38	Cocobala
7943-38	Colombian Walnut
7944-38	Madagascar
7945-38	Xanadu
7947-38	Rio
7948-38	Mambo
7949-38	Asian Night
7951-38	Asian Sun
7952-38	Asian Sand
7957-38	Zanzibar
7959-38	Hampton Walnut
7960-38	Studio Teak
7962-38	Aloe
D12-60	Regimental Red
D26-60	Persian Blue
D315-38	Platinum



**KEYLESS CABINET LOCKING SYSTEM**

Keyless cabinet locking system uses radio frequency technology. One transmitter pad can operate single or multiple receiver latches. The locking system operates with separate and programmable user and supervisor codes. Optional modes are available for manual locking, self locking or single use locking of drawers and doors. Please contact your Customer Service Representative for applicability and for a price quotation.

**RE-KEYING IN THE FIELD**

Lock cores and keys can be purchased separately. The purchase order must specify color, type, starting key # and number of sets (available in nickel, brass or black). Key numbers above number 150 are not stocked and may require a 3-week lead time. Orders ship standard FedEx ground. Please note: A Core Change must be ordered for lock cores that will be re-keyed in the field.

**ITEM**

- LOCK - Set - (1, 2, 3, 4 or 5)..... **\$21 list**
- Core Change..... **\$32 list**
- Master Key ..... **\$32 list**

**ALL ITEMS ARE NON-RETURNABLE.**



### FIELD INSTALLED CORES & KEYS

#### Field Installed Cores & Keys

Select the "LOCK" option when ordering product with a lock. The product will initially ship with a plastic plug, which will be removed in the field and the lock core installed.

**Cores & Keys** will ship in a separate package. Multiple cores and keys may be shipped together in one package.

You do not need a Core Change to install the original lock core. Once installed, a Core Change is required for removal. A Core Change may be ordered for **\$32** list.

### USING LOCK OPTION

When using "LOCK" option your cores and keys must be ordered separately by ordering **LOCK-SET(s)** (see below for ordering instructions) to satisfy the number of locking mechanisms required for product on your PO.

Five lock core models are available to pick from to be field installed. They are:

#### LOCK-SET- 1

This includes 1 core & 1 key



#### LOCK-SET- 2

This includes 2 cores & 2 keys



#### LOCK-SET- 3

This includes 3 cores & 3 keys



#### LOCK-SET- 4

This includes 4 cores & 4 keys



#### LOCK-SET- 5

This includes 5 cores & 5 keys



The options available on these models are:

OPTION 1: Color (Black, Nickel or Brass)

OPTION 2: Type (Alike, Random or Consecutive)

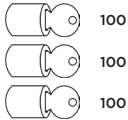
OPTION 3: Starting Key # (This applies to the Alike and Consecutive types only)

OPTION 4: Number of Sets

### KEYING TYPES

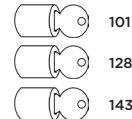
Three keying options are available to pick from to be field installed. (Keyed Alike, Keyed Random & Keyed Consecutive)

**Keyed Alike** all cores and keys on that line will match the starting key number selected.

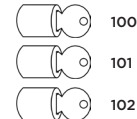


**Keyed Random** all cores and keys on that line will be randomly selected. You do not have to pick a key number with this option.

*Note: you could end up with two of the same number when ordering large quantities.*



**Keyed Consecutive** all keys included in the quantity will be numbered in consecutive order starting with the starting key number you select. This will make sure no two numbers are the same. You must pick a starting key number.



**Standard Key # numbers** range between 100-200 when using the Nickel color and 100-150 when using Black or Brass. Additional numbers 151-999 are available when using Black or Nickel Cores. There is no additional charge for key numbers 151-999 but they could potentially add additional lead time.

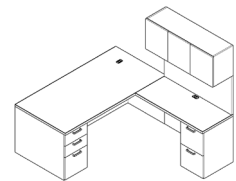
### EXAMPLES

#### Example of using Keyed Alike

If you have one office that requires multiple cores & keys which all need to be the same lock number you could order

Model	Color	Type	Starting #	Number of Sets
LOCK-SET-2	Black	Alike	100	1

In this scenarios you would receive (2) cores and keys with the key number of 100.

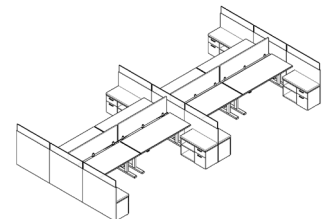


#### Example of using Keyed Random

If you had 8 workstations that required one unique core & key per user you could order

Model	Color	Type	Starting #	Number of Sets
LOCK-SET-1	Black	Random	n/a	8

In this scenario you would receive (8) cores and keys consisting of 8 different numbers chosen randomly.

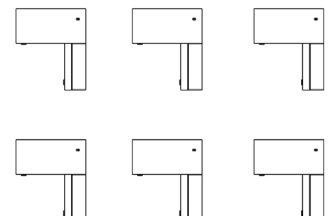


#### Example of using Keyed Consecutive

If you had multiple offices that required (2) cores & keys per office where each office requires matching keys you could order

Model	Color	Type	Starting #	Number of Sets
LOCK-SET-2	Black	Consecutive	100	6

In this scenario you would receive (6) sets of cores and keys consisting of key numbers that would start from 100. You would have (2) 100's, (2) 101's, (2) 102's... (2) 105's.





### **WOOD CARE**

Careful craftsmanship makes your new OFS wood furniture incredibly durable, and with proper care your furniture will provide beauty and convenience for years.

All OFS products undergo rigid color-match procedures to ensure the best in color consistency.

- Dust frequently using a soft, damp, clean cloth, wiping with the grain.
- Remove liquid spills immediately, using a blotting rather than wiping motion.
- To clean, use a glass cleaner formulated with ammonia. Apply a small amount to a soft dry cloth and wipe in the direction of the grain. Dry with a soft cloth. Do not use furniture polish containing oil or silicone.
- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold and moisture.

### **LAMINATE CARE**

- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold and moisture.
- Dust frequently with a soft, damp, clean cloth or mild detergent solution. Avoid using chemical or abrasive cleaning compounds.
- To avoid build up of cleaning agents, rinse the laminate surface with warm water and wipe with a clean damp cloth.

### **SEATING CARE**

- Dust exposed wood parts frequently using a soft, damp, clean cloth, wiping with the grain.
- To clean wood, use a glass cleaner formulated with ammonia. Apply a small amount to a soft dry cloth and wipe in the direction of the grain. Dry with a soft cloth. Do not use furniture polish containing oil or silicone.
- To clean leather and vinyl upholstery, use a warm, damp cloth to restore a bright finish. For stubborn stains, use a moisturizing soap. Remove lather with a damp cloth, but do not rinse. Buff with a dry cloth.
- For fabric upholstery, use a damp cloth to wipe up spills. For tougher stains, contact your local OFS dealer for cleaning instructions.
- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold and moisture.
- The components of your OFS chair, such as controls, casters and understructure, require “common sense” care and cleaning as necessary.
- Activate chair mechanisms periodically to ensure proper function of moving parts.

### **CORIAN SOLID SURFACE CARE**

- Washing with soap and water is usually sufficient to remove surface dirt or stains.
- Ammonia based liquid cleaner (not window cleaner) may also be used. Always rinse surface thoroughly and wipe dry.
- Drying is an important step, preventing a build-up of soap film or cleaning residue, which can create the appearance of light scratches over time.
- Stubborn soap film or cleaning residue build-up in Corian® is easily removed with abrasive cleanser and a white Scotch-Brite® pad or a sponge.
- For darker colors, a polish may be used to enhance the shine. For areas where there may be food contact, always use a polish formulated for food contact areas, such as Countertop Magic®. Where food contact is not a possibility, a simple furniture polish may be used. Always follow the manufacturer’s instructions for using the polish and for safety concerns.



**PLEASE REFERENCE OUR QUICKSHIP PRICEBOOK FOR A COMPLETE LISTING OF AVAILABLE PRODUCT OFFERED ON OUR QUICKSHIP PROGRAM.**





All OFS and Carolina products have achieved **SCS Indoor Advantage Gold Certification** from SCS Global Services. Indoor Advantage Gold certification is SCS Global Services' highest level of indoor air quality performance for furniture. The certification assures that furniture products support a healthy indoor environment by meeting strict chemical emission limits for volatile organic compounds (VOCs). To be certified, products must be tested by independent labs for compliance with the ANSI/BIFMA X7.1, and either ANSI/BIFMA e.3 or CDPH/EHLB Standard Method V1-1 for VOC emissions of concerns.



**level®** is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. It has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment. Taking into account a company's social actions, energy usage, material selection and human and ecosystem health impacts, level addresses how a product is sustainable from multiple perspectives. With level, customers can make informed choices about commercial furniture that exceed single attribute ecocertifications. The level brand identifies that a product has been vetted by an independent third party certifier and its numeric marking 1, 2, or 3 indicates what threshold of certification it has achieved. Manufacturers—big and small—now have a methodology to present the environmental characteristics in a clear, easily understood manner with a vernacular that gives end users the ability to make an “apples to apples” comparison.



SCS Global Services [**SCS**] has been providing global leadership in third-party quality, environmental and sustainability verification, certification, auditing, testing, and standards development for three decades. Its programs span a cross-section of industries, recognizing achievements in green building, product manufacturing, food and agriculture, forestry, power generation retail, and more. SCS is accredited to provide services under a wide range of nationally and internationally recognized certification programs. Consistent with its mission, SCS is a chartered benefit corporation and Certified B Corp™, reflecting its commitment to socially and environmentally responsible business practices.



The FSC® standards [**Forest Stewardship Council®**] represent the world's strongest system for guiding forest management toward sustainable outcomes. us.fsc.org FSC certified products are manufactured with material that comes from managed forests that are traceable from the time the logs are cut to the time the final project is installed and are recorded by way of a COC or chain of custody claim on all invoices. The demand for certified forest products has grown significantly in recent years. OFS' and Carolina goal to act as a responsible steward of the environment encouraged us to pursue our FSC Chain of Custody [COC] certification which would provide our customers (Dealer, A&D Community and End-users) the added reassurance they've done their part to be earth friendly in their product purchase and enable them to substantiate the LEED [**Leadership in Energy and Environmental Design**] Materials & Resources Credits for certified wood, in which the intent is to encourage environmentally responsible forest management. FSC certification is optional on many, but not all, OFS' and Carolina product lines. Please contact OFS or Carolina Customer Service for information in regards to which of our product lines are available as FSC certified, and what the necessary procedures are for ordering FSC certified products from OFS and Carolina.



OFS' and Carolina company-owned transportation company, Styline Logistics, is **SmartWay**-certified. SmartWay is one of U.S Environmental Protection Agency's [**EPA**] clean air programs that uses voluntary, rather than regulatory methods, to achieve air quality benefits. SmartWay's focus is in the transportation sector, and encompasses products and services associated with fuel-consuming engines.



The "**Premium Indiana Forest Products**" brand tells everyone that there is an abundant, sustainable supply of the finest Indiana hardwoods to meet consumer demand. It also tells them that Indiana's forests are well-managed, legally-harvested and environmentally responsible. The logo is reflective of the wood itself. Indiana hardwoods display a depth that defies imagination.



mod#	modification detail	list price
1. MOD#1	Standard OFS Hardware Pulls	\$26 Each
2. MOD#2	All Modular Top, End Panel, and Back Panel Cut Downs	\$104
3. MOD#3	Move or Add Grommets (customer to specify location)	\$73 Each
4. MOD#4	Reinforced Drawers - factory installed metal support bars. (Available on lateral files and on 16"D file drawers) <i>Applicable on filing in most casegoods 24"D or under. Contact Customer Service or Specials Costing for applicability on other items.</i>	Per \$31 Drawer
5. MOD#5	Fabric Tackboards (any size reduction or an increase in height up to 6")	\$52
6. MOD#6	Contemporary - BBF to FF	No Upcharge
7. MOD#7	Contemporary - FF to BBF	No Upcharge
8. MOD#8	Wire Access Cutout in Back Panel (4" x 4") - Available on Bridges, Returns, Credenzas, & Corner Units. Cannot be located closer than 3" from any edge. (customer to specify location)	No Upcharge
9. MOD#9	Wire Access Cutout in Back Panel (12" x 12") - Available on Bridges, Returns, Credenzas, & Corner Units. Cannot be located closer than 3" from any edge. For units with Signature Band, top clearance is 6". (customer to specify location)	No Upcharge
10. MOD#10	Locking (non-electronic) for wood or laminate doors only. Per individual storage section (no vertical divider).	\$156
11. MOD#11	Seating with 2 Different Fabrics Two Same Grade Fabrics = <b>Next Higher Grade</b> Two Different Grade Fabrics = <b>Higher of the Two</b> Three Different Grade Fabrics = <b>Highest of the Three</b> <b>(Note:</b> Contrasting welt only available in a single fabric. Two-toned welt is not available.) <i>(two-tone diagram required from customer at time of ordering - contact customer service)</i>	
12. MOD#12	Plywood Drawers	\$52 Each
13. MOD#13	Venting Slots (customer to specify location)	\$78
14. MOD#14	All Bullets or P Tables Removal of Modesty Panel	No Upcharge
15. MOD#15	Highback or Wallmount Organizers Removal of Doors	No Upcharge
16. MOD#16	Laser Logo Burn In	<b>ONE TIME SET UP FEE NET \$130 + NET \$21 Each</b>
17. MOD#17	Wire Access Door in Back Panel (18" x 15") Left Hinge - Available on Bridges, Returns, Credenzas, & Corner Units. Top clearance is 3". (customer to specify location)	\$463 Each
18. MOD#18	Set of 4 Casters - Available on some Pedestals	\$57
19. MOD#19	Full Wood Panel Set of Doors on Bookcase 72" Tall and under	\$832
20. MOD#20	Full Wood Panel Set of Doors on Bookcase 30" Tall and under	\$390
22. MOD#22	Casegood Units Cutdown — TFL, HPL and Veneer Width Only (cannot affect drawer size, glass or metal items)	15% Upcharge
23. MOD#23	Increase Worksurface or Top Depth from 48"D - 59.5"D — TFL, HPL and Veneer Only Excludes 3D Laminate Tops <b>(Note: larger tops may require proportionately larger bases and support)</b>	35% Upcharge
24. MOD#24	Specify Built Up TFL Units Only in Two Color Options Must Indicate Specific Laminate Placement <i>(drawing recommended)</i>	No Upcharge

**Liability Clause:**

This pricing structure represents the more commonly requested product modifications. Although these modifications can be applied to the vast majority of products listed in our price books, some modifications cannot be applied to products with non-standard design features. Please contact your Customer Service Representative if you require assistance.

**How to Order:**

Example

Qty	MOD#	Model Number	Modification Detail	Options	Price
1	MOD#2	4-9622MCT	cut down to 94" wide	LC2 - EW - G1 - G1	\$567 + \$104 = \$671