

WARRANTY

First Office casegoods and conference products are guaranteed to be free from defects in design, material and workmanship, given normal use and proper care, for 12 years of single-shift service with the exceptions noted below. First Office 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. First Office assumes no responsibility for repairs to products that result from user modifications, attachments to a product, misuse, abuse, alteration or negligent use. Except as stated above, First Office makes no expressed or implied warranties as to any product, and, in particular, makes no warranty of merchantability or of fitness for any particular purpose. First Office shall not be liable for consequential or incidental damages arising from any product defect.

- All components not listed below **12 years**
- All drawer glide suspensions **Lifetime**
- All locking mechanisms **Lifetime**
- All door hinges **12 years**
- Door latches **12 years**
- Drawer pulls **12 years**
- Base height adjustable mechanism **5 years**
- Task lights **3 years**
- Casters/Hydraulic and Pneumatic lifts **2 years**
- Foam padding **2 years**
- Electrical components/Power supplies **1 year**

This warranty does not cover:

- Damage caused by a transportation company.
- Natural variations in color, grain or texture of wood and other covering materials over which First Office has no control.
- Damage created by loading file drawers with anything other than hanging files.
- Conference tops attached to any other manufacturer's base.
- Fabric color matching, fabric puddling, fastness of colors or wearing qualities of any material.
- Freight or other shipping charges on returned product or parts, labor and service.

ORDERING INFORMATION

All orders should be placed with:

First Office
1204 East 6th St.
P.O. Box 100
Huntingburg, IN 47542
800-521-5381 Fax 812-683-7256
order_entry@firstoffice.com

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 First Office products.

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 First Office immediately of any discrepancies. First Office is not responsible for errors on orders placed by phone without written confirmation.

AVAILABILITY

First Office is 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.

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

QUANTITY ORDERS

Contact your First Office 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 fuel surcharges. Shipments outside of the Continental United States are freight prepaid and allowed to port of exit. First Office reserves the right to select the most appropriate carrier and routing on all shipments; however, we will try to accommodate requests for your preferred carrier. First Office reserves the right to implement a fuel 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 First Office **Double Freight**
 - Freight refused at time of delivery; returned to First Office 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 First Office terminal **\$125 net**
- Change of Tags/Address/Phone #'s on Shipments **\$35 net**

SPECIAL ORDERS

The First Office line of office furniture is 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 First Office 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 First Office 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; First Office's liability ceases at this time. Do not refuse merchandise damaged in transit. Instead, enter a claim with the transportation company.

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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 Styleline Logistics, notify your First Office 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

First Office 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 First Office Sales Representative)
- First Office 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 First Office for repairs must have prior approval.

FINISH

 The patented Euroluxe® finish is a chemically re-engineered Urethane clear coat that preserves the beautiful depth and clarity of First Office' finishes, but allows for much greater performance with chemical and scratch resistance, as well as the complete elimination of dangerous formaldehyde emissions. The Euroluxe® finish system achieves indoor air quality standards set by LEED and BIFMA furniture emission standards and allows all products to achieve SCS Global Services' Indoor Advantage Gold Certification.

CUSTOM FINISH COLOR

Custom finish matching is available for special requirements. First Office 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

First Office is a member 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, First Office 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.

TACKBOARD FABRICS

A complete list of fabrics that have been tested for tackboard application can be accessed at www.firstoffice.com > Materials > select a Textile Card and hover over swatch color. A window will open displaying tackboard availability. If your selected fabric is not on the list, please contact your Customer Service Representative for approval.

LOCKING INFORMATION

Factory Installed Locks are always keyed alike with key number 345T.

SPECIFIC KEY OPTIONS

Requirements for specific key options by office must be specified on the purchase order at the time the order is placed. Model Numbers with specific key options will specify "NO LOCK CORE" on the acknowledgment. A separate line item will be listed on the acknowledgment as "LOCK CORE SET." Specific lock cores and keys will be sent separately (see Field Installation below).

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.

FIELD INSTALLATION

Blank lock cores are installed at factory, allowing specific lock numbers to be ordered but shipped in a separate package for field installation. Lock Core Order Form (see page F) must be filled out and submitted with the purchase order. Lock core/key numbers 100 through 150 are available.

For quantity of locks per unit, please visit www.firstoffice.com and select Resources > Forms & Guides > Lock Core Guide.

RE-KEYING IN THE FIELD

Lock cores and keys can be purchased separately. The purchase order must specify quantity, key number(s) and color of the core (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 UPS ground. Please note: A lock core change tool must be ordered for lock cores that will be re-keyed in the field.

ITEM

Lock Core and Key **\$19 list**
Lock Core Change Tool **\$29 list**
Master Key **\$29 list**

ALL ITEMS ARE NON-RETURNABLE.

ALL STANDARD EUROLUXE™ VENEERS

CHERRY

- **LIGHT CHERRY [MLC]**
Quartered or Flat Grain Pattern
- **MOCHA CHERRY [MMC]**
Quartered or Flat Grain Pattern
- **QUARTERED ESPRESSO CHERRY [QEC]**
Quartered Grain Pattern

WALNUT

- **BURNISHED [BUW]**
Quartered or Flat Grain Pattern
- **DESERT [DST]**
Quartered Grain Pattern
- **EBONY [EBY]**
Quartered or Flat Grain Pattern
- **ENGLISH WALNUT [MGW]**
Quartered Grain Pattern
- **NATURAL WALNUT [MNW]**
Quartered Grain Pattern
- **SABLE WALNUT [MSW]**
Quartered or Flat Grain Pattern
- **VINTAGE MAHOGANY / WALNUT [MVW]**
Quartered or Flat Grain Pattern

MAPLE

- **BLONDE MAPLE [MBM]**
Quartered or Flat Grain Pattern
- **HONEY MAPLE [MHM]**
Quartered or Flat Grain Pattern

OAK

- **CLEAR OAK [MRO]**
Quartered Grain Pattern
- **ESPRESSO OAK [MSO]**
Quartered Grain Pattern
- **OSLO [OSL]**
Quartered Grain Pattern
- **PECAN [PCO]**
Quartered Grain Pattern
- **STEEL GREY OAK [MGO]**
Quartered Grain Pattern

STUDIO VENEERS (10%)

- **SILVER GREY OAK [SVC]**
Quartered Grain Pattern
- **LINEA AMERICAN WALNUT [C2Q]**
Quartered Grain Pattern
- **LINEA SILVER BIRCH [C2P]**
Quartered Grain Pattern

WOOD CARE

Careful craftsmanship combined with our Euroluxe finish makes your new First Office wood furniture incredibly durable, and with proper care your furniture will provide beauty and convenience for years.

All First Office 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 First Office dealer for cleaning instructions.
- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold and moisture.
- The components of your First Office 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.

QUICKSHIP

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



ENVIRONMENTAL ATTRIBUTES



The patented **Euroluxe® finish** is a chemically re-engineered Urethane clear coat that preserves the depth and clarity of OFS Brands finishes and achieves SCS Global Services' Indoor Advantage Gold Certification.



All OFS Brands 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 Brands' 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 Brands' product lines. Please contact OFS Brands 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 Brands.



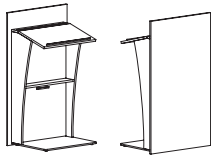
OFS Brands' company-owned transportation company, Styline Logistics, is **SmartWay**-certified. SmartWay is one of U.S Environmental Protection Agency's [**EPA**] clean air programs that uses voluntary, rather than regulatory methods, to achieve air quality benefits. SmartWay's focus is in the transportation 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.

STANDARD FEATURES

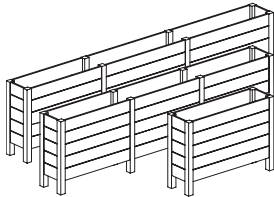
VENEER LECTERN



| model | w | d | h | wt | cu ft | list |
|------------|----|----|----|-----|-------|----------|
| CC-W3052LE | 30 | 22 | 52 | 154 | 26 | \$ 3,720 |



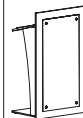
- Paper Stop
- Removable Panel for Cable Management

PLANTER BOX



| model | w | d | h | wt | cu ft | list |
|-------------|-----|----|----|-----|-------|----------|
| CC-W4834PB | 48 | 14 | 34 | 99 | 17 | \$ 2,302 |
| CC-W12034PB | 120 | 14 | 34 | 226 | 41 | \$ 5,134 |
| CC-W14434PB | 144 | 14 | 34 | 271 | 48 | \$ 5,432 |

OPTIONS

| Grain Pattern | Finish | Base Color (CC-W3052LE only) | Light (CC-W3052LE only) | Microphone (CC-W3052LE only) | Front Overlay (CC-W3052LE only) |
|--------------------------|---|---------------------------------|---|--|--|
| B4Z Quartered - Standard | Veneer MLC BUW MGW MVW MRO PCO MMC DST MNW MBM MSO MGO QEC EBY MSW MHM OSL <i>Studio Veneer</i> (10% upcharge) SVC C2Q C2P | MSL Luster Grey BKO Onyx |  B2Y Satin Chrome Light \$138 |  PS Microphone \$1,363 |  X9 No Overlay - Standard Frosted \$778 A5Z Acrylic B3Y Glass 3Form \$1,494 AER Aero White B2U Paper Cut DBR Drift Brown DGR Drift Green MIC Micro Cirque |
| | B5A Flat Cut | | | | |

HOW TO ORDER
 SPECIFY: Grain pattern | finish | base color | light | microphone | front overlay. See page H for the designator finish name.

MODEL NUMBER

CC-W3052LE

| Grain Pattern | Finish | Base Color (CC-W3052LE only) | Light (CC-W3052LE only) | Microphone (CC-W3052LE only) | Front Overlay (CC-W3052LE only) |
|---------------|--------|---------------------------------|----------------------------|---------------------------------|------------------------------------|
| B4Z | BUW | BKO | NV | PR | X9 |