AVAILABILITY

Items on the OFS QuickShip program will be delivered on or before 12 business days from date of credit approved order. The only exceptions are for shipments to Maine, Oregon, and Washington which will be delivered on or before 14 business days from date of credit approved order. Statutory holidays and scheduled factory closings may add to acknowledged lead times of QuickShip orders.

Available factory capacity for QuickShip is filled by orders received on a "first come, first served" basis. If the normal 12-day lead time is not available because available capacity has been filled, you will be immediately advised.

QuickShip orders must be "clean" when received in order to be considered officially received on a given day, and lead times will be acknowledged from the date orders are determined to be "clean." Cancellations or changes to QuickShip orders are not allowed under any circumstances.

QuickShip items and options are clearly shown in the Specify & Price tool, indicated as QuickShip by a Q- prefix to the model number. Example: **Q-5-7236FLPD2**

Orders are limited to:

- Maximum quantities per QuickShip order
  - 12 Casegoods Setups (executive office, L-unit, U-unit)
  - 24 Open Plan Stations
  - 15 Power Supplies
  - 12 Conference Tables
  - 12 Cafe/dining Tables
  - 12 Occasional Tables
  - 24 Seating per model (for multi-packed chairs use quantity per seat)
  - 12 Recliners, Sleepers
  - 12 Lockers
  - 5 ROOM Phone Booths
  - 12 ROOM Acoustic Lounge
- Finish Palette: All standard veneers
- Laminate Palette: All standard laminates
- Paint/Powder Coat Palette: Luster Grey and Onyx
- Option Limitations by Product: Pull, Edge, Grommets, etc. (see specify and price product pages)
- Textile Program/Patterns: OFS, Camira, Maharam, Kvadrat, Momentum, and C.F. Stinson

Only the selected products, options and fabrics shown on the OFS QuickShip page are available through this program. No Specials, Modifications, etc. are allowed under QuickShip. Shipments are allowed only to a single destination; split shipments cannot be allowed.

Purchase orders must include only QuickShip items. Issue a separate purchase order for any products that are not in the OFS QuickShip program. Orders for non-QuickShip items will be shipped complete at standard lead times within our normal manufacturing schedule. For information on stock availability, call our ***customer service hotline 800-521-5381***.

QuickShip 12 business days does not include weekends or holidays. The date the order is received is counted as day zero. Note: Planned shipping dates may be delayed due to fires, strikes, natural disasters or other causes beyond our control.

MOISTURE BARRIER (CAROLINA ONLY)

Moisture Barrier is designed to prevent moisture from penetrating the foam and other filling materials and is available on most items at an additional charge. Moisture barrier is applied between the upholstery cover and filling materials.

Please use the following option codes when specifying placement of moisture barrier:

		Seat	Back	Arms
B1V	Moisture barrier on seat only	**$96** chair	**$96** chair	**$96** per arm
B1W	Moisture barrier on back only	**$191** loveseat	**$191** loveseat	
C1R	Moisture barrier on seat and back	**$287** sofa	**$287** sofa	
C1S	Moisture barrier on seat and arms			
C1T	Moisture barrier on arms only			
C1U	Moisture barrier on back and arms			
C1V	Moisture barrier on seat, back and arms			

FIRE RETARDANT PRODUCTS

California Technical Bulletin 117-2013: All OFS 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 upholstered seating products are offered with components, as identified in TB117-2013, that are free of flame retardant chemicals. All OFS 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 has 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 can not be held liable if purchase order does not indicate a requirement for Cal TB 133 compliance.

QUANTITY ORDERS

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

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 **$48** 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:

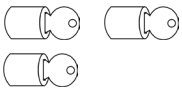
LOCK-SET- 1
This includes 1 core & 1 key



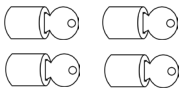
LOCK-SET- 2
This includes 2 cores & 2 keys



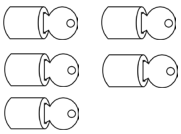
LOCK-SET- 3
This includes 3 cores & 3 keys



LOCK-SET- 4
This includes 4 cores & 4 keys



LOCK-SET- 5
This includes 5 cores & 5 keys



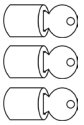
The options available on these models are:

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

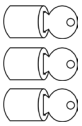
KEYING TYPES

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

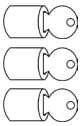
Keyed Alike all cores and keys on that line will match the starting key number selected.



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.



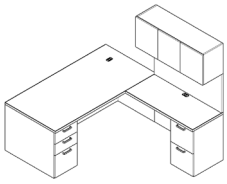
Standard Key # numbers range between 100-200 when using the Nickel color and 100-150 when using Black or Brass. Additional numbers 151-999 are available when using Black or Nickel Cores. There is no additional charge for key numbers 151-999 but they could potentially add additional lead time.

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

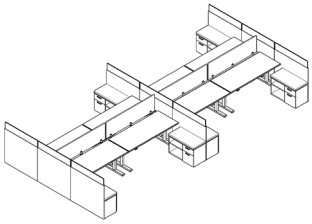
In this scenarios you would receive (2) cores and keys with the key number of 100.



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.

