

Ordering Information

Minimum Order Size

No minimum order required.

Prices and General Information

All prices are suggested retail and are subject to change without notice. Prices in effect at the time of shipment will prevail. SitOnIt Seating reserves the right to make changes at any time without notice in prices, fabrics, finishes, materials, specifications, and models, and also discontinue models and finishes.

Freight Terms in Continental US Only

Standard freight is FOB, Origin – Freight Prepaid and Allowed. Excludes Alaska and Hawaii.

Routing

Standard shipments are made via common carrier, unless otherwise specified by customer. Special routing requests made by the customer or the consignee may result in additional charges to the customer.

Standard deliveries are dock-to-dock and are scheduled to occur Monday through Friday between 8 am to 5 pm, based on SitOnIt Seating published transit times. SitOnIt Seating will not be held responsible for issues or costs to the customer arising from carrier transit delays, missed delivery appointments, etc. SitOnIt Seating reserves the right to charge the customer for non-standard customer delivery requirements that may include order reconsignments and redeliveries and special requests for lift gates, residential deliveries, inside deliveries, etc. For information concerning these charges, please contact Customer Support at (888) 274-8664.

SitOnIt Seating shipments are not guaranteed. Guaranteed service is available at an additional cost. Please contact Customer Support at the number above for more information. We will work to arrange a specific delivery timetable with the carrier. Service guarantees contracted with carriers are done solely at the request of the customer, and Exemplis in no way assumes responsibility either financial or otherwise for any costs incurred by the customer as a result of a service failure on a guaranteed shipment. In the event of a service failure on a guaranteed shipment, the associated service fee will be reimbursed to the customer.

Will Call orders will have notification once orders are ready to be picked up. Customers will have 3 business days from notification to pick up the order. If the order is not picked up within this time frame, storage charges will start at a rate of \$30.00 per each business day until order has been picked up.

Cancellations and Returns

Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by SitOnIt Seating. In the event cancellation is accepted by SitOnIt Seating, cancellation charges may be for the entire amount of the order. Authorization for return must be requested from and approved by SitOnIt Seating prior to the return of the merchandise. Returns are subject to a restocking charge equivalent to 40% of the net order plus freight. Unauthorized returns will not be accepted by SitOnIt Seating.

Freight Damage

SitOnIt Seating is not responsible for damage occurring in transit or during storage. Before accepting a shipment from the carrier, customer should carefully review the packing list and inspect the quantity and condition of the items. For any external damage, customer should document all damage on the Bill of Lading and request a carrier inspection of the product. Concealed damage must be reported to SitOnIt Seating in writing, within 15 days of delivery. In the event of damage, customer shall accept the order and contact Customer Support for issue resolution. We will take all reasonable steps to assist customers in resolving claims for loss or damage.

Design

The right is reserved by SitOnIt Seating to make changes in design and material, as well as discontinuance of parts and units when such action is deemed to be an improvement in design, function and/or construction.

To Order

Specify model number and all other applicable information. Orders will be acknowledged with a SitOnIt Seating acknowledgment form governing the transaction. In the event that an error is made in the production of the product, the acknowledgement will be used as the resolution document.

Change Orders

Orders which have entered any stage of production may not be changed. All changes on customer orders previously acknowledged must be requested in writing and are subject to approval. Requests for changes are not accepted until acknowledged by SitOnIt Seating. In the event revision is accepted, change fees may apply.

Large Orders

For orders in excess of 300 units, please contact customer support for lead times.

Product Modification

Additional charges will be determined per quotation. Up to 5 working days are required after the special request is received to prepare quotation. CAL TB133 is available. See page 128 or call customer service.

Multi-Upholstery

Multi-upholstery is available so you can customize the fabric selection for your back and seat. When selecting multi-upholstery, the price of the chair will be based on the higher grade.

Customer's Own Material

The COM/COL textile must be approved prior to order fulfillment. COM/COL textiles can be sent to:

SitOnIt Seating
6280 Artesia Blvd.
Buena Park, CA 90620
Attention: COM Engineer

All COM/COL textiles received at SitOnIt Seating must include the following information:

1. Customer's name, address, and phone number
2. Purchase order or SitOnIt Seating sales order number (if available)
3. Textile name, color, description and mill name
4. Provide complete instructions for application
5. Flaws in COM/COL must be clearly indicated

Information about submitting COM/COL Textiles

- For non-directional, plain, solid color or non-patterned fabrics, please Follow COM yardage requirements as specified under each individual model number in our price list
- For all textiles, please attach a sample of the COM textile to our COM/COL form (see opposite page). Complete all information and return to us for testing and approval. Please include mill specifications regarding fabric
- Please include directional information when applicable. If this information is not supplied SitOnIt Seating will cut roll off the fabric and apply vertically
- All COM orders must be a minimum of 54" wide
- SitOnIt Seating is not responsible for quality, color or yardage shipped from the mill to SitOnIt Seating
- SitOnIt Seating is not responsible for dye lot color variations

Information about testing COM/COL Textiles

- For testing purposes SitOnIt Seating requires a 12" x 12" textile sample
- For Achieve models SitOnIt Seating requires .75 yards for testing
- For Freelance models SitOnIt Seating requires .75 yards for testing
- Should further testing be required SitOnIt Seating can request additional yardage
- Customer Service will notify customer of COM/COL approval

Information about orders placed for COM/COL Textiles

Upon COM/COL approval, send purchase order to SitOnIt Seating Order Entry Department. Fax No. (714) 995-4855.

1. Purchase orders must include clearly defined COM/COL information including textile company name, textile name, color and description.
2. Orders requesting COM/COL will be placed on "Manufacturing Schedule hold" until the COM/COL textile is received.
3. Upon receipt of COM/COL textile, the order will be released into production and given a 5 working day lead time.

SitOnIt Seating is not responsible for yardage submitted to us beyond the required amount. Excess COM/COL textile will be held in-house for 60 days and will be discarded after that time period. If a customer requires the COM/COL excess yardage returned, they must contact Customer Service at SitOnIt Seating to make arrangements. The customer will be responsible for delivery charges.

Customer's Own Material Form (Please Photocopy)

Please fax this form to 714-995-4855 or email to purchaseorder@exemplis.com

Dealer _____
Contact Name _____
Address _____
City/State/Zip _____
Phone Number _____
Fax Number _____
Email Address _____

Please check one:

- This form is to request fabric testing.
 This form accompanies customer fabric for the referenced P.O. number.

Purchase Order Number _____
Model Number _____
Quantity _____
Fabric Source (Mill) _____
Fabric Name/Number _____
Fabric Color _____
Total Yardage Shipped _____

Customer Comments:

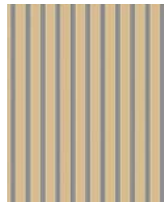
Application

Is there a desired fabric application?

Yes _____ No _____

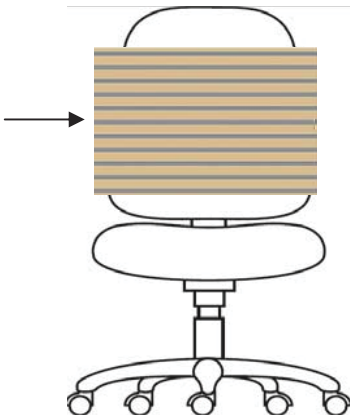
If Yes, please apply sample textile cutting with desired face and direction displayed on chair below:

Sample swatch



For Example:

Desired direction



Customer Sample

