

Parts and Damage Replacement Procedure

1. Please inspect your purchase immediately.
2. This procedure covers product purchased from an authorized Reseller and was received in its originally sealed carton.
3. You have 3 ways to do this. You will need a copy of your purchase receipt.
 - a. By Fax
 - b. By Email
 - c. By Mail

**A COPY OF YOUR PURCHASE RECEIPT OR INVOICE MUST BE ATTACHED TO THIS ORDER FORM.
NO ORDERS WILL BE PROCESSED WITHOUT PROOF OF PURCHASE.**

NAME: _____
ADDRESS: _____ (No Post Office Boxes)
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____
EMAIL: _____

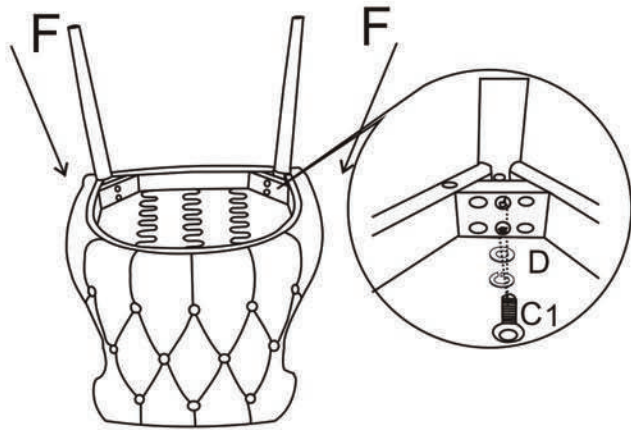
REASON FOR REPLACEMENT/PLEASE CHECK APPROPRIATE BOX.

- () Damaged /scratched, cracked, broken, crushed, etc.
- () Mechanical malfunction/ drawer glides, swivel mechanisms, lid stays, etc.
- () Missing pieces
- () Unfinished surface
- () Wrong color
- () Other

IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

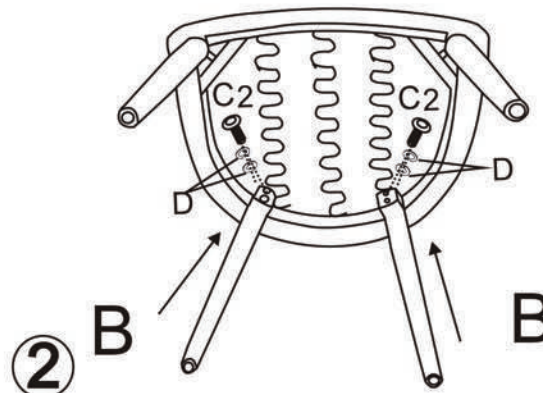
Model Number	Part Letter Code	Quantity

ASSEMBLY INSTRUCTION



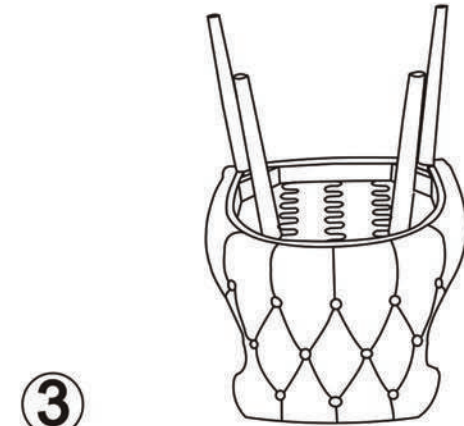
1

Put the screws in the holes, tight the screws, but not too tight, 90% is ok



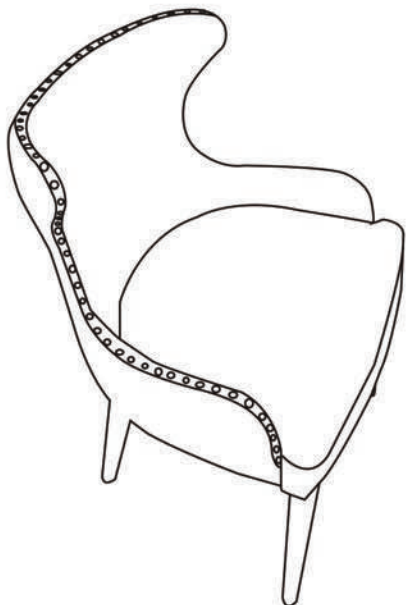
2

Put the screws in the holes, tight the screws, but not too tight, 90% is ok











3

Stand the chair upright & ensure it is level before tightening all screws. Then tight all the screws to 100%



4

 <p>A</p>	 <p>F</p>	 <p>B</p>
<p>Back 1PC</p>	<p>Frontleg 2PCS</p>	<p>Backleg 2PCS</p>
<p>C₁  M6X65mm 4PCS C₂  M6X50mm 4PCS</p>		<p>D   8PCS </p>