

## Parts and Damage Replacement Procedure

1. Please inspect your purchase immediately.
2. This procedure covers product purchased from an authorized and was received in its originally sealed carton.

**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 INSTRUCTIONS

**Please read instructions carefully**

Remove all wrapping materials, staples and packing straps from the carton. Refer to Parts List and Hardware List and ensure they are complete before you start assembling. Place all wooden parts on a clean, flat and soft surface (e.g carpet or rug) to prevent parts from being scratched.

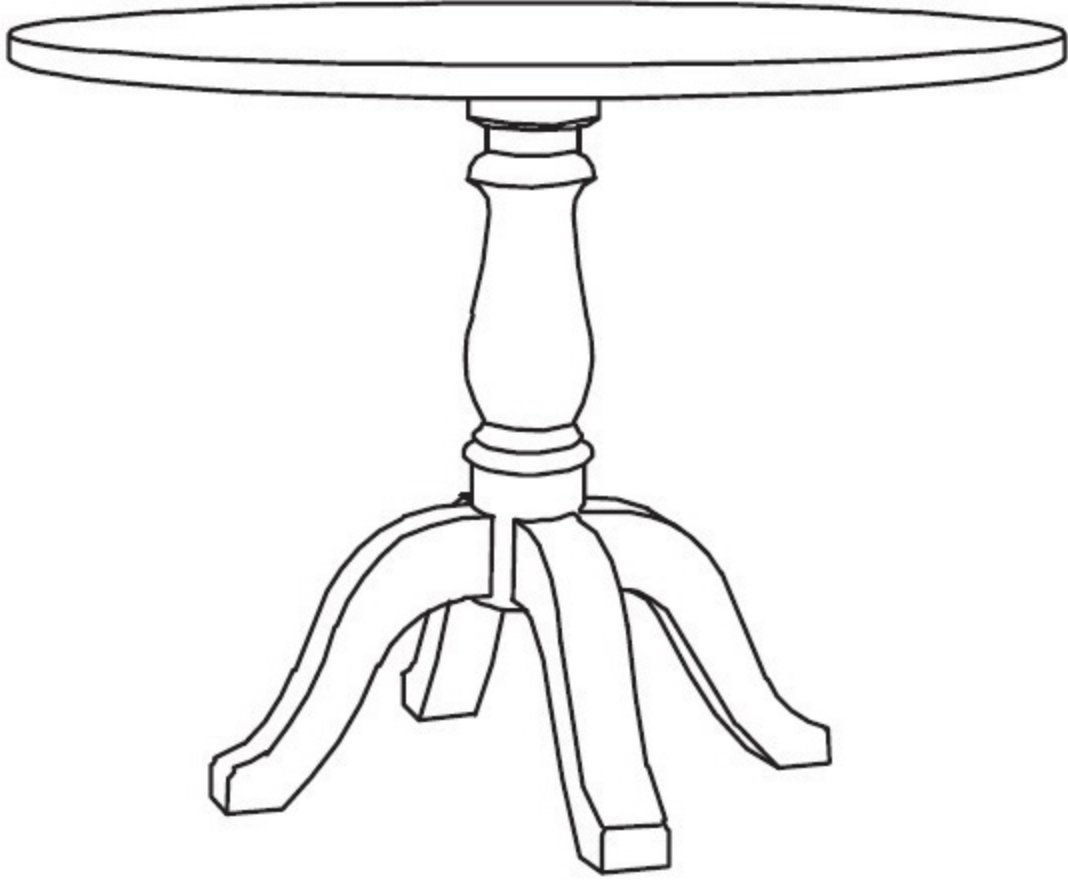
CAUTIONS: 1) DO NOT FULLY TIGHTEN BOLTS AND NUTS UNTIL ALL PARTS HAVE BEEN ASSEMBLED.  
2) DO NOT OVER-TIGHTEN BOLTS AND NUTS AS IT MAY DAMAGE THE SCREW RHREAD.  
3) KEEP ALL HARDWARE PARTS OUT OF REACH OF CHILDREN.

**PARTS LIST (FOR 1 NOS. OF TABLE)**

NO.	COMPONENT	QTY.
P1	TABLE TOP	1
P2	PEDESTAL LEG	1
P3	LEG PRONGS	4
P4	MOUNTING BOARD	1

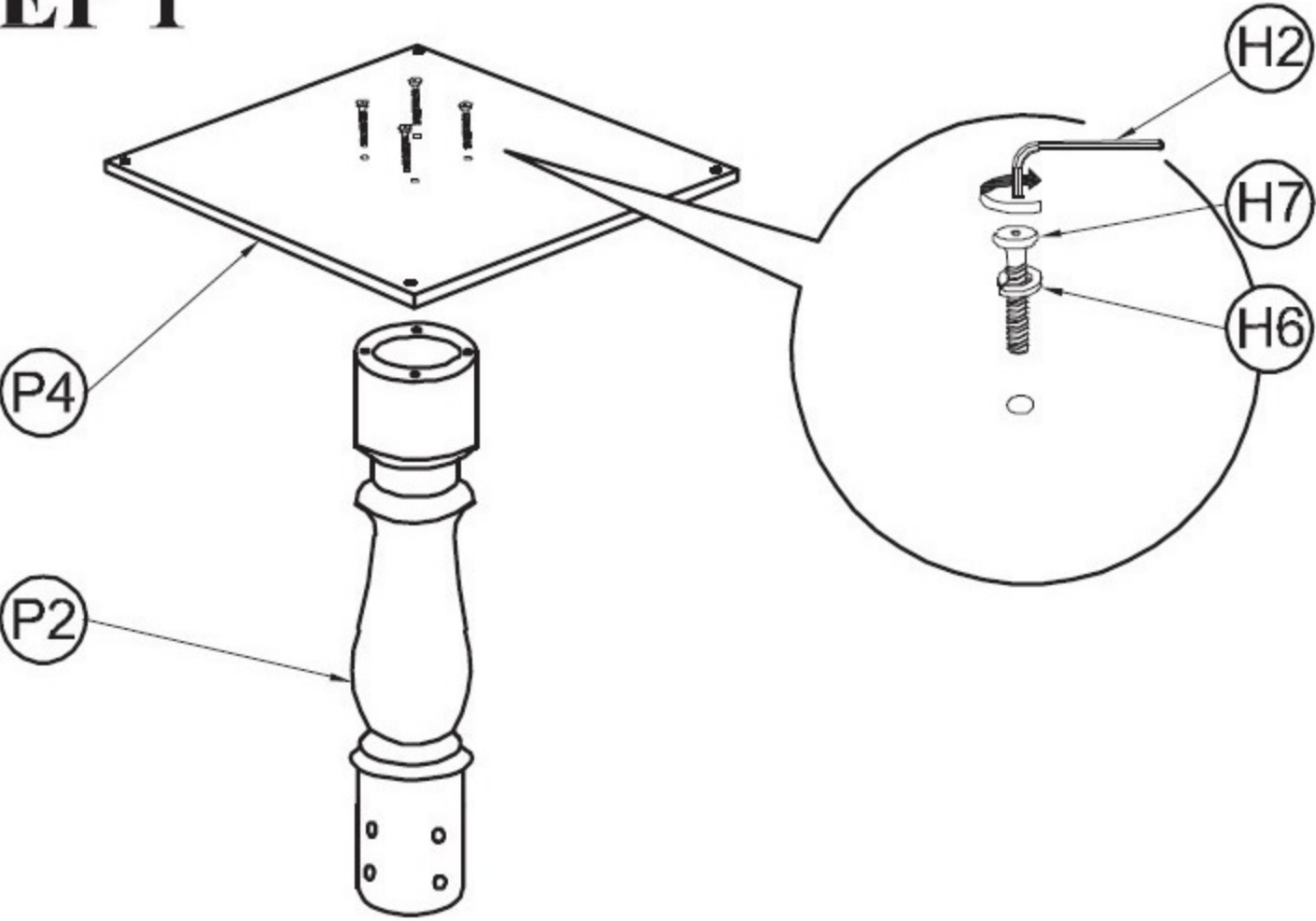
**HARDWARE LIST (FOR 1 NOS. OF TABLE)**

NO.	DESCRIPTION	QTY.
H1	WRENCH	1
H2	ALLEN KEY	1
H3	HEX NUT	4
H4	FLAT WASHER	4
H5	M8 SPRING WASHER	4
H6	M6 SPRING WASHER	8
H7	JCBC SCREW M6 X 40	4
H8	JCBC SCREW M6 X 30	4
H9	LEG ADJUSTABLE GLIDE	4

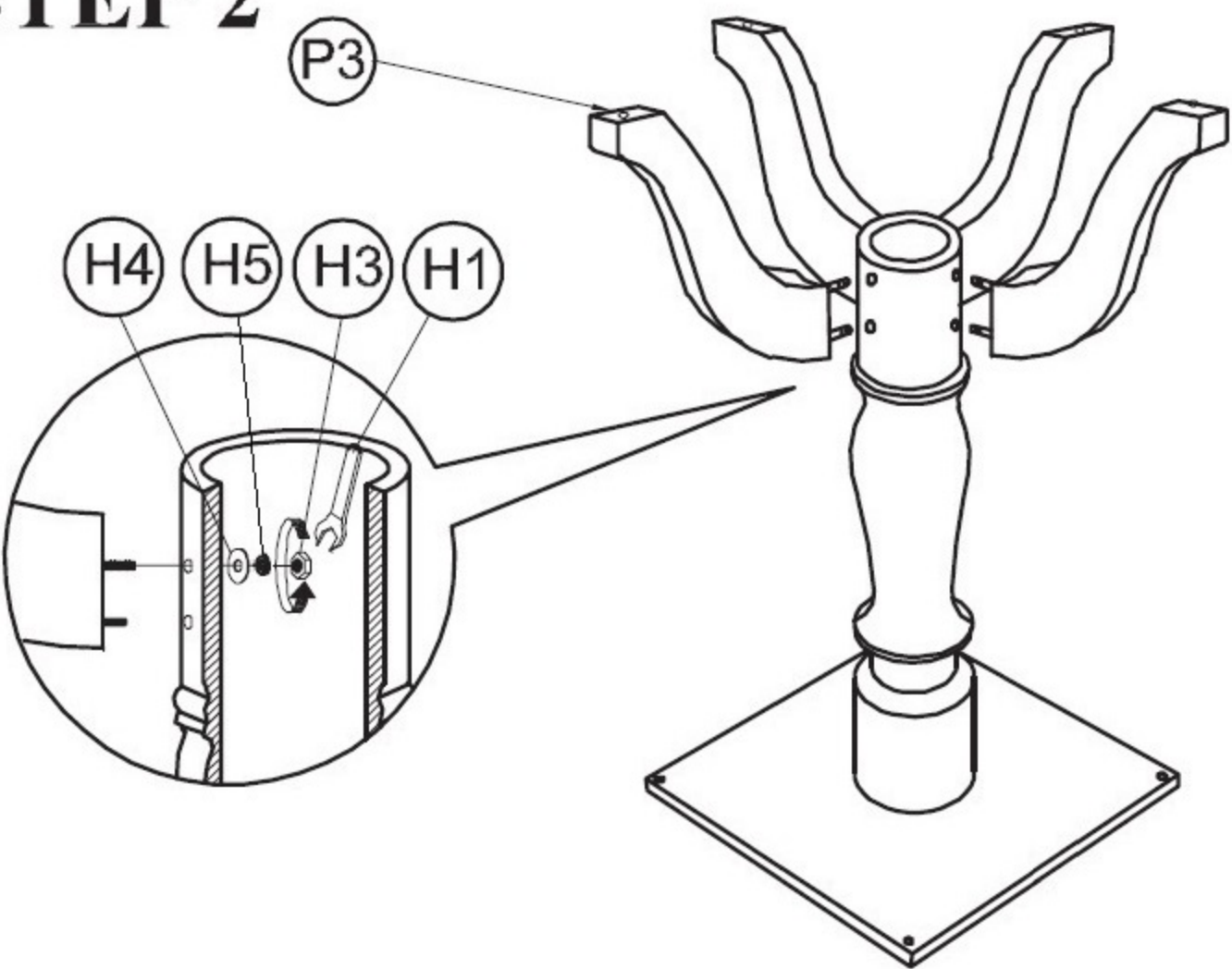


COMPLETE ASSEMBLY

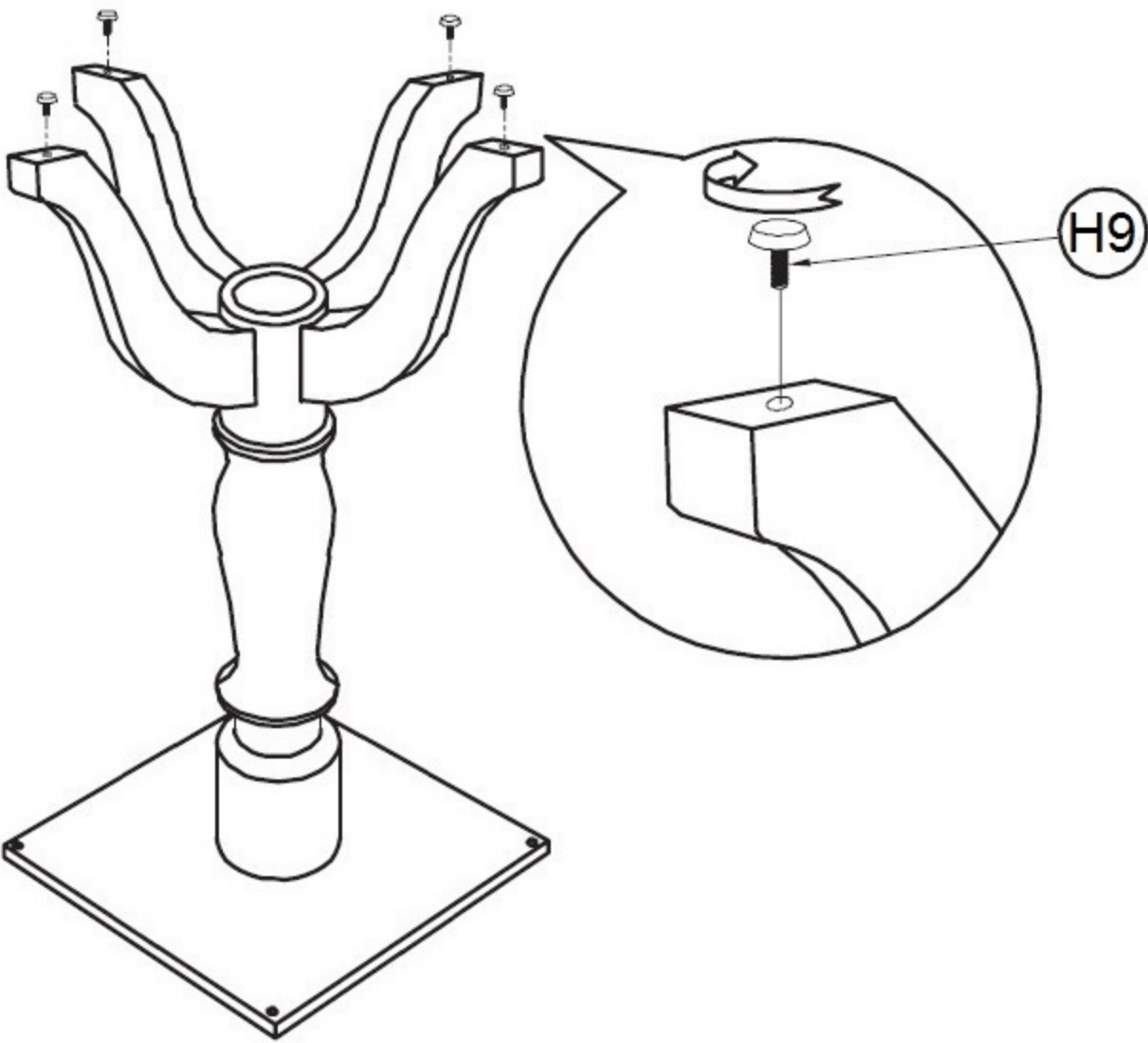
**STEP 1**



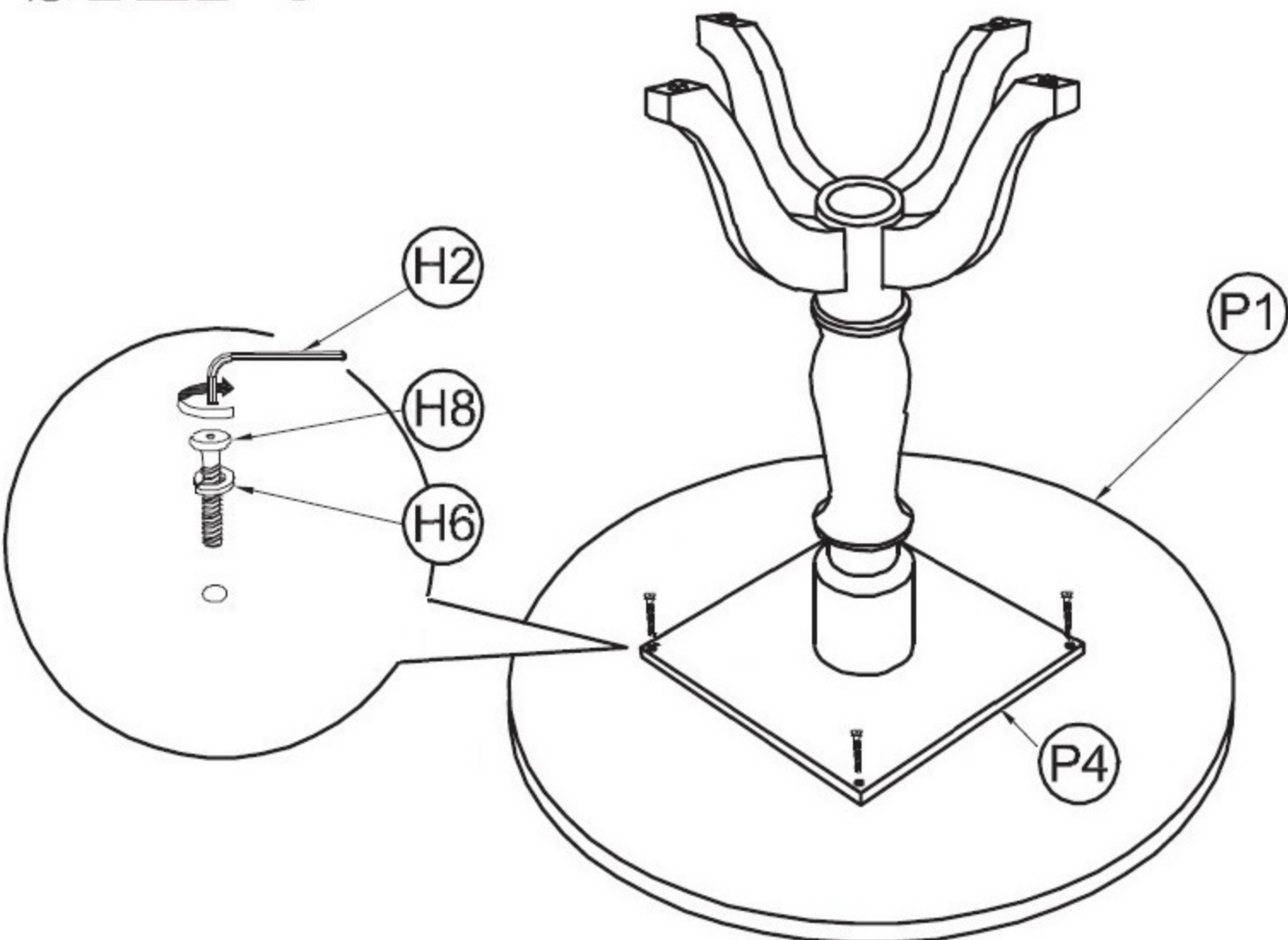
**STEP 2**



**STEP 3**



**STEP 4**



**CARE AND MAINTENANCE**

**SAFETY** - To avoid any risk of suffocation to children and animals, dispose off plastic bags immediately.

**CLEANING** - Clean with damp cloth and mild detergent. Do not use bleach or abrasive products.

**FITTINGS** - Tighten bolts and nuts from time to time to ensure all parts of product are securely fitted.

If any of the components are damaged or broken they should be removed from service.

Not for commercial use.