

## Parts and Damage Replacement Procedure

1. Please inspect your purchase immediately.
2. This procedure covers product purchased and was received in its originally sealed carton.
3. If you find a part missing or damaged, you have a 30-day window in which to order a replacement part from the date on your purchase receipt.
4. 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.
5. Once this order is sent in, you will be notified if the part(s) you are requesting can or cannot be shipped within 7-10 business days.

**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: \_\_\_\_\_

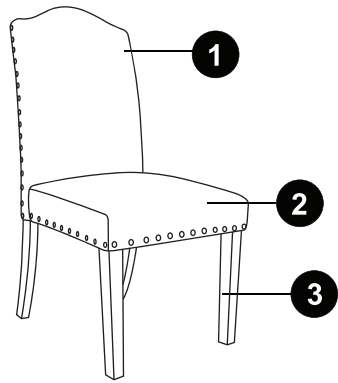
### REASON FOR REPLACEMENT/PLEASE CHECK APPROPRIATE BOX.

- ☐ 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.

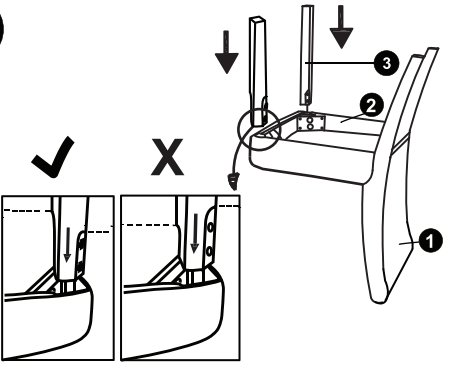
Model Number	Part Letter Code	Quantity

# ASSEMBLY INSTRUCCION



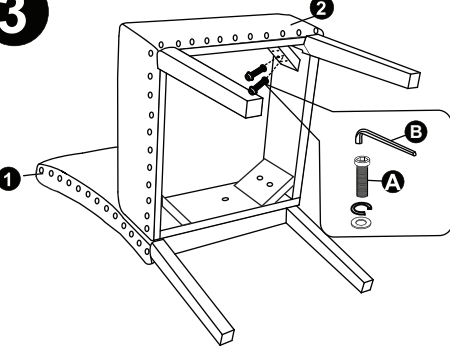
**1**

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



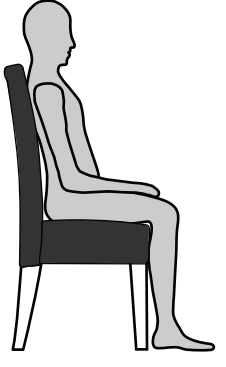
**2**

Important please make sure the cam studs face out as shown.



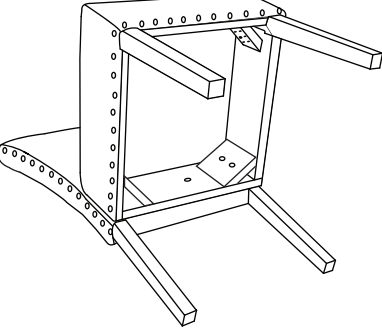
**3**

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



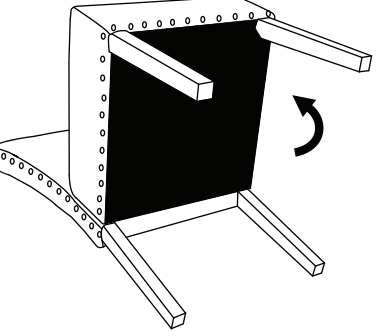
**4**

Then adjust the balance of the chair.



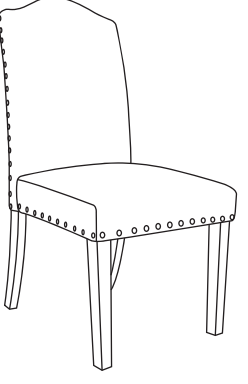
**5**

Tight all the screws to 100%.



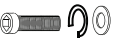

**6**

Stick the black part on the seat.



**7**

HARDWARE LIST	CODE	PARTS	QTY.
	1	BACK	1
	2	SEAT	1
	3	FRONT LEG	2

HARDWARE LIST	CODE	PARTS	QTY.
	A	M8X60MM 	9
	B	ALLEN KEY 	1

**CAUTION**  
Please find leg and hardware pack inside the dust cover underneath seat cushion!