

WARRANTY

First Office casegoods, tables, and seating products are guaranteed to be free from defects in design, material, and workmanship, given normal use and proper care, for **12 years** of single-shift service with the exceptions noted below. First Office will repair or replace, at our discretion without charge to the original purchaser, any product or part thereof which fails as the result of such a defect during the warranty period. First Office assumes no responsibility for repairs to products that result from user modifications, attachments to a product, misuse, abuse, alteration, or negligent use. Except as stated above, First Office makes no expressed or implied warranties as to any product, and, in particular, makes no warranty of merchantability or fitness for any particular purpose. First Office shall not be liable for consequential or incidental damages arising from any product defect.

All components not listed below — **12 years**
All drawer glide suspensions — **Lifetime**
All locking mechanisms — **Lifetime**
All door hinges — **12 years**
Door latches — **12 years**
Drawer pulls — **12 years**
Casters/pneumatic lifts — **2 years**
Foam padding — **2 years**
Projection screens — **2 years**
Mood Side — **5 years**

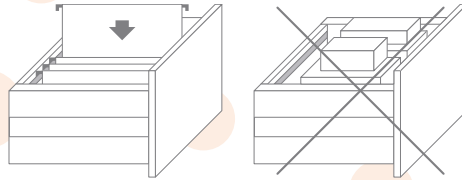
This warranty does not cover:

- Damage caused by a transportation company.
- Natural variations in color, grain, or texture of wood and other covering materials over which First Office has no control.

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- Damage created by over loading file drawers with anything other than hanging files.
- Conference tops attached to any other manufacturer's base.
- Fabric color matching, fabric puddling, fastness of colors or wearing qualities of any material.

NOTICE:



Please see pricelist for appropriate filing configurations by series. Damage created by over loading file drawers with anything other than hanging files will void the product warranty.

FIRST OFFICE A DIVISION OF OFS BRANDS
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HUNTINGBURG, IN 47542
FIRSTOFFICE.COM

PRODUCT CARE GUIDE



FIRST OFFICE IS **FRESH**, DESIGN FOCUSED
PRODUCT FOR THE **MODERN** WORKSTYLE



a division of OFS Brands

Say Hello to your new First Office products. A playful mix of modern design and a fresh fun atmosphere, offering you a relaxing new way to work. First Office is the new destination with a service commitment which is second to none. We've taken dependable quality, positive solutions, and high energy to new heights. Whether it's a sofa designed to flex with your space or a desk with metal, glass, or wood, your new First Office product is made to last. It's that "I can't believe how great this product looks" kind of feel. It's your first impression, your First Office. To register your new First Office product, go to www.FirstOffice.com/registration. For comments, product care questions, or service, contact us at 1.800.983.4415.



WOOD CARE

Careful craftsmanship combined with our Euroluxe finish makes your new First Office wood furniture incredibly durable, and with proper care your office furniture will provide beauty and convenience for years. All First Office products undergo rigid color-match procedures to ensure the best in color consistency.

- Dust frequently using a soft, damp, clean cloth, wiping with the grain.
- Remove liquid spills immediately, using a blotting, rather than wiping, motion.
- To clean, use a glass cleaner formulated with ammonia. Apply a small amount to a soft dry cloth and wipe in the direction of the grain. Dry with a soft cloth. Do not use furniture polish containing oil or silicone.
- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold, and moisture.
- To prevent desktop damage, all desk accessories should have felt or soft fiber backing (no vinyl, plastic, or wood).



euroluxe™
with SILVERBAN™

SEATING CARE

- Dust exposed wood parts frequently using a soft, damp, clean cloth, wiping with the grain.
- To clean wood, use a glass cleaner formulated with ammonia. Apply a small amount to a soft dry cloth and wipe in the direction of the grain. Dry with a soft cloth. Do not use furniture polish containing oil or silicone.
- To clean leather and vinyl upholstery, use a warm, damp cloth to restore a bright finish. For stubborn stains, use a moisturizing soap. Remove lather with a damp cloth, but do not rinse. Buff with a dry cloth.
- For fabric upholstery, use a damp cloth to wipe up spills. For tougher stains, contact your local First Office dealer for cleaning instructions.
- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold, and moisture.
- The components of your First Office chair, such as controls, casters, and understructure, require "common sense" care and cleaning as necessary.
- Activate chair mechanisms periodically to ensure proper function of moving parts.

