

STANDARD TERMS AND CONDITIONS OF SALE

SPECIFICATIONS AND TERMS

This specification guide supercedes all previous issues. Pricing can be obtained by contacting Bretford's customer service department at 800-521-9614. Pricing terms are 1% 10 days, Net 30 days from date of invoice on approved credit. A service fee of 1.5% of the invoice balance will be charged for all late payments. *All prices quoted are Suggested List Prices and subject to change.* Cash discounts do not apply on freight charges. Legal title to products passes at the time of shipment.

Bretford, Inc. (BI) reserves the right to change prices, specifications, fabrics, dimensions, finishes, and products at any time without notice. This right also applies to adding or discontinuing products and changing catalog content.

CHANGE ORDERS

BI will make every attempt to handle any reasonable change request provided the change request is submitted to BI in writing and is received prior to the start of production. In the event a change order is received, BI reserves the right to increase prices in accordance with the costs involved in the change requested.

CANCELLATION POLICY

Orders may be cancelled only with written consent from BI. *If an order is approved for cancellation, it will be subject to an order cancellation fee of 25% of the order. Non-standard items, special finishes, or special materials cannot be cancelled after acknowledgment and acceptance. In addition, orders in production are not subject to cancellation.*

PRODUCT RETURNS

Products produced by BI to customer specification will not be accepted for return if ordered incorrectly. BI will issue Return Authorizations at its discretion for products or parts deemed defective. Merchandise received by BI without a valid Return Authorization will not be accepted by our shipping department.

REPLACEMENT LEAD TIME AND PRIORITY

When notified of a quality problem or product damaged in shipment, BI will escalate the replacement order to first in line in the production process, provided the materials are available. If materials are not on hand, purchasing will immediately begin the procurement process, and production will start when the materials are received.

CUSTOM CAPABILITIES

BI can modify our products to fit your special needs and applications. Please fax our Specials Department at 800-343-1779 to receive a quote. All quotes take three to five days and will be returned faxed with a quote number. Please refer to your quote number when placing an order.

NOTE: Custom made products can not be returned.

WARRANTIES

BI engineers and manufactures its products to provide dependable operation. Therefore, BI warrants that all products it manufactures are, at the date of shipment, free from defects in material or workmanship. Therefore, any product which under normal use fails to function within the time periods specified below and found defective in material or workmanship by the Company's inspection will be repaired or replaced without charge to the buyer or, at the election of BI, a credit will be allowed up to the invoice purchase price of the product. This warranty is inapplicable where, in the judgment of BI, the defect is attributable to abnormal wear, misapplication, abnormal use, misuse, modification or damage after shipment, including damage caused by the buyer's failure to properly maintain or other similar cause. *This warranty is expressly in lieu of any other express or implied warranties, including any other implied warranty of merchantability or fitness for ordinary or particular purpose. There are no other warranties which extend beyond the description on the face hereof.*

Bretford Furniture:

Twelve (12) years from date of shipment.
Excludes the following products which carry these warranties:

Fabric:

One (1) year from date of shipment, provided normal usage applies. Dictated by fabric manufacturer warranty and passed on accordingly.

Electrical Assemblies/Components:

One (1) year from date of shipment.

All trademarks and registered trademarks are the sole property of their respective owners.

FREIGHT POLICY AND DELIVERY

All shipments are F.O.B. Origin - Pre-Pay and Add Freight - Franklin Park, IL. All shipments are "dock deliveries". An order requesting "non-dock" or "inside delivery" must be specified on the Purchase Order. There is an additional charge for this service. Charges will vary between shippers.

All pick-up orders will be held for 48 hours after notification. After 48 hours, the order will be shipped prepaid and add via the House carrier or UPS, whichever is the lowest cost to the customer.

BI will make every effort to ship in accordance with customer requested freight carriers. In the event no carrier is specified, BI will select the least costly alternative to handle customer shipments.

BI reserves the right to make partial shipments if need dictates unless otherwise instructed by the customer not to do so.

BI is not responsible for damage in shipment when product is shipped on a third party or collect basis. When product is shipped on a prepaid basis, BI responsibility ends when the carrier issues receipt indicating the merchandise has been received in good condition. In the event of freight damage, note this on the freight bill and notify the carrier a t once for inspection. Note that carriers require reports of damage within 15 days. Failure to report damage or loss is the consignee's responsibility.

All merchandise will ship upon completion of production. If the buyer is unable to accept delivery of product at the time of shipment, BI reserves the right to transfer this merchandise to storage. All costs for storage will be at the customer's expense. Transfer to storage will be considered delivery for all purposes including invoicing and payment. Buyer will bear the risk of loss or damage during storage.

ENVIRONMENTAL RESPONSIBILITY

Bretford engineers and manufactures its products to provide dependable and environmentally safe operations. Bretford is constantly looking for ways to reduce the waste that it generates. Bretford utilizes a waste reduction team which meets consistently to look for new ways to reduce all wastes. Bretford would like you, the consumer, to be aware of how important a clean, safe environment is to us. Following is what Bretford is doing or has done to make our environment better.

- In 1998, Bretford elected to place itself in a new program that the Illinois Environmental Protection Agency has developed. This program is called the Emission Reduction Market System (ERMS) and pertains to companies which are in the Chicago region. This program asks that all participants make at least a 12% reduction in the amount of seasonal emissions emitted. This was accomplished in 1999.
- In 1985, Bretford was one of the first manufacturer's in the nation to switch from spray-on wet paint, high in VOC's, to electrostatic powder paint, eliminating all VOC's caused by painting.
- Bretford has incorporated a state of the art UV finishing line which replaces Bretford's conventional finishing line. Bretford anticipates a 60% reduction in the amount of VOC's emitted annually.
- Bretford uses a recycled solvent cleaning agent on its finishing lines. This same solvent is then recycled and used for a fuel blend.
- Bretford specifies the purchase of particle board that contains 40% recycled material and the majority of Bretford's wood scraps are sent off site to be ground and used for either horse and cattle bedding or in a fuel blend. The remaining wood scrap is processed through Bretford's wood boiler and is used to generate energy to heat our process boilers.
- Bretford purchases only "prime" steel for use in our products which typically consists of 25% to 35% recycled content. Excess scrap steel is used for our paint sample program or picked up by a vendor to be recycled again.

LIBRARY PLANNING ASSISTANCE

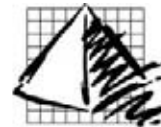
Bretford offers assistance in planning your library. The Project Proposal Team can help you determine the product you should specify as well as layout the library providing you with a drawing for review. Please contact Bretford's Customer Service Team for a Library Planning Form.

DESIGN EXPRESS BY DATAONE



Design Express is a 2D drawing and 3D presentation software package that allows a designer or dealer salesperson the ability to display different furniture arrangements to the customer. Bretford has created product libraries using the Design Express that will allow you to create specific furniture layouts for your customer. For more information on the capabilities of Design Express and for ordering information please call Data One, Inc.at (317) 244-2999.

PROJECT MATRIX



ProjectMatrix

ProjectMatrix, Inc. is staffed by designers, programmers and CAD experts, and is dedicated to providing electronic specification software, productivity tools and CAD symbol libraries that allow designers and specifiers to create drawings and specifications quickly and accurately. With an eye towards reducing learning curves and helping customers make informed decisions, Project Matrix makes software easy-to-use, offers multi-level training and provides full service technical support via phone, fax and the Internet. <http://www.projectmatrix.com>

CAP



CAP distributes CAD libraries and electronic catalogs representing more than 40 contract furniture manufacturers. CAP's flagship product, CAP Studio, is the leading design and specification tool used by designers, managers and project managers to automate the entire contract furniture cycle. CAP was founded in 1978 and was acquired by McGraw-Hill Company in 1990. There are approximately 12,000 users.

www.cap-online.com/products/index.asp

FINISH OPTIONS

CUSTOMER'S OWN MATERIAL TESTING REQUIREMENTS

We reserve the right to reject a fabric or leather which we deem unsuitable for the application intended. WE CAN NOT ASSUME RESPONSIBILITY FOR THE DURABILITY OR TAILORING QUALITY OF COM FABRIC. Materials must be sent for approval for upholstery use before the order is accepted.

ALL COM/COL MATERIAL MUST BE ACCOMPANIED WITH THE COM/COL REGISTRATION FORM (found on following page).

COM/COL material should be shipped, prepaid, with the COM/COL Application Form to the following address:

ITHACA, ELMHURST & TRINITY HALL LOUNGE SEATING

Bretford Library Systems
c/o Charles Alan
2901 Stanley Avenue
Fort Worth, TX 76110

ITHACA, ELMHURST & TRINITY HALL LIBRARY SEATING

Bretford Library Systems
c/o Fancher Chair
121 S. Work Street
Falconer, NY 14733

LEGACY LIBRARY SEATING

Bretford Library Systems
c/o Holsag Customer Service
164 Needham Street
Lindsay, ON K9V 5R7 Canada

COM and COL material will be applied at our discretion, unless other specific instructions accompany the order. CUSTOMER MUST SPECIFY ON THE ORDER IF THE FABRIC IS TO BE MATCHED. Normally, without instructions requesting otherwise, fabric will be railroaded as shown below.



COL requirements are shown in square feet and are based on hides that average a minimum of 40 square feet each. Increase COL footage requirements 15% when using hides smaller than 40 square feet.

YARDAGE REQUIREMENTS

<u>Ithaca Lounge Seating</u>		<u>COM ydg.</u>	<u>COL sq. ft.</u>
IH10001	Lounge Chair	4	72
IH10002	Settee	7	126
IH10004	Sofa	10	180
IH10201	Single Bench	2½	45
IH10202	Double Bench	4	72
IH10203	Triple Bench	5½	99

Elmhurst Lounge Seating

EH11001	Lounge Chair	4¾	85½
EH11002	Settee	7	126
EH11004	Sofa	9¾	175½
EH11201	Single Bench	2½	45
EH11202	Double Bench	4	72
EH11203	Triple Bench	5½	99

Trinity Hall Lounge Seating

TH12001	Lounge Chair	4¾	85½
TH12002	Settee	7	126
TH12004	Sofa	9¾	175½
TH12201	Single Bench	2½	45
TH12202	Double Bench	4	72
TH12203	Triple Bench	5½	99

Ithaca, Elmhurst & Trinity Hall Library Seating

ALL	Library Chairs	.5	2
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Legacy Library Seating

ALL	Library Chairs	.36	
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The COM pricing applies to one type of cover being used on one style of chair. There is a 5% upcharge for 2 or more fabrics. COM yardage requirements are listed above. This is based on plain 54" material. **Extra fabric is required to match any pattern with matching repeats.** For 54" material with a pattern repeat, increase the COM yardage requirements by the factor shown in the chart below. For geometric patterns or other fabrics with repeats in both directions, add the vertical and horizontal repeats and use the chart below.

<u>Fabric Repeat</u>	<u>Increase COM Requirement by</u>
5" and under	10%
6"-10"	15%
11"-15"	20%
16"-21"	25%
22"-28"	28%
29" and above	30%

For material less than 54" wide, please contact Bretford for yardage estimate.

FIRE CODES (APPLIES TO LOUNGE SEATING ONLY)

All seating styles are manufactured with foam meeting the standards contained in the following specifications:

- California Technical Bulletin 117-75 Section D, Part III
- UFAC Voluntary Standards
- ASTM D-1692
- FMVSS 302
- UL94

OTHER OFFERINGS: If requirements dictate the use of CMHR (Construction Modified High Resiliency) or other specific type foams, please contact Bretford for quote and availability.

CALIFORNIA TECHNICAL BULLETIN 133: Technical Bulletin 133 applies to upholstered furniture used in public buildings. TB133 requires specific product testing for each different unit submitted for certification. If a certificate of compliance is required, the cost of the test unit and the cost of testing must be added to obtain certification. The cost of each test is \$400 NET, plus the price of the unit being tested. Units being tested will include a fire blocking barrier fabric at the charge of \$100 list per yard. If unit requires COM, sufficient fabric must be provided for testing. Please allow six weeks for testing.

BOSTON FIRE CODE: All Bretford Library Systems upholstered furniture is available with foam that will comply with the Boston Fire Code at a 20% upcharge.

If you do not need actual certification, we can upholster the chair using CAL117 foam and a fire blocking barrier fabric at the charge of \$100 list per yard. Use the COM yardage requirements for your upcharge formula.

MOISTURE BARRIER: An upholstered anti-microbial moisture barrier is available on all Bretford Library Systems upholstered designs. Contact Bretford Customer Service for pricing and specifications.

CONTRASTING WELT: There is a 5% upcharge for contrasting welt on all Bretford Library Systems upholstered furniture. Contact Bretford Customer Service for the yardage.

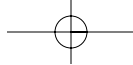
FABRIC OPTIONS (ITHACA, ELMHURST & TRINITY HALL LOUNGE & LIBRARY SEATING ONLY)

Fabric Options for Legacy Library Seating found on page

<p>GRADE ONE MOMENTUM HUE</p> <p>SD01 Dandelion SC07 Frothe SS02 Sky SG04 Golden SC03 Currant SC05 Char SB06 Black</p> <p>DESIGNTEX DREAMWEAVER</p> <p>SY37 Blue Eyes SB99 Brown Sugar SG65 Grass SH06 Brick House SL78 Love Me Tender SE46 Ebony and Ivory SP15 Parsley Sage</p> <p>DESIGNTEX DAKAR</p> <p>SF08 Firefly SA09 Oasis SS10 Shiraz SA11 African Daisy SD12 Sand Dune SZ13 Calabaza SR14 Masai Red</p>	<p>GRADE TWO DESIGNTEX COPA</p> <p>PC42 Carob PY22 Eucalyptus PE07 Ebony PP61 Cypress PV72 Cordovian PM55 Moss PZ48 Zinc</p> <p>MOMENTUM NOVO</p> <p>PE22 Sage PP23 Plum PX24 Onyx PR25 Earth PC26 Spice PT27 Grotto PL28 Flax</p> <p>MOMENTUM POSH</p> <p>PT20 Tuxedo PS18 Shadow PB05 Breeze PS16 Sable PB03 Bordeaux PM13 Martini PV21 Vineyard</p>	<p>GRADE THREE MOMENTUM ZEN</p> <p>TI31 Incense TB30 Bonsai TB32 Bamboo TL29 Lotus TL34 Lacquer TS33 Sky TG35 Ginseng</p> <p>DESIGNTEX WOOL SUEDE 2</p> <p>TO17 Olive TG22 Green Tea TB55 Persimmon TS37 Shale TS61 Sesame TB40 Black TS79 Stone</p> <p>ARCCOM RETRO</p> <p>TB13 Bark TH82 Heather Gray TE55 Espresso TG37 Graphite TB66 Bordeaux TM45 Midnight TM47 Mocha</p>	<p>GRADE FOUR DESIGNTEX KALAHARI</p> <p>FH33 Earth FF34 Buffalo FT35 Stallion FN36 Cinnamon FM37 Madder FA38 Flame FD39 Cinder</p> <p>ARCCOM FRANCESCA WOOL</p> <p>FF10 Forest FG02 Granite FS85 Slate FM73 Moss FR16 Russet FT49 Topaz FM67 Mink</p> <p>MOMENTUM INFUSION</p> <p>FD02 Dijon FA96 Azure FS23 Sisal FL58 Lime FL37 Sultan FU49 Cumin FN68 Wine</p>	<p>GRADE FIVE DESIGNTEX CELESTE</p> <p>VM56 Meadow VO78 Oxford VC39 Cordovan VP21 Pebble VD43 Cider VS86 Smoke VM97 Camel</p> <p>ARCCOM GIORGIO</p> <p>VM72 Mink VC42 Chamomile VC35 Cloud VI86 Ice Blue VM18 Moss VS23 Stone</p>
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LEATHER OPTIONS (ITHACA, ELMHURST & TRINITY HALL LOUNGE & LIBRARY SEATING ONLY)

<p>GRADE ONE MAMMUT</p> <p>LH36 Hunter Green LB25 Bone LB90 Burgundy LC09 Charcoal LC22 Chestnut LM10 Black LE77 Evergreen LR59 Royal LR83 Rubin LT68 Tan LI44 Ivory LP86 Parchment LP63 Pewter</p>	<p>GRADE TWO FINESSE</p> <p>ZB23 Bone ZB11 Black ZA27 Adriatic ZC81 Camel ZC15 Candied Violets ZC53 Cardinal ZC59 Chocolate ZL95 Lapis ZM67 Melon ZM65 Metallic ZT31 Taupe ZV73 Violet ZW25 White</p>	<p>GRADE THREE SPINNEYBECK VOLO</p> <p>VO931 Garnet VO939 Talc VO944 Sand VO951 Clay VO946 Thundercloud VO955 Marine Blue VO960 Parchment VO965 Shaker Ochre VO966 Papyrus VO970 Arbor Shade VO980 American Gothic VO982 Kilim VOBLK Black</p>	<p>GRADE FOUR SPINNEYBECK AQUA</p> <p>AU612 Saratoga Passage AU601 Arctic Sea AU605 Tahiti AU608 Botany Bay AU616 Cote d'Azur AU617 Black Sea AU621 Normandie AU622 Queen Mary AU626 Flying Cloud AU634 Cape Verde AU639 Aquitania AU640 Leviathan AU604 Del Mar</p>
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COM REGISTRATION FORM

Please register any Customer's Own Material (COM) or Customer's Own Leather (COL) with Bretford prior to sending your fabric sample. Simply fill out this application and fax it in to the COM specialist at the location listed below. The COM specialist will contact you by phone to issue a testing number.

All fabric/leather must be tagged with a testing number OR this form must be attached to the sample. One half yard fabric sample is necessary for testing COM; 6" x 6" leather sample is necessary for testing COL.

The fabric needs to be 54" wide. The yardage requirements may increase with larger repeats. Plaid, striped, or patterned fabric is not recommended. Please note you preferred fabric direction at the bottom of this page. We will honor your request for pattern direction or contact you if it is not feasible.

The COM specialist will contact you with an approval number after the fabric has been tested. When you send in your roll goods to be upholstered, please tag them with the approval number. It is important to tag with the testing or approval numbers for identification and tracking purposes. It will ensure that your order is accurate and delivered on time. Send all material to:

ITHACA, ELMHURST & TRINITY HALL **LOUNGE SEATING**

Bretford Library Systems Fax: 817-922-9854
c/o Charles Alan
2901 Stanley Avenue
Fort Worth, TX 76110

ITHACA, ELMHURST & TRINITY HALL **LIBRARY SEATING**

Bretford Library Systems Fax: 716-665-5168
c/o Fancher Chair
121 S. Work Street
Falconer, NY 14733

LEGACY **LIBRARY SEATING**

Bretford Library Systems Fax: 705-878-1864
c/o Holsag Customer Service
164 Needham Street
Lindsay, ON K9V 5R7 Canada

YOUR NAME: _____

COMPANY: _____

TELEPHONE #: _____

EMAIL ADDRESS: _____

JOB/CLIENT NAME: _____

PRODUCT TO UPHOLSTER: _____

QUANTITY / DESCRIPTION: _____

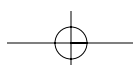
BRETFORD ORDER # OR
YOUR PURCHASE ORDER #: _____

FABRIC MANUFACTURER: _____

FABRIC STYLE: _____

FABRIC COLOR: _____

PREFERRED FABRIC DIRECTION: _____



FINISH OPTIONS

FINISHES FOR LIBRARY FURNITURE

Because no two facilities are alike, Bretford can make each library a completely unique entity. Bretford Library Systems can be specified in several powder paint colors, laminates, and veneers.

Visit our website at www.bretford.com to view all of our finish options. You may order a finish brochure or samples right on-line. You may also contact Bretford's Customer Service Department to receive a finish brochure or finish samples.

WOOD FINISHES

Products are available in Oak, Cherry, Maple, and Sapeli finishes as indicated. All of Bretford's finishes are carefully selected for uniformity of color and grain. Minor variations may occur due to the inherent characteristics of wood; therefore, the furniture you receive may not be a perfect match to our samples.

NON-STANDARD FINISHES

Delivery on laminates and veneers not offered in Bretford's finish options will require an extended lead time. Non-standard finishes also incur an upcharge. Contact our Project Team or Customer Service for more information.

FINISH OPTIONS

BASE COLORS	SOLID LAMINATES	PATTERNED LAMINATES		WOOD LAMINATES	WOOD VENEERS
EF Eiffel	003 Platinum	016 Grey Nebula	263 Clay Roletta	031 Fusion Maple	OK2 Natural Oak
TW Twilight	006 Antique White	019 Grey Glace	269 Umber Tempera	032 Wild Cherry	OK3 Dark Oak
KM Karma	009 Shadow	020 White Nebula	272 Paris White	075 Solar Oak	OK7 Medium Oak
CB Cabernet	030 Black	021 Cloud Nebula	286 Charcoal Essence	102 Banister Oak	OK6 Medium Cherry on Oak
VN Venus	045 Putty	029 Natural Nebula	301 Saffron Tigris	324 Amber Maple	OK5 Standard Cherry on Oak
QZ Quartz	050 Grey (Quartz)	042 Bronze Legacy	417 Creme Tranquility	336 Regency Mahogany	
CH Champagne	456 Shadow Blue	051 Graphite Nebula	466 Pewter Brush	458 Manitoba Maple	
PV Pavement	468 Maritime Grey	144 Green Legacy	474 Gray Tranquility	459 Windswept	OC2 Natural Cherry
CP Cappuccino	469 Wrought Iron	150 Navy Legacy	561 Limestone	461 Windswept Pewter	OC7 Medium Cherry
AN Anthracite	477 Neutral White	159 Maize Shibori	597 Metallic Gauze	472 Champagne Sagawood	OC8 Chau Cherry
TZ Topaz	605 Larkspur	164 Smoke Essence	653 Silver Alu Metalx	473 Grand Isle Maple	OC9 Retro Cherry
PL Polo	632 Bone White	168 Aluminite	655 Jute Gauze	658 Cocoa Maple	OM2 Natural Maple
CD Cardinal	650 Garden Mist	169 Charcoal Fusion	656 Flax Gauze	660 Natural Cherry	OS4 Sapeli
RN Raven		170 Ochre Tempera	657 White Essence	847 Empire Mahogany	
AR Arctic		201 Crayon			
SD Sand					
OX Onyx					
PT Pewter					
AL Aluminum					
PB Putty Beige					

FABRIC OPTIONS FOR TACKBOARD BACK PANELS

DESIGNTEX	BURCH FABRICS GROUP	DESIGNTEX
NICHE	TERRA	SINGING IN THE RAIN
ET1 Grout	TC4 Celery	RF9 Flaxseed
EN2 Concrete	TH5 Parchment	RN8 Nickel
EG3 Grain	TW6 Willow	RP7 Pumpkin
EY4 Clay	TT7 Taupe	RE6 Endive
EP5 Putty	TP8 Pewter	RM5 Moss
ES6 Sand	TM3 Mediterranean	RK4 Khaki
	TP1 Putty	RD3 Dusk
DESIGNTEX	BURCH FABRICS GROUP	
SENECAL	METALLATION	
SP9 Powder	MS1 Stainless Steel	
SS8 Snow	MB2 Etched Bronze	
SD7 Dust	MC3 Chrome	
SC6 Crush	MD4 Silvered	
SF5 Foliage	MW5 Wrought Iron	
SG4 Gravel	MP6 Copper Nugget	
ST3 Stone	MK7 Karat	