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## **BRETFORD LIBRARY SYSTEMS**

**High design meeting quality construction in Bretford's newest addition to its family of library products.** Introducing Ithaca, Elmhurst and Trinity Hall. Each line offers a distinct, unique style that allows them to fit perfectly in nearly any public, university, school or corporate library. Each collection includes a full spectrum of products from reading tables and carrels to lounge seating and occasional tables. Bretford's quality manufacturing knowledge and skill ensures each line will withstand years of use.

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# 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 call our Customer Service Department to receive a quote. All quotes take three to five days and will be return 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:**

Ten (10) 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 at 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.

## 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, 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](http://www.cap-online.com/products/index.asp)

# 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](http://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.

## 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 to Charles Alan for approval for upholstery use before the order is accepted.

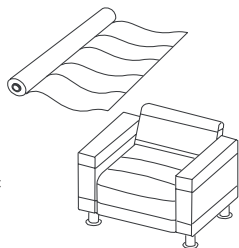
### Please mark all COM/COL material with the following information:

- Buyer's Name
- Client's Name
- Bretford Sales Order Number
- Product Model Number and Quantity
- Buyer's Purchase Order Number
- Fabric Pattern, Manufacturer and Model Number
- Mark on the fabric: Direction of Application

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

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

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.



Railroaded Fabric

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 ydg.</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

<u>Elmhurst Lounge Seating</u>			
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

<u>Trinity Hall Lounge Seating</u>			
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

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

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.

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.

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.

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.

## FINISH OPTIONS

### BASE COLORS

EF Eiffel  
TW Twilight  
KM Karma  
CB Cabernet  
VN Venus  
QZ Quartz  
CH Champagne  
PV Pavement  
CP Cappuccino  
AN Anthracite  
TZ Topaz  
PL Polo  
CD Cardinal  
RN Raven  
AR Arctic  
SD Sand  
OX Onyx  
PT Pewter  
AL Aluminum  
PB Putty Beige

### SOLID LAMINATES

003 Platinum  
006 Antique White  
009 Shadow  
030 Black  
045 Putty  
050 Grey (Quartz)  
456 Shadow Blue  
468 Maritime Grey  
469 Wrought Iron  
477 Neutral White  
605 Larkspur  
632 Bone White  
649 Cool Rock  
650 Garden Mist

### PATTERNED LAMINATES

015 Grey Moraine  
016 Grey Nebula  
018 Storm Nebula  
019 Grey Glace  
020 White Nebula  
021 Cloud Nebula  
029 Natural Nebula  
042 Bronze Legacy  
051 Graphite Nebula  
060 Grey Tigris  
144 Green Legacy  
150 Navy Legacy  
159 Maize Shibori  
164 Smoke Essence  
168 Aluminite  
169 Charcoal Fusion

170 Ochre Tempera  
201 Crayon  
263 Clay Roletta  
269 Umber Tempera  
272 Paris White  
286 Charcoal Essence  
301 Saffron Tigris  
417 Creme Tranquility  
466 Pewter Brush  
474 Gray Tranquility  
561 Limestone  
597 Metallic Gauze  
653 Silver Alu Metalx  
655 Jute Gauze  
656 Flax Gauze  
657 White Essence

### WOOD LAMINATES

031 Fusion Maple  
032 Wild Cherry  
075 Solar Oak  
102 Banister Oak  
303 Golden Anagre  
324 Amber Maple  
336 Regency Mahogany  
458 Manitoba Maple  
459 Windswept  
461 Windswept Pewter  
472 Champagne Sagawood  
473 Grand Isle Maple  
658 Cocoa Maple  
660 Natural Cherry  
847 African Walnut

### WOOD VENEERS

OK2 Natural Oak  
OK3 Dark Oak  
OK7 Medium Oak  
OK6 Medium Cherry  
on Oak  
OK5 Standard Cherry  
on Oak  
OC2 Natural Cherry  
OC7 Medium Cherry  
OC8 Chau Cherry  
OC9 Retro Cherry  
OM2 Natural Maple  
OS4 Sapeli

## FABRIC OPTIONS

### GRADE ONE MOMENTUM HUE

SD01 Dandelion  
SC07 Camel  
SS02 Sky  
SG04 Golden  
SC03 Currant  
SC05 Char  
SB06 Black  
**DESIGNTEX  
DREAMWEAVER**  
SY37 Blue Eyes  
SB99 Brown Sugar  
SG65 Grass  
SH06 Brick House  
SL78 Love Me Tender  
SE46 Ebony and Ivory  
SP15 Parsley Sage  
**DESIGNTEX DAKAR**  
SF08 Firefly  
SA09 Oasis  
SS10 Shiraz  
SA11 African Daisy  
SD12 Sand Dune  
SZ13 Calabaza  
SR14 Masai Red

### GRADE TWO DESIGNTEX COPA

PC42 Carob  
PY22 Eucalyptus  
PE07 Ebony  
PP61 Cypress  
PV72 Cordovian  
PM55 Moss  
PZ48 Zinc  
**MOMENTUM NOVO**  
PE22 Sage  
PP23 Plum  
PX24 Onyx  
PR25 Earth  
PC26 Spice  
PT27 Grotto  
PL28 Flax  
**MOMENTUM POSH**  
PT20 Tuxedo  
PS18 Shadow  
PB05 Breeze  
PS16 Sable  
PB03 Bordeaux  
PM13 Martini  
PV21 Vineyard

### GRADE THREE MOMENTUM ZEN

TI31 Incense  
TB30 Bonsai  
TB32 Bamboo  
TL29 Lotus  
TL34 Lacquer  
TS33 Shale  
TG35 Ginseng  
**DESIGNTEX WOOL  
SUEDE 2**  
TO17 Olive  
TG22 Green Tea  
TB55 Persimmon  
TS37 Shale  
TS61 Sesame  
TB40 Black  
TS79 Stone  
**ARCCOM RETRO**  
TB13 Bark  
TH82 Heather Gray  
TE55 Espresso  
TG37 Graphite  
TB66 Bordeaux  
TM45 Midnight  
TM47 Mocha

### GRADE FOUR DESIGNTEX KALAHARI

FH33 Earth  
FF34 Buffalo  
FT35 Stallion  
FN36 Cinnamon  
FM37 Madder  
FA38 Flame  
FD39 Cinder  
**ARCCOM FRANCESCA  
WOOL**  
FF10 Forest  
FG02 Granite  
FS85 Slate  
FM73 Moss  
FR16 Russet  
FT49 Topaz  
FM67 Mink  
**MOMENTUM INFUSION**  
FD02 Dijon  
FA96 Azure  
FS23 Sisal  
FL58 Lime  
FL37 Sultan  
FU49 Cumin  
FN68 Wine

### GRADE FIVE DESIGNTEX CELESTE

VM56 Meadow  
VO78 Oxford  
VC39 Cordovan  
VP21 Pebble  
VD43 Cider  
VS86 Smoke  
VM97 Camel  
VM72 Mink  
VC42 Chamomile  
VC35 Cloud  
VI86 Ice Blue  
VM18 Moss  
VS23 Stone

### GRADE SIX INSTYLE RETRO

XC14 Cactus  
XC32 Chimney  
XP55 Poison  
XO93 Opium  
XR96 Raisin  
XT34 Tangerine  
XP09 Putty  
**INSTYLE SPIN**  
XU46 Truth  
XW50 Win  
XS69 Sensation  
XY47 Way  
XL44 Line  
XT43 Top  
XC45 City  
**INSTYLE HULA**  
XP72 Hoop  
XT75 Twirl  
XB73 Blast  
XH67 Hips  
XC59 Champ  
XM43 Time  
XG24 Hang

## LEATHER OPTIONS

### GRADE ONE MAMMUT

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

### GRADE TWO FINESSE

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

### GRADE THREE SPINNEYBECK VOLO

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

### GRADE FOUR SPINNEYBECK AQUA

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