HOW TO ORDER AN ALLSEATING CHAIR

Choose your chair, and follow the steps below:

For specific applications, please check the Product Application Guide on page 16. If you have any questions about your order or the ordering process, please contact Allseating's Customer Service Department at **1-800-563-3502**.

1 STEP 1: MODEL CODE

Determine your MODEL CODE. The boxes on the bottom left of each pricing page indicate the Series, Back Style, Controls, and Arms available. These boxes correspond to the Model Code column in the chart.

2 STEP 2: OPTION CODES

Select your OPTION CODES. Refer to the Option Code availability and the upcharge for each option. Choose the options you require, and fill in the boxes with the appropriate code. Please add additional boxes as necessary. If you do not fill in any option codes, you will be shipped the Standard Components.

3 STEP 3: FABRIC CODE

Select your FABRIC CODE. Refer to the Allseating fabric cards, and select your fabric. The pricing pages indicate net prices for Group 1 - Group 8 Fabrics, as well as Leather 1-3. Enter your selected Fabric Code into the appropriate box. Allseating customers may provide their own fabric or leather, and if you wish to do so, please see page 9 for COM and COL information.

Check your completed codes for accuracy and completeness. As an example, if ordering a Therapod® Therapist Highback with Deluxe Tilt J-Bar Mechanism, Multi-Functional Arm, Hard Surface Casters and Seat Slider with Stucco Carbon Fabric (F2-ST905), your completed model code should look like this:

50180 - MF - H - SS - F2 - ST905 Carbon
Model Code: 50180 - MF
Option Code: H - SS
Fabric Code: F2 - ST905 Carbon

If you prefer to order one of our most popular chairs, simply select a Fabric Code from the Allseating Fabric Cards and complete the Fabric Code box.

4 STEP 4: DETERMINE YOUR FINAL NET PRICE

The group of the fabric you select determines the net price of your chair. Please refer to the price chart on the top right of the pricing page to determine the net price.

If options are selected, add the corresponding upcharge to the net price.

i.e. Therapod® Therapist Highback with Deluxe Tilt J-Bar Mechanism, Multi-Functional Arm, Hard Surface Casters and Seat Slider with Stucco Carbon Fabric (F2-ST905 Carbon)

Model Code	Option Code	Fabric
50180-MF	H-SS	F2-ST905 CARBON

5018-MF $444 + H $10 + SS $28

Final Net Price = $482

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PLACE YOUR ORDER!

Fax the following information to Allseating's Customer Service Department at **1-800-272-9911**.

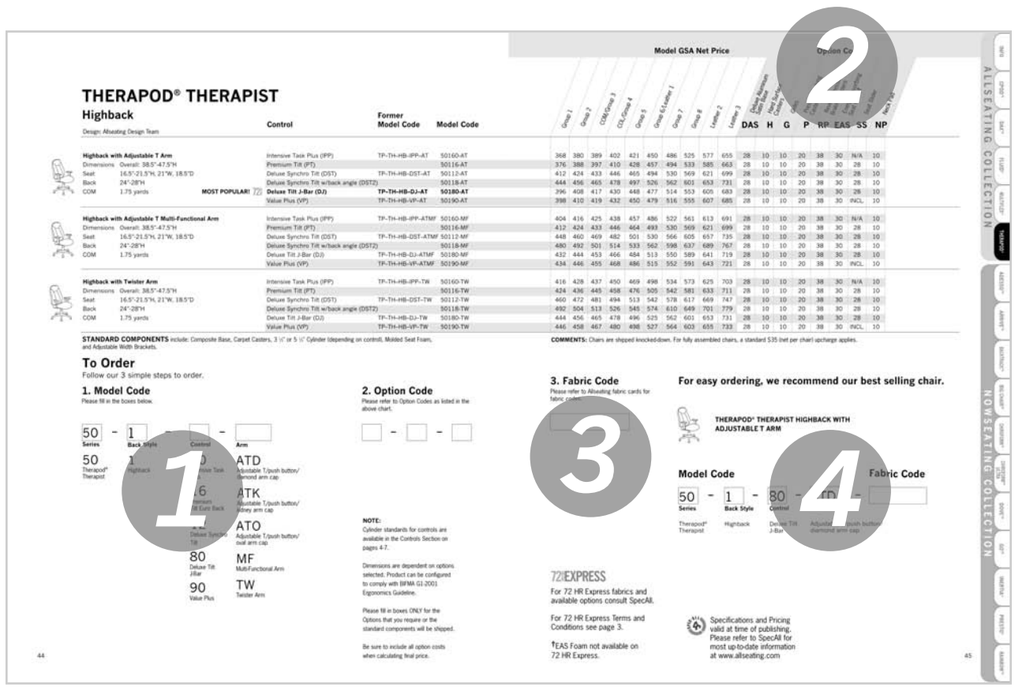
a) Completed Model Code with corresponding Options and Fabric codes.

b) Final pricing. Please ensure that you calculate all of your selected options into your final price, as well as any discounts.

c) Completed Purchase Order on company stationary or company letterhead, and include:
- a purchaser's signature
- a ship to address
- phone number and e-mail address.

Please ensure that the Purchase Order is made out to:
Allseating, 5800 Avebury Road, Unit 3, Mississauga, Ontario Canada L5R 3M3.

You will receive a confirmation from Customer Service within 72 hours of receiving your Purchase Order, providing all correct information is received. Thanks for your order!

Please be aware that Allseating ships in K.D. (knocked down) format. If you require your chairs to be shipped fully assembled, contact Customer Service for a special quote.

NOTE: For complete credit information, please refer to Allseating's 'Order Acceptance Policy' and 'Credit Terms' available on the back cover of this catalog, under 'Conditions of Sale'.