

SHIPPING PROGRAM

The list prices shown in this Pricer are shipped free of charge when the appropriate qualifications are met as outlined below. Only shipments to loading docks or approved drop-off locations are eligible for the free shipping program. Special shipping circumstances will carry additional charges. These include, but are not limited to, inside delivery, residential deliveries, request for delivery appointment, overnight, 2-day and 3-day deliveries and incorrect shipping address.

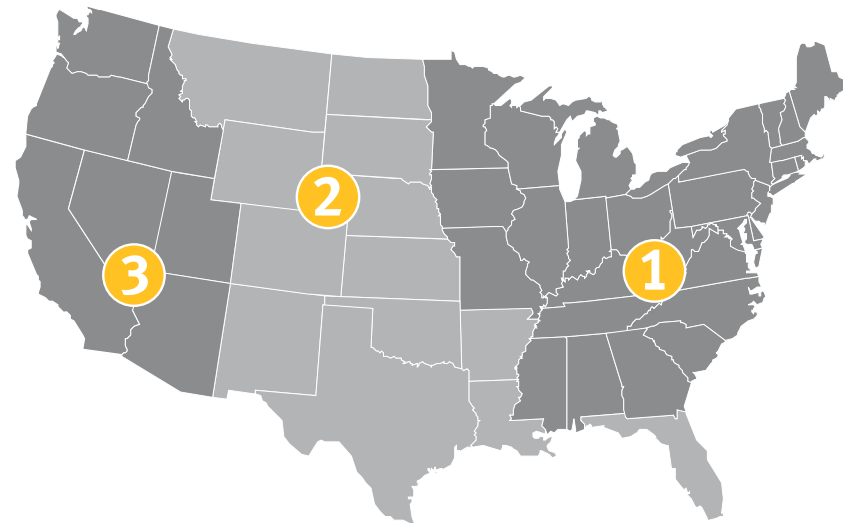
Seating Inc. reserves the right to ship via its carrier of choice and to modify its Free Shipping Program for specific accounts for any reason (i.e. Credit delinquency, undeliverable address for Seating Inc.'s choice of carrier, discount programs, etc).

The Zone to use to determine the free shipping qualifications is based upon the ship-to destination not upon the originating location of the order. Orders shipped to multiple locations may not be combined to qualify for free shipping.

QUALIFICATIONS FOR FREE SHIPPING:

Look in the appropriate Zone table for the qualifications for free freight on your order. If you meet, or exceed the minimum qualified number of chairs as stated below then you order will be shipped freight free. GSA orders are shipped freight free with no minimum quantities.

**Stackable Chairs do have additional freight charges. They are shipped 2 chairs per carton. Add \$8.00 net per chair if split carton under 20 chairs.*



ZONE 1

- All orders of 7 chairs or more are shipped freight free.
- A \$5.00 per chair charge for orders of 6 chairs or less will be added to the invoice.

Alabama	New Jersey
Connecticut	New York
Delaware	North Carolina
Georgia	Ohio
Illinois	Pennsylvania
Indiana	Rhode Island
Iowa	South Carolina
Kentucky	Tennessee
Maine	Vermont
Maryland	Virginia
Massachusetts	Washington, DC
Michigan	West Virginia
Minnesota	Wisconsin
Missouri	
New Hampshire	

ZONE 2

- All orders of 10 chairs or more are shipped freight free.
- A \$12.50 per chair charge for orders of 9 chairs or less will be added to the invoice.

Arkansas
Colorado
Florida
Kansas
Louisiana
Mississippi
Montana
Nebraska
New Mexico
North Dakota
Oklahoma
South Dakota
Texas
Wyoming

ZONE 3

- All orders of 100 chairs or more are shipped freight free.
- A \$15.00 per chair charge for orders of 99 chairs or less will be added to the invoice.

Arizona
California
Idaho
Nevada
Oregon
Utah
Washington

PACKAGING & FREIGHT CLAIMS

Every consideration is given to ensuring that our products are received by you, or your customer, in the same condition as when it leaves our factory. We know your order is not complete until this is accomplished. All of our products are either shipped via UPS or private carrier. This is determined by the number of cartons required for shipping your order and the destination location.

PRIVATE CARRIER PACKAGING

Only orders that are big enough to fill at least a truckload are considered for private carrier shipments. All products shipped via private carrier are COMPLETELY ASSEMBLED for the ease and convenience of our customers. This “Out-of-the-Box” technique saves time and money and makes certain the product is ready-to-use immediately. All cartons for private carrier shipment have:

- 350lb. double wall construction
- Glued and taped corners for added strength
- Task, stools, and executive seating shipped 1 per carton
- Guest seating– non stackable shipped 1 per carton
- Pre formed Base Tray to hold chair base securely through shipment
- Guest seating – Stackable shipped 2 per carton

For large quantity orders, we are happy to deliver cardboard wrapped, sometimes referred to as blanket wrapped, fully assembled orders. This is the most convenient way to receive chairs – there are no boxes to break down or unpack – simply roll the chairs off the truck into your customer's space. Cardboard wrapping may not be suitable for all chair types and textiles. Call us directly to set up this service.

LTL PACKAGING

Many of our products are shipped using LTL (Less than Truckload) carriers. Products packaged for LTL shipments may use combinations of private & UPS packaging as we see fit. Orders that do not fill at least a truckload, will be subject to shipment by LTL.

UPS PACKAGING

All products shipped via UPS feature “Easy Assembly” and any tools necessary are included with the shipment. This technique makes assembly simple and quick so that you can have your customer set-up in minutes.

We have worked diligently with this carrier to ensure that our cartons, packaging, labeling, etc., not only meet their restrictions for size and weight, but more importantly will arrive at its destination with the least likelihood of any damage. All cartons for UPS shipments have:

- 350lb. durable construction
- Cardboard “Cross Inserts” to prevent side impact shock to the chair
- “Hand Hold Cutouts” for easy lifting
- Separate boxed insert for pneumatic cylinder and cylinder cover
- Stapled corners for added strength
- “Blown Foam” padding to prevent impact shock to the chair
- Task, stools and executive seating shipped 1 per carton
- Guest seating – non stackable shipped 1 per carton
- Guest seating – stackable shipped 2 per carton

FREIGHT CLAIMS

Even though we take every precaution to ensure your order arrives with no damage, we cannot control events that may take place in transit. It is the responsibility of the party receiving the shipment to inspect it for signs of damage before signing the bill of lading. **Signing the bill of lading releases the carrier and Seating Inc. from any responsibility for damages occurring during transit.**

Caution: After obtaining a clear receipt for shipment, the delivering carrier is no longer responsible for damage or shortages. It is your responsibility to report any shortages or outward damages on the bill of lading. You protect yourself by refusing shipments showing damage or shortage until transportation carrier has noted on the delivery sheet the extent of the damage or shortage.

In the event of “hidden damage” it is the responsibility of the party receiving the shipment to contact Seating Inc. immediately. Damage to contents must be reported within 2 days from the date of delivery. If at all possible, please take pictures of the damage. All merchandise should be retained in the original shipping container, in the same condition it was in when loss or damage was discovered.

If you experience concealed damage:

1. Call Seating Inc. to report the damage immediately. Then write an affidavit giving date damaged product was received and the damage incurred. If possible take pictures of the damage.
2. Retain all merchandise in the original container.
3. Contact Seating Inc.'s shipping department (800.468.2475) to advise them of the damage situation and be prepared to provide detailed order and product information.
4. Send a copy of your affidavit to Seating Inc. and any pictures, if available. It will be the responsibility of Seating Inc. to file a cargo claim within prescribed time limits and to respond to any requests from the carrier for supporting documentation. The damaged product must be retained until the claim is resolved, or until the claimant is given disposition by the carrier.