

March 2018



FILING & STORAGE



INDEX

PEDESTAL FILES	1
Standard 15” Wide Pedestal Files	2
Low-Height Freestanding Pedestal Files	5
10” Wide Mobile Pedestal Files	6
Pedestal File Options & Accessories	7
LATERAL FILES	10
Standard Lateral Files	11
Low-Profile (1.5-High) Lateral Files and Bookcases	12
Storage Cabinet-Lateral File Combination Cabinets (“SLFs”)	13
Bookcase-Lateral File Combination Cabinets (“BLFs”)	14
Pedestal File-Lateral File Combination Cabinets (“Combo Centers”)	15
2-High Bookcase-Lateral File Combination Cabinets	16
Lateral Files with Individual Locking Drawers	16
Lateral Files with 6” Drawers	17
Lateral File Options & Accessories	17
STORAGE CABINETS.....	20
Double-Door Storage Cabinets with Shelves	21
Double-Door Storage Cabinets with Coat Rod.....	22
Double-Door Storage Towers with Coat Rod and Shelves (“STWs”)	22
Single-Door Storage Cabinets with Shelves – 15w & 18w	23
Single-Door Storage Cabinets with Coat Rod – 15w & 18w	23
BOOKCASES.....	24
Standard 14” Deep Bookcases	25
Lateral-Depth Bookcases	26
Bookcase Accessories	27
OVERHEAD STORAGE CABINETS & SHELVES	28
TOWERS	30
Bookcase Towers	31
Cupboard Towers.....	31
Wardrobe-Bookcase Towers.....	32
Wardrobe-Cupboard Towers	32
Mobile Wardrobe-Cupboard Towers.....	33
Tower Accessory - Work Surface Support Bracket.....	33
Single-Door Wardrobe Towers – 9w & 12w	34
VERTICAL FILES	35
CENTER DRAWERS	36
Metal Center Drawer.....	36
Plastic Center Drawer	36

LOCKS AND KEYS	37
PULLS	39
PAINT COLORS	40
FABRICS FOR CUSHION TOPS	41
HOW TO ORDER	42
TERMS OF SALE	46
Pricing and Freight.....	46
Shipping Costs – Accessories	46
Order Placement.....	46
Order Acknowledgement	46
Lead Times.....	46
Changes and Cancellations	46
Shipping Terms	46
Freight Delivery Times / Special Requests.....	46
Freight Damage Claims	46
Invoicing and Payment Terms	47
Taxes	47
Warranty	47
Contact Information	47

www.metalarcinc.com

3792 E. Ellis Rd.
Muskegon, MI 49444
PH: (231) 865-3111
FAX: (231) 865-2037



PEDESTAL FILES

QUALITY STANDARD FEATURES

- Full-extension, ball-bearing drawer slides with quick disconnect and anti-rebound features
- Double-wall drawer fronts with sound-absorption material
- Drawer bodies with double-wall sides
- Pre-installed counterweights in all freestanding and mobile pedestal files
- Leveling glides with 1" adjustability in all standard work surface supporting and freestanding pedestal files
- Cabinets meet or exceed ANSI-BIFMA standards for safety and reliability

VERSATILITY

- Four standard styles: work surface supporting, freestanding, mobile, and hanging
- Various drawer configurations
- Three standard depths (18", 22" and 28") and several standard heights

COMPATIBILITY

- Work surface supporting pedestal files can be aligned horizontally with Metal Arc's 2-high lateral files and storage cabinets, allowing the products to be used side-by-side under a work surface.

OPTIONAL ACCESSORIES

- Pencil trays
- Box drawer dividers
- Hanging bars for side-to-side filing in file drawers
- Additional pulls for mobile pedestal files (for easier transport)



Standard 15” Wide Pedestal Files

Work Surface Supporting Pedestal Files

- Top channels attach to underside of work surface



Box/Box/File (BBF)



File/File (FF)



4 Box Dwrs (BBBB)

Product No.	H	W	D	Pkg Wt	List Price
PWS27h18d-BBF	27-½	15	18	55 lbs	\$564
PWS27h18d-FF	27-½	15	18	50 lbs	\$523
PWS27h18d-BBBB	27-½	15	18	60 lbs	\$604
PWS27h22d-BBF	27-½	15	22	61 lbs	\$575
PWS27h22d-FF	27-½	15	22	56 lbs	\$535
PWS27h22d-BBBB	27-½	15	22	66 lbs	\$617
PWS27h28d-BBF	27-½	15	28	70 lbs	\$635
PWS27h28d-FF	27-½	15	28	64 lbs	\$594
PWS27h28d-BBBB	27-½	15	28	76 lbs	\$677

Freestanding Pedestal Files

- Solid top and counterweight included



Box/Box/File (BBF)



File/File (FF)



4 Box Dwrs (BBBB)

Product No.	H	W	D	Pkg Wt	List Price
PFS27h18d-BBF	27-½	15	18	75 lbs	\$582
PFS27h18d-FF	27-½	15	18	71 lbs	\$541
PFS27h18d-BBBB	27-½	15	18	80 lbs	\$622
PFS27h22d-BBF	27-½	15	22	83 lbs	\$600
PFS27h22d-FF	27-½	15	22	77 lbs	\$559
PFS27h22d-BBBB	27-½	15	22	89 lbs	\$642
PFS27h28d-BBF	27-½	15	28	93 lbs	\$665
PFS27h28d-FF	27-½	15	28	86 lbs	\$624
PFS27h28d-BBBB	27-½	15	28	100 lbs	\$707

Mobile Pedestal Files – 27” High

- Includes 4 black plastic casters - 2 locking, 2 non-locking (casters ship detached)
- Solid top and counterweight included
- Fits under most standard-height desks



Box/Box/File (BBF)



File/File (FF)



4 Box Dwrs (BBBB)

Product No.	H	W	D	Pkg Wt	List Price
PMB27h18d-BBF	27- ⁵ / ₁₆	15	18	77 lbs	\$605
PMB27h18d-FF	27- ⁵ / ₁₆	15	18	73 lbs	\$564
PMB27h18d-BBBB	27- ⁵ / ₁₆	15	18	80 lbs	\$645
PMB27h22d-BBF	27- ⁵ / ₁₆	15	22	84 lbs	\$624
PMB27h22d-FF	27- ⁵ / ₁₆	15	22	79 lbs	\$582
PMB27h22d-BBBB	27- ⁵ / ₁₆	15	22	89 lbs	\$666
PMB27h28d-BBF	27- ⁵ / ₁₆	15	28	95 lbs	\$688
PMB27h28d-FF	27- ⁵ / ₁₆	15	28	88 lbs	\$647
PMB27h28d-BBBB	27- ⁵ / ₁₆	15	28	100 lbs	\$730

Mobile Pedestal Files – 22” High

- Includes 4 black plastic casters - 2 locking, 2 non-locking (casters ship detached)
- Solid top and counterweight included



Box/File (BF)



Box/Box/Box (BBB)

Product No.	H	W	D	Pkg Wt	List Price
PMB22h18d-BF	22- ³ / ₈	15	18	65 lbs	\$524
PMB22h18d-BBB	22- ³ / ₈	15	18	69 lbs	\$560
PMB22h22d-BF	22- ³ / ₈	15	22	70 lbs	\$536
PMB22h22d-BBB	22- ³ / ₈	15	22	75 lbs	\$571
PMB22h28d-BF	22- ³ / ₈	15	28	78 lbs	\$582
PMB22h28d-BBB	22- ³ / ₈	15	28	84 lbs	\$624

Cushion Top Mobile Pedestal Files – 24” High

- Includes counterweight and 4 black plastic casters - 2 locking, 2 non-locking (casters ship detached)
- Cushion tops may be ordered in any CF Stinson New Hempstead or Bryant Park fabric. These fabrics may be viewed at <http://metalarcinc.com/office-furniture/options/fabrics-for-cushion-tops>.
- See page 41 for information on customer-provided fabrics.



Box/File (BF)



Box/Box/Box (BBB)

Product No.	H	W	D	Pkg Wt	List Price
PCM24h18d-BF	24- ¹ / ₈	15	18	68 lbs	\$708
PCM24h18d-BBB	24- ¹ / ₈	15	18	72 lbs	\$743
PCM24h22d-BF	24- ¹ / ₈	15	22	73 lbs	\$722
PCM24h22d-BBB	24- ¹ / ₈	15	22	78 lbs	\$757

Hanging Pedestal Files – 25” High

- Mounting hardware included



Box/Box/File (BBF)



File/File (FF)

Product No.	H	W	D	Pkg Wt	List Price
PHG25h18d-BBF	25- ⁵ / ₈	15	18	53 lbs	\$553
PHG25h18d-FF	25- ⁵ / ₈	15	18	49 lbs	\$512
PHG25h22d-BBF	25- ⁵ / ₈	15	22	60 lbs	\$571
PHG25h22d-FF	25- ⁵ / ₈	15	22	54 lbs	\$530

Hanging Pedestal Files – 19” High

- Mounting hardware included



Box/File (BF)



Box/Box/Box (BBB)

Product No.	H	W	D	Pkg Wt	List Price
PHG19h18d-BF	19- ⁵ / ₈	15	18	41 lbs	\$437
PHG19h18d-BBB	19- ⁵ / ₈	15	18	45 lbs	\$465
PHG19h22d-BF	19- ⁵ / ₈	15	22	45 lbs	\$454
PHG19h22d-BBB	19- ⁵ / ₈	15	22	51 lbs	\$483

Hanging Pedestal Files – 13” High

- Mounting hardware included



Box/Box (BB)



File (F)

Product No.	H	W	D	Pkg Wt	List Price
PHG13h18d-BB	13- ⁵ / ₈	15	18	33 lbs	\$407
PHG13h18d-F	13- ⁵ / ₈	15	18	28 lbs	\$379
PHG13h22d-BB	13- ⁵ / ₈	15	22	36 lbs	\$425
PHG13h22d-F	13- ⁵ / ₈	15	22	31 lbs	\$397

Hanging Pedestal Files – 7” High

- Mounting hardware included



Box (B)

Product No.	H	W	D	Pkg Wt	List Price
PHG07h18d-B	7- ⁵ / ₈	15	18	22 lbs	\$273
PHG07h22d-B	7- ⁵ / ₈	15	22	24 lbs	\$291

Low-Height Freestanding Pedestal Files

Special low-height freestanding pedestal files are designed for use with lower work surfaces and adjustable-height tables. These special-height cabinets do not have a standard toe kick area. As a result, the drawers on these low-height pedestal files do not align horizontally with the drawers or doors on standard Metal Arc pedestal files, lateral files or storage cabinets.

26” High Freestanding Pedestal Files

- Solid top and counterweight included
- Includes leveling glides
- Special-order item – minimum 15 business day lead time



Box/Box/File (BBF)



File/File (FF)

Product No.	H	W	D	Pkg Wt	List Price
PFS26h18d-BBF	26- ¹ / ₈	15	18	75 lbs	\$615
PFS26h18d-FF	26- ¹ / ₈	15	18	71 lbs	\$574
PFS26h22d-BBF	26- ¹ / ₈	15	22	82 lbs	\$634
PFS26h22d-FF	26- ¹ / ₈	15	22	77 lbs	\$592

20” High Freestanding Pedestal Files

- Solid top and counterweight included
- Includes leveling glides
- Special-order item – minimum 15 business day lead time



Box/File (BF)



Box/Box/Box (BBB)

Product No.	H	W	D	Pkg Wt	List Price
PFS20h18d-BF	20- ¹ / ₈	15	18	63 lbs	\$534
PFS20h18d-BBB	20- ¹ / ₈	15	18	67 lbs	\$570
PFS20h22d-BF	20- ¹ / ₈	15	22	68 lbs	\$546
PFS20h22d-BBB	20- ¹ / ₈	15	22	73 lbs	\$581

10” Wide Mobile Pedestal Files

Special 10” wide mobile pedestal files provide an ideal solution for limited space workstations.

Metal Arc’s 10w mobile files come standard with side-to-side filing bars. Side-to-side filing of legal folders is possible in 22d files but is not possible in 18d files.

10w pedestal files are available with Full Pulls (Self Handled), Arc Pulls, Bar Pulls, Droop Pulls, Twist Pulls and Short Rod Pulls.

Ellipse Pulls, J Pulls, Aluminum Insert Pulls, Matching Pulls, Recessed Pulls and Long Rod Pulls are not available on 10w pedestal files.



10w Mobile Pedestal Files

- Includes 4 black plastic casters - 2 locking, 2 non-locking (casters ship detached)
- Solid top and counterweight included



Box/File (BF) with Full Pulls

Product No.	H	W	D	Pkg Wt	List Price
PMB10w-22h18d-BF	22- ³ / ₈	10	18	50 lbs	\$522
PMB10w-22h22d-BF	22- ³ / ₈	10	22	55 lbs	\$534

10w Cushion Top Mobile Pedestal Files

- Includes counterweight and 4 black plastic casters - 2 locking, 2 non-locking (casters ship detached)
- Cushion tops may be ordered in any CF Stinson New Hempstead or Bryant Park fabric. These fabrics may be viewed at <http://metalarcinc.com/office-furniture/options/fabrics-for-cushion-tops>.
- See page 41 for information on customer-provided fabrics.



Box/File (BF) with Bar Pulls

Product No.	H	W	D	Pkg Wt	List Price
PCM10w-24h18d-BF	24- ¹ / ₈	10	18	54 lbs	\$706
PCM10w-24h22d-BF	24- ¹ / ₈	10	22	59 lbs	\$720

Pedestal File Options & Accessories

Pencil Trays for Standard 15w Peds



- Black plastic pencil trays feature four compartments for the storage of pencils, pens, paper clips, etc.

Factory Installed	
Product No.	List Price
add "P" and the quantity desired as suffixes to the product number (<i>e.g.</i> , "-P1")	\$12/each
Sold Separately	
Product No.	List Price
PENTRAY	\$12/each

Pencil Trays for Special 10w Peds



- Black plastic pencil trays feature three compartments for the storage of pencils, pens, paper clips, etc.

Factory Installed	
Product No.	List Price
add "P" and the quantity desired as suffixes to the product number (<i>e.g.</i> , "-P1")	\$12/each
Sold Separately	
Product No.	List Price
PENTRAY 10W	\$12/each

Box Drawer Dividers for Standard 15w Peds



- Black plastic dividers are used to compartmentalize pedestal box drawers.
- Available for 15w pedestal files only

Factory Installed	
Product No.	List Price
add "D" and the quantity desired as suffixes to the product number (<i>e.g.</i> , "-D2")	\$12/each
Sold Separately	
Product No.	List Price
DIVIDER	\$12/each

Hanging File Bars (for Side-to-Side Filing) for Standard 15w Peds



- Black plastic hanging file bars allow for side-to-side filing in file drawers.
- One pair is required per file drawer. Thus, a file/file ped would require two sets (“-H2”).
- **IMPORTANT:** Side-to-side filing of legal folders is not possible in 18d pedestal files.

Factory Installed	
Product No.	List Price
add “H” and the quantity (pairs) desired as suffixes to the product number (<i>e.g.</i> , “-H2”)	\$9/pair

Sold Separately (in pairs)	
Product No.	List Price
HANGBARS	\$9/pair

Additional Pull Mounted to Lock Cover (for Mobile Pedestal Files)

- Allows for easier moving and storage of mobile pedestal files under a work surface
- Available on any size or style of mobile pedestal file
- Choice of Arc, Bar, Droop, Short Rod, or Twist Pulls
- \$30 list price upcharge
- To order, add one of the following suffixes to the end of the product number (*e.g.*, PMB22h22d-BF-A-BU-P0-D0-H0-L-**LCA**):

- ✓ LCA (Arc Pull)
- ✓ LCB5 (Bar Pull)
- ✓ LCD (Droop Pull)
- ✓ LCO (Short Rod Pull)
- ✓ LCT (Twist Pull)



LCA (Arc Pull on Lock Cover)



LCB5 (Bar Pull on Lock Cover)



LCD (Droop Pull on Lock Cover)



LCO (Short Rod Pull on Lock Cover)



LCT (Twist Pull on Lock Cover)

Luggage-Style Tote Pull for Mobile Pedestal Files

- Allows for easy transport of mobile pedestal files between workstations
- Steel tube construction with foam cushion grip
- Handle stows behind the pedestal file
- \$150 list price upcharge
- To order, add the suffix “TP” (for “Tote Pull”) to the end of the product number. Put the “TP” suffix last when ordering both a lock cover pull and a luggage-style tote pull on the same pedestal file (*e.g.*, PMB22h22d-BF-A-AW-P0-D0-H0-U-LCA-**TP**).



Cushion Tops Sold Separately

- 1.5” high cushion with welt trim
- Convert any standard Metal Arc mobile or freestanding file into a cushion top file
- Includes hook & loop fasteners for easy installation onto an existing file with a steel top
- Cushion tops may be ordered in any CF Stinson New Hempstead or Bryant Park fabric. These fabrics may be viewed at <http://metalarcinc.com/office-furniture/options/fabrics-for-cushion-tops>.
- See page 41 for information on customer-provided fabrics.
- A \$20 net small order processing charge applies to any stand-alone order for less than 5 cushions.



Product No.	H	W	D	List Price
PEDCUSHION 10w18d	1-1/2	10	18	\$204
PEDCUSHION 10w22d	1-1/2	10	22	\$209
PEDCUSHION 15w18d	1-1/2	15	18	\$205
PEDCUSHION 15w22d	1-1/2	15	22	\$210

LATERAL FILES

QUALITY STANDARD FEATURES

- Full-extension, ball-bearing drawer slides
- Safety interlock system allows only one drawer to be opened at a time
- Drawer bodies with double-wall sides
- Leveling glides with 1" adjustability
- Two file bars in each drawer for side-to-side filing of letter, A4, or legal-sized file folders
- Cabinets meet or exceed ANSI-BIFMA standards for safety and reliability

COMPATIBILITY

- Horizontal alignment with Metal Arc's storage cabinets and work surface supporting pedestal files

OPTIONAL ACCESSORIES

- Hanging file bars to accommodate front-to-back filing
- Counterweights for added stability in freestanding applications



Standard Lateral Files



OLF5hB with a Fixed Shelf

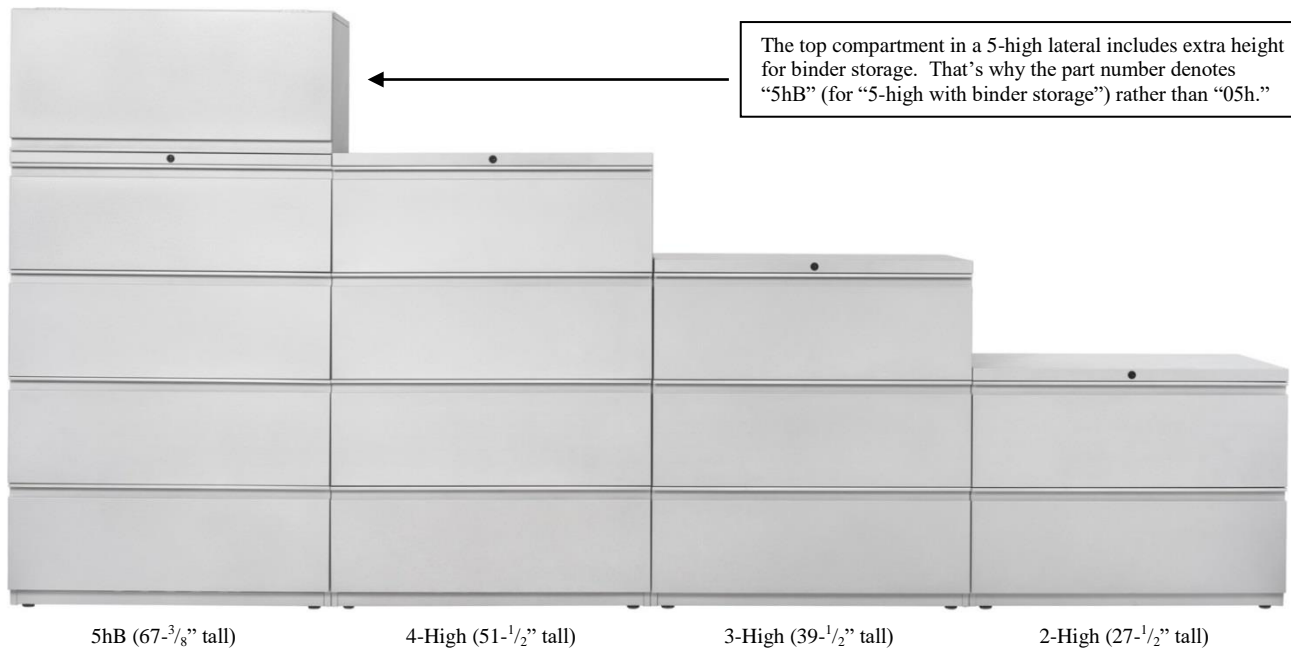


5X-OLF5hB with a Roll-Out Drawer



Optional Soft-Down Flipper Slides (see page 18)

Product No.	H	W	D	Pkg Wt	List Price
2-High Lateral Files					
OLF02h30w	27- ¹ / ₂	30	18	96 lbs	\$833
OLF02h36w	27- ¹ / ₂	36	18	110 lbs	\$888
OLF02h42w	27- ¹ / ₂	42	18	125 lbs	\$977
3-High Lateral Files					
OLF03h30w	39- ¹ / ₂	30	18	130 lbs	\$1,127
OLF03h36w	39- ¹ / ₂	36	18	150 lbs	\$1,201
OLF03h42w	39- ¹ / ₂	42	18	175 lbs	\$1,321
4-High Lateral Files					
OLF04h30w	51- ¹ / ₂	30	18	170 lbs	\$1,388
OLF04h36w	51- ¹ / ₂	36	18	196 lbs	\$1,479
OLF04h42w	51- ¹ / ₂	42	18	225 lbs	\$1,626
5hB Lateral Files with a Fixed Shelf in the Top Position					
OLF5hB30w	67- ³ / ₈	30	18	200 lbs	\$1,737
OLF5hB36w	67- ³ / ₈	36	18	230 lbs	\$1,852
OLF5hB42w	67- ³ / ₈	42	18	260 lbs	\$2,036
5hB Lateral Files with a Roll-Out Drawer in the Top Position					
5X-OLF5hB30w	67- ³ / ₈	30	18	210 lbs	\$1,887
5X-OLF5hB36w	67- ³ / ₈	36	18	245 lbs	\$2,002
5X-OLF5hB42w	67- ³ / ₈	42	18	275 lbs	\$2,186



IMPORTANT: Unless noted otherwise, Metal Arc lateral files do not come standard with counterweights. For stability, counterweights are required for all heights and widths of lateral files unless the cabinet is to be anchored (to a wall or the floor) or ganged properly to another cabinet to prevent tipping. See page 17 for counterweight ordering information.

Low-Profile (1.5-High) Lateral Files and Bookcases

1.5-High Box/File Lateral Files



Product No.	H	W	D	Pkg Wt	List Price
OLF1.5h30w	21- ¹ / ₂	30	18	144 lbs	\$880
OLF1.5h36w	21- ¹ / ₂	36	18	158 lbs	\$920
OLF1.5h42w	21- ¹ / ₂	42	18	172 lbs	\$980

- Includes counterweights
- Leveling glides with 1" adjustability
- Horizontal alignment with 1.5h bookcases

1.5-High Bookcases



Product No.	H	W	D	Pkg Wt	List Price
BKLD1.5h18w	21- ¹ / ₂	18	18	45 lbs	\$560
BKLD1.5h24w	21- ¹ / ₂	24	18	50 lbs	\$600
BKLD1.5h30w	21- ¹ / ₂	30	18	55 lbs	\$620
BKLD1.5h36w	21- ¹ / ₂	36	18	63 lbs	\$660
BKLD1.5h42w	21- ¹ / ₂	42	18	71 lbs	\$710

- One adjustable shelf (adjustable in ¹/₂" increments)
- Leveling glides with 1" adjustability
- Horizontal alignment with 1.5h lateral files

Cushion tops may be ordered separately for 1.5h low storage – see page 18 for details.



Storage Cabinet-Lateral File Combination Cabinets (“SLFs”)

- Effective 3/1/18, **counterweights** are included as standard on all 4h and 5hB SLFs, since these cabinets are most often used in freestanding applications.
- SLFs include two locks, keyed alike.
- J Pulls, Ellipse Pulls, Aluminum Insert Pulls, Matching Pulls, Recessed Pulls and Long Rod Pulls are not options for doors. Accordingly, when any of these pull options are chosen for the lateral drawer fronts, the cabinets will be built using Full Pulls (Self Handled) for the doors.

Product No.	H	W	D	Pkg Wt	List Price
4-High SLFs					
SLF04h30w-2F	51- ¹ / ₂	30	18	185 lbs	\$1,850
SLF04h36w-2F	51- ¹ / ₂	36	18	200 lbs	\$2,025
SLF04h42w-2F	51- ¹ / ₂	42	18	215 lbs	\$2,200
5hB SLFs					
SLF5hB30w-2F	67- ³ / ₈	30	18	200 lbs	\$2,100
SLF5hB36w-2F	67- ³ / ₈	36	18	215 lbs	\$2,275
SLF5hB42w-2F	67- ³ / ₈	42	18	240 lbs	\$2,500
SLF5hB30w-3F	67- ³ / ₈	30	18	210 lbs	\$2,177
SLF5hB36w-3F	67- ³ / ₈	36	18	230 lbs	\$2,375
SLF5hB42w-3F	67- ³ / ₈	42	18	255 lbs	\$2,600



SLF04h __w-2F (51-¹/₂” tall)
one adjustable shelf



SLF5hB __w-2F (67-³/₈” tall)
two adjustable shelves



SLF5hB __w-3F (67-³/₈” tall)
one adjustable shelf

Bookcase-Lateral File Combination Cabinets (“BLFs”)

- Effective 3/1/18, **counterweights** are included as standard on all 4h and 5hB BLFs, since these cabinets are most often used in freestanding applications.

Product No.	H	W	D	Pkg Wt	List Price
4-High BLFs					
BLF04h30w-2F	51- ¹ / ₂	30	18	175 lbs	\$1,675
BLF04h36w-2F	51- ¹ / ₂	36	18	190 lbs	\$1,800
BLF04h42w-2F	51- ¹ / ₂	42	18	205 lbs	\$2,000
5hB BLFs					
BLF5hB30w-2F	68*	30	18	190 lbs	\$1,925
BLF5hB36w-2F	68*	36	18	205 lbs	\$2,075
BLF5hB42w-2F	68*	42	18	225 lbs	\$2,300
BLF5hB30w-3F	68*	30	18	200 lbs	\$2,025
BLF5hB36w-3F	68*	36	18	220 lbs	\$2,175
BLF5hB42w-3F	68*	42	18	245 lbs	\$2,400

* Note: 5hB BLFs may be ordered with a low-profile top that changes the height to 67 3/8” – thus matching the height of Metal Arc’s 5hB lateral files and storage cabinets. Email sales@metalarcinc.com for details.



BLF04h __w-2F (51-¹/₂” tall)
one adjustable shelf



BLF5hB __w-2F (68” tall)
two adjustable shelves



BLF5hB __w-3F (68” tall)
one adjustable shelf

Pedestal File-Lateral File Combination Cabinets (“Combo Centers”)

Work Surface Supporting Combo Centers

- Open top
- Attaches to work surface
- No counterweights

Product No.	H	W	D	Pkg Wt	List Price
CWS27h18d-BBF	27- ¹ / ₂	30	18	110 lbs	\$1,130
CWS27h18d-FBB	27- ¹ / ₂	30	18	110 lbs	\$1,130
CWS27h18d-FF	27- ¹ / ₂	30	18	105 lbs	\$1,075
CWS27h18d-BBBB	27- ¹ / ₂	30	18	115 lbs	\$1,170



CWS27h18d-BBF



CWS27h18d-FBB



CWS27h18d-FF



CWS27h18d-BBBB

Freestanding Combo Centers

- Solid steel top
- Counterweights included
- Safety interlock mechanism to prevent tipping

Product No.	H	W	D	Pkg Wt	List Price
CFS27h18d-BBF	27- ¹ / ₂	30	18	160 lbs	\$1,350
CFS27h18d-FBB	27- ¹ / ₂	30	18	160 lbs	\$1,350
CFS27h18d-FF	27- ¹ / ₂	30	18	155 lbs	\$1,295
CFS27h18d-BBBB	27- ¹ / ₂	30	18	165 lbs	\$1,390



CFS27h18d-BBF



CFS27h18d-FBB



CFS27h18d-FF



CFS27h18d-BBBB

2-High Bookcase-Lateral File Combination Cabinets



Product No.	H	W	D	Pkg Wt	List Price
BLF02h30w	27- ¹ / ₂	30	18	85 lbs	\$900
BLF02h36w	27- ¹ / ₂	36	18	95 lbs	\$955
BLF02h42w	27- ¹ / ₂	42	18	105 lbs	\$1,045

- Shelf with 11-⁷/₈" opening for binder storage
- **IMPORTANT:** The bottom drawer on this cabinet does not align with standard lateral files, pedestal files, etc. It is lower relative to standard cabinets (shorter toe kick) in order to accommodate binder storage on the fixed shelf.
- Counterweights for 2-high lateral files must be added for freestanding applications to prevent tipping – see page 17.
- Special-order item – minimum 15 business day lead time

Lateral Files with Individual Locking Drawers



OLFZ02h30w



OLFZ03h30w

Product No.	H	W	D	Pkg Wt	List Price
2-High Lateral Files					
OLFZ02h30w	27- ¹ / ₂	30	18	99 lbs	\$993
OLFZ02h36w	27- ¹ / ₂	36	18	113 lbs	\$1,048
OLFZ02h42w	27- ¹ / ₂	42	18	128 lbs	\$1,137
3-High Lateral Files					
OLFZ03h30w	39- ¹ / ₂	30	18	136 lbs	\$1,407
OLFZ03h36w	39- ¹ / ₂	36	18	155 lbs	\$1,481
OLFZ03h42w	39- ¹ / ₂	42	18	180 lbs	\$1,601
4-High Lateral Files					
OLFZ04h30w	51- ¹ / ₂	30	18	190 lbs	\$1,788
OLFZ04h36w	51- ¹ / ₂	36	18	210 lbs	\$1,879
OLFZ04h42w	51- ¹ / ₂	42	18	250 lbs	\$2,026
5hB Lateral Files with a Fixed Shelf in the Top Position					
OLFZ5hB30w	67- ³ / ₈	30	18	220 lbs.	\$2,137
OLFZ5hB36w	67- ³ / ₈	36	18	253 lbs.	\$2,252
OLFZ5hB42w	67- ³ / ₈	42	18	284 lbs.	\$2,436
5hB Lateral Files with a Roll-Out Drawer in the Top Position					
5X-OLFZ5hB30w	67- ³ / ₈	30	18	230 lbs.	\$2,287
5X-OLFZ5hB36w	67- ³ / ₈	36	18	268 lbs.	\$2,402
5X-OLFZ5hB42w	67- ³ / ₈	42	18	299 lbs.	\$2,586

- Steel security shelf between each drawer
- Each drawer keyed differently
- Choice of Full Pulls (Self Handled), Arc Pulls, Bar Pulls, Droop Pulls, Short Rod Pulls or Twist Pulls only
- Counterweights must be added for freestanding applications to prevent tipping – see page 17.
- Special-order item – minimum 15 business day lead time

Lateral Files with 6” Drawers



OLF03h30w-6B



OLF03h30w-2B2F

Product No.	H	W	D	Pkg Wt	List Price
2-High Lateral Files with (4) 6” Box Drawers					
OLF02h30w-4B	27- ¹ / ₂	30	18	105 lbs	\$1,183
OLF02h36w-4B	27- ¹ / ₂	36	18	118 lbs	\$1,238
OLF02h42w-4B	27- ¹ / ₂	42	18	133 lbs	\$1,327
3-High Lateral Files with (6) 6” Box Drawers					
OLF03h30w-6B	39- ¹ / ₂	30	18	145 lbs	\$1,652
OLF03h36w-6B	39- ¹ / ₂	36	18	162 lbs	\$1,726
OLF03h42w-6B	39- ¹ / ₂	42	18	188 lbs	\$1,846
4-High Lateral Files with (8) 6” Box Drawers					
OLF04h30w-8B	51- ¹ / ₂	30	18	190 lbs	\$2,088
OLF04h36w-8B	51- ¹ / ₂	36	18	211 lbs	\$2,179
OLF04h42w-8B	51- ¹ / ₂	42	18	242 lbs	\$2,326

2-High Lateral Files with (2) 6” Box Drawers and (1) Standard 12” Drawer					
OLF02h30w-2B1F	27- ¹ / ₂	30	18	99 lbs	\$1,008
OLF02h36w-2B1F	27- ¹ / ₂	36	18	113 lbs	\$1,063
OLF02h42w-2B1F	27- ¹ / ₂	42	18	128 lbs	\$1,152
3-High Lateral Files with (2) 6” Box Drawers and (2) Standard 12” Drawers					
OLF03h30w-2B2F	39- ¹ / ₂	30	18	134 lbs	\$1,302
OLF03h36w-2B2F	39- ¹ / ₂	36	18	153 lbs	\$1,376
OLF03h42w-2B2F	39- ¹ / ₂	42	18	178 lbs	\$1,496
4-High Lateral Files with (2) 6” Box Drawers and (3) Standard 12” Drawers					
OLF04h30w-2B3F	51- ¹ / ₂	30	18	174 lbs	\$1,563
OLF04h36w-2B3F	51- ¹ / ₂	36	18	199 lbs	\$1,654
OLF04h42w-2B3F	51- ¹ / ₂	42	18	228 lbs	\$1,801

- Special-order item – minimum 15 business day lead time

* **Counterweights:** Lateral files with only 6” drawers do not require counterweights. Lateral files with a combination of 6” and standard 12” drawers do require counterweights if they will be used in a freestanding application (*i.e.*, not anchored to a wall or ganged properly to another cabinet to prevent tipping).

Lateral File Options & Accessories

Counterweights

- Unless a lateral file is to be anchored to a wall or the ground, or anchored properly to another cabinet, a counterweight must be installed to ensure the unit’s stability in accordance with ANSI-BIFMA standards.

Factory Installed		
Product No.	List Price	Weight
add “C” as a suffix to the product number	\$165 (2-high lateral file)	50 lbs
	\$165 (3-high lateral file)	50 lbs
	\$125 (4-high lateral file)	35 lbs
	\$125 (5-high lateral file)	35 lbs

Soft-Down Slides on 5-High Flipper Doors

- Any 5-high lateral file may be ordered with optional soft-close flipper door slides.
- Soft-close slides slow the speed of a top flipper door as it closes, preventing the door from slamming shut.
- To order a 5-high lateral with soft-close slides, add the prefix “SC-” at the beginning of the part number – for example, SC-5X-OLF5hB36w.
- \$200 list price upcharge



Cushion Tops for Lateral Files

- 1.5” high cushion with welt trim
- Hook & loop fasteners for easy installation
- Choice of any CF Stinson New Hempstead or Bryant Park fabric
- See page 41 for information on customer-provided fabrics.

Product No.	H	W	D	List Price
LATCUSHION 30w18d	1- ¹ / ₂	30	18	\$290
LATCUSHION 36w18d	1- ¹ / ₂	36	18	\$325
LATCUSHION 42w18d	1- ¹ / ₂	42	18	\$365



L-Filler for 2-High Lateral Files

- L-fillers are used to close the gap behind a 2-high x 18” deep cabinet that is attached to a 24” deep work surface.
- L-fillers are adjustable up to ½” in depth and come standard with attachment hardware.

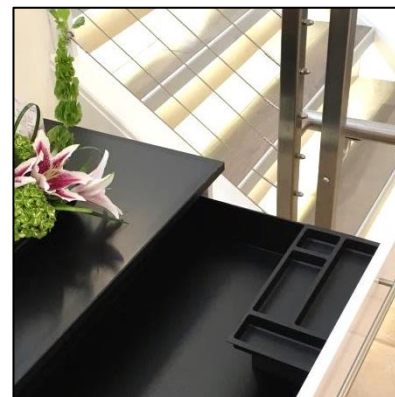
Product No.	List Price
LF27.125-5.75	\$174



Pencil Trays for Lateral File Box Drawer

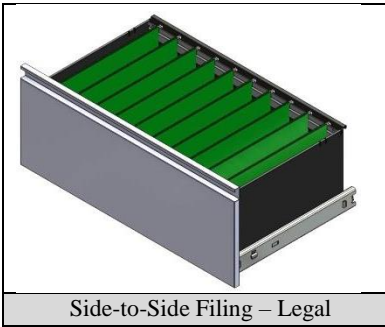
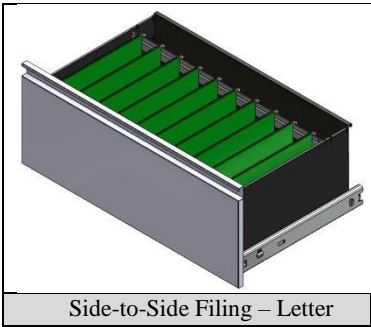
- Magnet on bottom of base keeps pencil tray firmly in place

Product No.	List Price
OP-PENTRAY	\$35



Hanging File Bars (For Optional Front-to-Back Filing)

Standard Side-to-Side Filing with Included Side-to-Side File Bars (all widths):

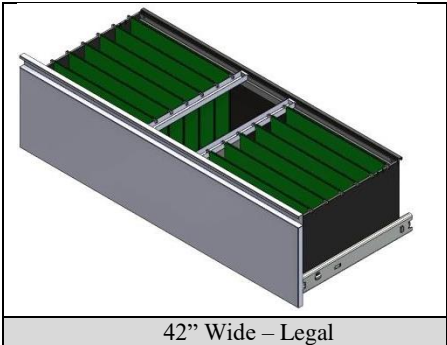
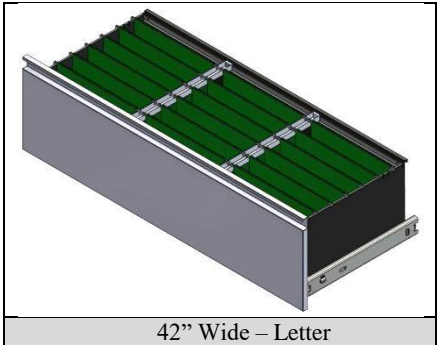
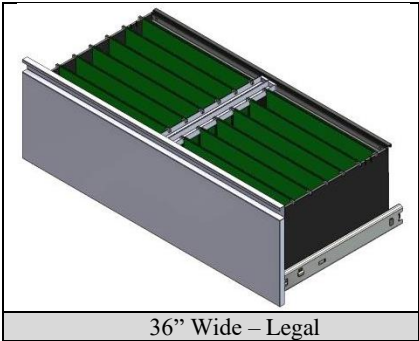
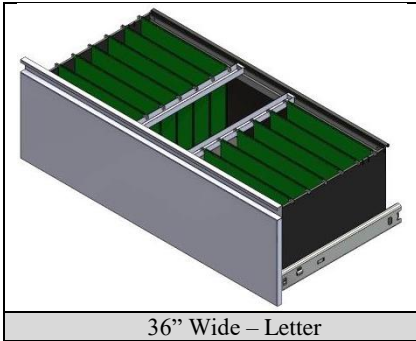
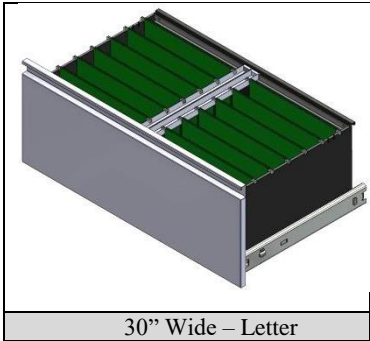


Front-to-Back Filing with Optional Front-to-Back Hanging File Bars:

One set of front-to-back file bars is needed for each lateral file drawer, regardless of width.

Factory Installed	
Product No.	List Price
add "H" and the quantity desired (one set per drawer) as suffixes to the product number	\$27/set

Packaged and Sold Separately	
Product No.	List Price
LATHGBARS	\$27/set



STORAGE CABINETS

QUALITY STANDARD FEATURES

- Shelves adjustable in ½” increments
- Leveling glides with 1” adjustability
- Concealed hinges with easy-adjustment capability
- Cabinets meet or exceed ANSI-BIFMA standards for safety and reliability

VERSATILITY

- Four standard heights and five standard widths
- Two standard depths: 18” and 24”
- Choice of Full Pulls (Self Handled), Arc Pulls, Bar Pulls, Droop Pulls, Short Rod Pulls or Twist Pulls only*

COMPATIBILITY

- Horizontal alignment with Metal Arc’s standard lateral files and work surface supporting pedestal files



* Note: J Pulls, Ellipse Pulls, Aluminum Insert Pulls, Matching Pulls, Recessed Pulls and Long Rod Pulls are not available on storage cabinets.

Double-Door Storage Cabinets with Shelves



Product No.	H	W	D	Pkg Wt	List Price
2-High Storage Cabinets (one adjustable shelf)					
STC02h30w	27- ¹ / ₂	30	18	78 lbs	\$925
STC02h36w	27- ¹ / ₂	36	18	88 lbs	\$943
STC02h42w	27- ¹ / ₂	42	18	99 lbs	\$1,034
S2402h30w	27- ¹ / ₂	30	24	84 lbs	\$1,200
S2402h36w	27- ¹ / ₂	36	24	94 lbs	\$1,225
S2402h42w	27- ¹ / ₂	42	24	105 lbs	\$1,345
3-High Storage Cabinets (two adjustable shelves)					
STC03h30w	39- ¹ / ₂	30	18	104 lbs	\$1,075
STC03h36w	39- ¹ / ₂	36	18	117 lbs	\$1,113
STC03h42w	39- ¹ / ₂	42	18	131 lbs	\$1,193
S2403h30w	39- ¹ / ₂	30	24	111 lbs	\$1,400
S2403h36w	39- ¹ / ₂	36	24	124 lbs	\$1,450
S2403h42w	39- ¹ / ₂	42	24	138 lbs	\$1,550
4-High Storage Cabinets (three adjustable shelves)					
STC04h30w	51- ¹ / ₂	30	18	131 lbs	\$1,300
STC04h36w	51- ¹ / ₂	36	18	147 lbs	\$1,341
STC04h42w	51- ¹ / ₂	42	18	164 lbs	\$1,442
S2404h30w	51- ¹ / ₂	30	24	140 lbs	\$1,690
S2404h36w	51- ¹ / ₂	36	24	156 lbs	\$1,750
S2404h42w	51- ¹ / ₂	42	24	173 lbs	\$1,880
5hB Storage Cabinets (four adjustable shelves)					
STC5hB30w	67- ³ / ₈	30	18	164 lbs	\$1,520
STC5hB36w	67- ³ / ₈	36	18	184 lbs	\$1,565
STC5hB42w	67- ³ / ₈	42	18	203 lbs	\$1,691
S245hB30w	67- ³ / ₈	30	24	175 lbs	\$1,850
S245hB36w	67- ³ / ₈	36	24	195 lbs	\$1,878
S245hB42w	67- ³ / ₈	42	24	214 lbs	\$2,020



2-High (27-¹/₂" tall)
one adjustable shelf



3-High (39-¹/₂" tall)
two adjustable shelves



4-High (51-¹/₂" tall)
three adjustable shelves



5hB (67-³/₈" tall)
four adjustable shelves

Double-Door Storage Cabinets with Coat Rod

- Includes one adjustable shelf with an attached coat rod



XSTC5hB36w

Product No.	H	W	D	Pkg Wt	List Price
4-High Storage Cabinets with (1) Adjustable Shelf and Coat Rod					
XSTC04h30w	51- ¹ / ₂	30	18	116 lbs	\$1,250
XSTC04h36w	51- ¹ / ₂	36	18	130 lbs	\$1,300
XSTC04h42w	51- ¹ / ₂	42	18	145 lbs	\$1,395
XS2404h30w	51- ¹ / ₂	30	24	126 lbs	\$1,640
XS2404h36w	51- ¹ / ₂	36	24	140 lbs	\$1,700
XS2404h42w	51- ¹ / ₂	42	24	155 lbs	\$1,830
5hB Storage Cabinets with (1) Adjustable Shelf and Coat Rod					
XSTC5hB30w	67- ³ / ₈	30	18	145 lbs	\$1,470
XSTC5hB36w	67- ³ / ₈	36	18	160 lbs	\$1,515
XSTC5hB42w	67- ³ / ₈	42	18	175 lbs	\$1,640
XS245hB30w	67- ³ / ₈	30	24	155 lbs	\$1,800
XS245hB36w	67- ³ / ₈	36	24	175 lbs	\$1,825
XS245hB42w	67- ³ / ₈	42	24	195 lbs	\$1,970

Double-Door Storage Towers with Coat Rod and Shelves (“STWs”)

- Includes 9” wide wardrobe compartment with a coat rod
- RGT and LFT designate the side with the wardrobe
- Includes 4 adjustable-height shelves in the larger compartment
- Special-order item – minimum 15 business day lead time



STW5hB36w-18d-RGT

Product No.	H	W	D	Pkg Wt	List Price
STW5hB36w-18d-LFT	67- ³ / ₈	36	18	193 lbs	\$2,125
STW5hB36w-18d-RGT	67- ³ / ₈	36	18	193 lbs	\$2,125
STW5hB36w-24d-LFT	67- ³ / ₈	36	24	210 lbs	\$2,375
STW5hB36w-24d-RGT	67- ³ / ₈	36	24	210 lbs	\$2,375

Single-Door Storage Cabinets with Shelves – 15w & 18w

- RGT and LFT designate the hinge side.
- Special-order item – minimum 15 business day lead time



STC04h15w-LFT

Product No.	H	W	D	Pkg Wt	List Price
4-High Storage Cabinets with 3 Adjustable Shelves					
STC04h15w-LFT	51- ¹ / ₂	15	18	83 lbs	\$1,100
STC04h15w-RGT	51- ¹ / ₂	15	18	83 lbs	\$1,100
STC04h18w-LFT	51- ¹ / ₂	18	18	90 lbs	\$1,150
STC04h18w-RGT	51- ¹ / ₂	18	18	90 lbs	\$1,150
S2404h15w-LFT	51- ¹ / ₂	15	24	92 lbs	\$1,400
S2404h15w-RGT	51- ¹ / ₂	15	24	92 lbs	\$1,400
S2404h18w-LFT	51- ¹ / ₂	18	24	99 lbs	\$1,450
S2404h18w-RGT	51- ¹ / ₂	18	24	99 lbs	\$1,450
5hB Storage Cabinets with 4 Adjustable Shelves					
STC5hB15w-LFT	67- ³ / ₈	15	18	93 lbs	\$1,250
STC5hB15w-RGT	67- ³ / ₈	15	18	93 lbs	\$1,250
STC5hB18w-LFT	67- ³ / ₈	18	18	100 lbs	\$1,300
STC5hB18w-RGT	67- ³ / ₈	18	18	100 lbs	\$1,300
S245hB15w-LFT	67- ³ / ₈	15	24	102 lbs	\$1,550
S245hB15w-RGT	67- ³ / ₈	15	24	102 lbs	\$1,550
S245hB18w-LFT	67- ³ / ₈	18	24	109 lbs	\$1,600
S245hB18w-RGT	67- ³ / ₈	18	24	109 lbs	\$1,600

Single-Door Storage Cabinets with Coat Rod – 15w & 18w

- Includes one adjustable shelf with an attached coat rod
- RGT and LFT designate the hinge side.
- Special-order item – minimum 15 business day lead time



XSTC04h18w-RGT

Product No.	H	W	D	Pkg Wt	List Price
4-High Storage Cabinets with (1) Adjustable Shelf and Coat Rod					
XSTC04h15w-LFT	51- ¹ / ₂	15	18	77 lbs	\$1,050
XSTC04h15w-RGT	51- ¹ / ₂	15	18	77 lbs	\$1,050
XSTC04h18w-LFT	51- ¹ / ₂	18	18	84 lbs	\$1,100
XSTC04h18w-RGT	51- ¹ / ₂	18	18	84 lbs	\$1,100
XS2404h15w-LFT	51- ¹ / ₂	15	24	86 lbs	\$1,350
XS2404h15w-RGT	51- ¹ / ₂	15	24	86 lbs	\$1,350
XS2404h18w-LFT	51- ¹ / ₂	18	24	93 lbs	\$1,400
XS2404h18w-RGT	51- ¹ / ₂	18	24	93 lbs	\$1,400
5hB Storage Cabinets with (1) Adjustable Shelf and Coat Rod					
XSTC5hB15w-LFT	67- ³ / ₈	15	18	86 lbs	\$1,200
XSTC5hB15w-RGT	67- ³ / ₈	15	18	86 lbs	\$1,200
XSTC5hB18w-LFT	67- ³ / ₈	18	18	93 lbs	\$1,250
XSTC5hB18w-RGT	67- ³ / ₈	18	18	93 lbs	\$1,250
XS245hB15w-LFT	67- ³ / ₈	15	24	95 lbs	\$1,500
XS245hB15w-RGT	67- ³ / ₈	15	24	95 lbs	\$1,500
XS245hB18w-LFT	67- ³ / ₈	18	24	102 lbs	\$1,550
XS245hB18w-RGT	67- ³ / ₈	18	24	102 lbs	\$1,550

BOOKCASES

QUALITY STANDARD FEATURES

- Side panels with double-wall construction
- Heavy-duty shelves adjustable in ½” increments
- Leveling glides with ¾” adjustability
- Cabinets meet or exceed ANSI-BIFMA standards for safety and reliability*

VERSATILITY

- Three standard widths and four standard heights
- Two standard depths: 14” and 17-¹/₈”

OPTIONAL ACCESSORY

- Magnetic shelf dividers (shown in photo below)

* **IMPORTANT:** To ensure back-to-front stability in accordance with ANSI-BIFMA standards, 14” deep bookcases must be placed against a wall or secured to prevent tipping.



Standard 14” Deep Bookcases



Product No.	H	W	D	Pkg Wt	List Price
2-High Bookcases (one adjustable shelf)					
BKC02h30w	27- ¹ / ₂	30	14	50 lbs	\$617
BKC02h36w	27- ¹ / ₂	36	14	56 lbs	\$648
BKC02h42w	27- ¹ / ₂	42	14	62 lbs	\$679
3-High Bookcases (two adjustable shelves)					
BKC03h30w	39- ¹ / ₂	30	14	65 lbs	\$689
BKC03h36w	39- ¹ / ₂	36	14	73 lbs	\$720
BKC03h42w	39- ¹ / ₂	42	14	81 lbs	\$751
4-High Bookcases (three adjustable shelves)					
BKC04h30w	51- ¹ / ₂	30	14	85 lbs	\$766
BKC04h36w	51- ¹ / ₂	36	14	95 lbs	\$797
BKC04h42w	51- ¹ / ₂	42	14	105 lbs	\$828
5hB Bookcases (four adjustable shelves)					
BKC5hB30w	68*	30	14	105 lbs	\$848
BKC5hB36w	68*	36	14	115 lbs	\$879
BKC5hB42w	68*	42	14	125 lbs	\$910



2-High (27-¹/₂" tall)
one adjustable shelf



3-High (39-¹/₂" tall)
two adjustable shelves



4-High (51-¹/₂" tall)
three adjustable shelves



5hB (68" tall*)
four adjustable shelves

* Note: 5hB bookcases may be ordered with a low-profile top that changes the unit's overall height to 67 3/8" – thus matching the height of Metal Arc's 5hB lateral files and storage cabinets.

To substitute for a low-profile top (no additional charge), add the suffix "-LP" at the end of the product number, before the color code – for example, BKC5hB30w-**LP**-BU

Lateral-Depth Bookcases

- Special lateral-depth bookcases (“BKLDs”) are designed for use next to adjacent lateral files, 18” deep storage cabinets, and (when used under a work surface) work surface supporting pedestal files.
- The main body of a BKLD is 17- $\frac{1}{8}$ ” deep, the same as the body on a lateral file or 18” deep storage cabinet.
- BKLDs have special 18” deep tops that overhang the main body of the bookcase. These 18” deep tops allow BKLDs to align with adjacent lateral files, storage cabinets or pedestal files – see photo below.
- For use on a stand-alone basis, BKLDs may be ordered with a 17- $\frac{1}{8}$ ” deep top that does not overhang the front of the bookcase. Please email sales@metalarcinc.com for more information and ordering instructions.
- See page 12 for information on 1.5-high lateral-depth bookcases.
- Special-order item – minimum 15 business day lead time

Product No.	H	W	D	Pkg Wt	List Price
2-High Lateral-Depth Bookcases (one adjustable shelf)					
BKLD02h30w	27- $\frac{1}{2}$	30	18	60 lbs	\$770
BKLD02h36w	27- $\frac{1}{2}$	36	18	69 lbs	\$800
BKLD02h42w	27- $\frac{1}{2}$	42	18	78 lbs	\$830
3-High Lateral-Depth Bookcases (two adjustable shelves)					
BKLD03h30w	39- $\frac{1}{2}$	30	18	75 lbs	\$860
BKLD03h36w	39- $\frac{1}{2}$	36	18	86 lbs	\$890
BKLD03h42w	39- $\frac{1}{2}$	42	18	97 lbs	\$920
4-High Lateral-Depth Bookcases (three adjustable shelves)					
BKLD04h30w	51- $\frac{1}{2}$	30	18	95 lbs	\$955
BKLD04h36w	51- $\frac{1}{2}$	36	18	108 lbs	\$985
BKLD04h42w	51- $\frac{1}{2}$	42	18	121 lbs	\$1,015



BKLD02h36w next to a 2-high lateral file

Bookcase Accessories

Shelf Divider



Product No.	Pkg Wt	List Price
SDIVIDER	5 lbs.	\$80 (pkg of 3)

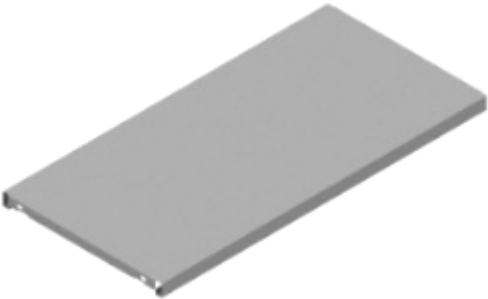
- Made of 18 gauge steel; black powder coat finish; 7.5” high x 8” wide
- Magnet keeps divider in place



Additional Bookcase Shelves

Product No.	Pkg Wt	List Price
BKCSHF 30w	7 lbs.	\$80
BKCSHF 36w	8 lbs.	\$80
BKCSHF 42w	9 lbs.	\$80

Note: The same shelves are used for both standard 14d bookcases and special lateral-depth bookcases.



OVERHEAD STORAGE CABINETS & SHELVES

QUALITY STANDARD FEATURES

- Heavy-gauge side and bottom panels for extra support and security
- Overhead cabinets feature a door that flips up and recedes over the top of the cabinet, revealing a fixed shelf with 12-3/4" of clearance
- Flipper doors feature ball-bearing slides for years of smooth, hassle-free operation
- Cabinets meet or exceed ANSI-BIFMA standards for safety and reliability

VERSATILITY

- Seven standard widths
- Compatibility with several industry-standard panel systems

OPTIONAL ACCESSORIES

- Magnetic shelf dividers (see bookcase accessories)

* Note: All overhead storage cabinets and shelves ship knocked down and include assembly instructions.



Overhead Storage Cabinets



Product No.	H	W	D	Pkg Wt	List Price
OHS24w-[end panel type]	15	24	13- ¹ / ₂	33 lbs	\$508.00
OHS30w-[end panel type]	15	30	13- ¹ / ₂	36 lbs	\$510.00
OHS36w-[end panel type]	15	36	13- ¹ / ₂	41 lbs	\$530.00
OHS42w-[end panel type]	15	42	13- ¹ / ₂	43 lbs	\$555.00
OHS48w-[end panel type]	15	48	13- ¹ / ₂	48 lbs	\$585.00
OHS54w-[end panel type]	15	54	13- ¹ / ₂	51 lbs	\$710.00
OHS60w-[end panel type]	15	60	13- ¹ / ₂	55 lbs	\$735.00

Specify End Panel Choice When Ordering:

- WMT = Wall Mounted (includes horizontal wall bracket and mounting hardware)
- HMA = Herman Miller Action Office™
- HWU = Haworth Unigroup™
- SCA = Steelcase Avenir™
- PRE = Haworth Premise™
- DIV = Knoll Dividends™
- MOR = Knoll Morrison™

Full-Height Overhead Shelves



Product No.	H	W	D	Pkg Wt	List Price
FHS24w-[end panel type]	15	24	13- ¹ / ₂	22 lbs	\$230.00
FHS30w-[end panel type]	15	30	13- ¹ / ₂	23 lbs	\$240.00
FHS36w-[end panel type]	15	36	13- ¹ / ₂	25 lbs	\$250.00
FHS42w-[end panel type]	15	42	13- ¹ / ₂	27 lbs	\$260.00
FHS48w-[end panel type]	15	48	13- ¹ / ₂	31 lbs	\$270.00
FHS54w-[end panel type]	15	54	13- ¹ / ₂	32 lbs	\$300.00
FHS60w-[end panel type]	15	60	13- ¹ / ₂	33 lbs	\$310.00

Specify End Panel Choice When Ordering:

- HMA = Herman Miller Action Office™
- HWU = Haworth Unigroup™
- SCA = Steelcase Avenir™
- PRE = Haworth Premise™
- DIV = Knoll Dividends™
- MOR = Knoll Morrison™

Half-Height Overhead Shelves



Product No.	H	W	D	Pkg Wt	List Price
HHS24w-[end panel type]	7	24	13- ¹ / ₂	21 lbs	\$220.00
HHS30w-[end panel type]	7	30	13- ¹ / ₂	22 lbs	\$230.00
HHS36w-[end panel type]	7	36	13- ¹ / ₂	24 lbs	\$240.00
HHS42w-[end panel type]	7	42	13- ¹ / ₂	26 lbs	\$250.00
HHS48w-[end panel type]	7	48	13- ¹ / ₂	30 lbs	\$260.00
HHS54w-[end panel type]	7	54	13- ¹ / ₂	31 lbs	\$290.00
HHS60w-[end panel type]	7	60	13- ¹ / ₂	32 lbs	\$300.00

Specify End Panel Choice When Ordering:

- HMA = Herman Miller Action Office™
- HWU = Haworth Unigroup™
- SCA = Steelcase Avenir™
- PRE = Haworth Premise™
- DIV = Knoll Dividends™
- MOR = Knoll Morrison™

TOWERS

QUALITY STANDARD FEATURES

- Shelves adjustable in ½” increments
- Leveling glides with 1” adjustability
- Concealed hinges with easy-adjustment capability
- Cabinets meet or exceed ANSI-BIFMA standards for safety and reliability

VERSATILITY

- Several standard heights and widths
- Freestanding and mobile versions

OPTIONAL ACCESSORIES

- All standard pedestal file accessories
- Magnetic shelf dividers (see bookcase accessories)
- Work surface support bracket



WBT04h-RGT-FF

Bookcase Towers

- RGT and LFT designate the bookcase facing direction



BTW04h15w-RGT-BBF

Product No.	H	W	D	Pkg Wt	List Price
49.5" High Bookcase Towers (one adjustable shelf)					
BTW49.5h15w-LFT-BBF	49- $\frac{1}{2}$	15	24	100 lbs	\$1,209
BTW49.5h15w-LFT-FF	49- $\frac{1}{2}$	15	24	95 lbs	\$1,169
BTW49.5h15w-RGT-BBF	49- $\frac{1}{2}$	15	24	100 lbs	\$1,209
BTW49.5h15w-RGT-FF	49- $\frac{1}{2}$	15	24	95 lbs	\$1,169
4-High Bookcase Towers (one adjustable shelf)					
BTW04h15w-LFT-BBF	51- $\frac{1}{2}$	15	24	100 lbs	\$1,210
BTW04h15w-LFT-FF	51- $\frac{1}{2}$	15	24	95 lbs	\$1,170
BTW04h15w-RGT-BBF	51- $\frac{1}{2}$	15	24	100 lbs	\$1,210
BTW04h15w-RGT-FF	51- $\frac{1}{2}$	15	24	95 lbs	\$1,170
5-High Bookcase Towers (two adjustable shelves)					
BTW05h15w-LFT-BBF	63- $\frac{1}{2}$	15	24	105 lbs	\$1,320
BTW05h15w-LFT-FF	63- $\frac{1}{2}$	15	24	100 lbs	\$1,280
BTW05h15w-RGT-BBF	63- $\frac{1}{2}$	15	24	105 lbs	\$1,320
BTW05h15w-RGT-FF	63- $\frac{1}{2}$	15	24	100 lbs	\$1,280

Cupboard Towers

- RGT and LFT designate the hinge location for the cupboard door
- Cabinet includes two locks, keyed alike



CTW04h15w-RGT-BBF

Product No.	H	W	D	Pkg Wt	List Price
3-High Cupboard Towers (no adjustable shelves)					
CTW03h15w-LFT-BBF	39- $\frac{1}{2}$	15	24	100 lbs	\$1,200
CTW03h15w-LFT-FF	39- $\frac{1}{2}$	15	24	95 lbs	\$1,160
CTW03h15w-RGT-BBF	39- $\frac{1}{2}$	15	24	100 lbs	\$1,200
CTW03h15w-RGT-FF	39- $\frac{1}{2}$	15	24	95 lbs	\$1,160
49.5" High Cupboard Towers (one adjustable shelf)					
CTW49.5h15w-LFT-BBF	49- $\frac{1}{2}$	15	24	110 lbs	\$1,309
CTW49.5h15w-LFT-FF	49- $\frac{1}{2}$	15	24	105 lbs	\$1,269
CTW49.5h15w-RGT-BBF	49- $\frac{1}{2}$	15	24	110 lbs	\$1,309
CTW49.5h15w-RGT-FF	49- $\frac{1}{2}$	15	24	105 lbs	\$1,269
4-High Cupboard Towers (one adjustable shelf)					
CTW04h15w-LFT-BBF	51- $\frac{1}{2}$	15	24	110 lbs	\$1,310
CTW04h15w-LFT-FF	51- $\frac{1}{2}$	15	24	105 lbs	\$1,270
CTW04h15w-RGT-BBF	51- $\frac{1}{2}$	15	24	110 lbs	\$1,310
CTW04h15w-RGT-FF	51- $\frac{1}{2}$	15	24	105 lbs	\$1,270
5-High Cupboard Towers (two adjustable shelves)					
CTW05h15w-LFT-BBF	63- $\frac{1}{2}$	15	24	115 lbs	\$1,420
CTW05h15w-LFT-FF	63- $\frac{1}{2}$	15	24	110 lbs	\$1,380
CTW05h15w-RGT-BBF	63- $\frac{1}{2}$	15	24	115 lbs	\$1,420
CTW05h15w-RGT-FF	63- $\frac{1}{2}$	15	24	110 lbs	\$1,380

Wardrobe-Bookcase Towers

- RGT and LFT designate the side of the cabinet with the coat closet (wardrobe)
- Cabinet includes two locks, keyed alike



WBT05h-LFT-BBF

Product No.	H	W	D	Pkg Wt	List Price
49.5" High Wardrobe-Bookcase Towers (one adjustable shelf)					
WBT49.5h-LFT-BBF	49- ¹ / ₂	24	24	160 lbs	\$1,899
WBT49.5h-LFT-FF	49- ¹ / ₂	24	24	155 lbs	\$1,859
WBT49.5h-RGT-BBF	49- ¹ / ₂	24	24	160 lbs	\$1,899
WBT49.5h-RGT-FF	49- ¹ / ₂	24	24	155 lbs	\$1,859
4-High Wardrobe-Bookcase Towers (one adjustable shelf)					
WBT04h-LFT-BBF	51- ¹ / ₂	24	24	160 lbs	\$1,900
WBT04h-LFT-FF	51- ¹ / ₂	24	24	155 lbs	\$1,860
WBT04h-RGT-BBF	51- ¹ / ₂	24	24	160 lbs	\$1,900
WBT04h-RGT-FF	51- ¹ / ₂	24	24	155 lbs	\$1,860
5-High Wardrobe-Bookcase Towers (two adjustable shelves)					
WBT05h-LFT-BBF	63- ¹ / ₂	24	24	175 lbs	\$2,150
WBT05h-LFT-FF	63- ¹ / ₂	24	24	170 lbs	\$2,110
WBT05h-RGT-BBF	63- ¹ / ₂	24	24	175 lbs	\$2,150
WBT05h-RGT-FF	63- ¹ / ₂	24	24	170 lbs	\$2,110

Wardrobe-Cupboard Towers

- RGT and LFT designate the side of the cabinet with the coat closet (wardrobe)
- Cabinet includes three locks, keyed alike



WCT05h-RGT-FF

Product No.	H	W	D	Pkg Wt	List Price
3-High Wardrobe-Cupboard Towers (no adjustable shelves)					
WCT03h-LFT-BBF	39- ¹ / ₂	24	24	155 lbs	\$1,800
WCT03h-LFT-FF	39- ¹ / ₂	24	24	150 lbs	\$1,760
WCT03h-RGT-BBF	39- ¹ / ₂	24	24	155 lbs	\$1,800
WCT03h-RGT-FF	39- ¹ / ₂	24	24	150 lbs	\$1,760
49.5" High Wardrobe-Cupboard Towers (one adjustable cupboard shelf)					
WCT49.5h-LFT-BBF	49- ¹ / ₂	24	24	170 lbs	\$1,999
WCT49.5h-LFT-FF	49- ¹ / ₂	24	24	165 lbs	\$1,959
WCT49.5h-RGT-BBF	49- ¹ / ₂	24	24	170 lbs	\$1,999
WCT49.5h-RGT-FF	49- ¹ / ₂	24	24	165 lbs	\$1,959
4-High Wardrobe-Cupboard Towers (one adjustable cupboard shelf)					
WCT04h-LFT-BBF	51- ¹ / ₂	24	24	170 lbs	\$2,000
WCT04h-LFT-FF	51- ¹ / ₂	24	24	165 lbs	\$1,960
WCT04h-RGT-BBF	51- ¹ / ₂	24	24	170 lbs	\$2,000
WCT04h-RGT-FF	51- ¹ / ₂	24	24	165 lbs	\$1,960
5-High Wardrobe-Cupboard Towers (two adjustable cupboard shelves)					
WCT05h-LFT-BBF	63- ¹ / ₂	24	24	185 lbs	\$2,200
WCT05h-LFT-FF	63- ¹ / ₂	24	24	180 lbs	\$2,160
WCT05h-RGT-BBF	63- ¹ / ₂	24	24	185 lbs	\$2,200
WCT05h-RGT-FF	63- ¹ / ₂	24	24	180 lbs	\$2,160

Mobile Wardrobe-Cupboard Towers

- 75 mm black plastic casters - 2 locking, 2 non-locking (casters ship detached)
- RGT and LFT designate the side of the cabinet with the coat closet (wardrobe)
- Cabinet includes three locks, keyed alike



WCTM04h-RGT-BBF

Product No.	H	W	D	Pkg Wt	List Price
3-High Mobile Wardrobe-Cupboard Towers (no adjustable cupboard shelf)					
WCTM03h-LFT-BBF	43- ¹ / ₂	24	24	165 lbs	\$2,000
WCTM03h-LFT-FF	43- ¹ / ₂	24	24	160 lbs	\$1,960
WCTM03h-RGT-BBF	43- ¹ / ₂	24	24	165 lbs	\$2,000
WCTM03h-RGT-FF	43- ¹ / ₂	24	24	160 lbs	\$1,960
4-High Mobile Wardrobe-Cupboard Towers (one adjustable cupboard shelf)					
WCTM04h-LFT-BBF	55- ¹ / ₂	24	24	180 lbs	\$2,200
WCTM04h-LFT-FF	55- ¹ / ₂	24	24	175 lbs	\$2,160
WCTM04h-RGT-BBF	55- ¹ / ₂	24	24	180 lbs	\$2,200
WCTM04h-RGT-FF	55- ¹ / ₂	24	24	175 lbs	\$2,160

Tower Accessory - Work Surface Support Bracket

- For use with any BTW, CTW, WBT, WCT, or single-door wardrobe tower
- Includes self-tapping screws for field installation to a tower (screws for attaching the work surface are not included)
- Specify paint color when ordering

Product No.	List Price
TOWER WS SPPT BKT	\$75



Single-Door Wardrobe Towers – 9w & 12w

- Includes one fixed shelf at the top with a coat rod below (42h and 46h wardrobes have a coat rod only)
- Adjustable shelves can be ordered separately – see below.
- RGT and LFT designate the hinge side.
- Single-door wardrobes are not designed for freestanding use and must be secured from tipping.
- Special-order items – minimum 15 business day lead time
- Special 18” and 30” depths also available – email sales@metalarcinc.com for information. Minimum order quantities may apply.
- Note: 4-high single-door wardrobe towers feature a slim top that does not align with the standard top used on 4-high lateral files or storage cabinets. Also, the height of a 5-high single-door wardrobe tower is shorter than that of a standard 5hB lateral file or storage cabinet.



W04h9w24d-LFT

Product No.	H	W	D	Pkg Wt	List Price
42” Single-Door Wardrobes (coat rod only; no shelf)					
W42h9w24d-LFT	42	9	24	91 lbs.	\$915
W42h9w24d-RGT	42	9	24	91 lbs.	\$915
W42h12w24d-LFT	42	12	24	96 lbs.	\$965
W42h12w24d-RGT	42	12	24	96 lbs.	\$965
46” Single-Door Wardrobes (coat rod only; no shelf)					
W46h9w24d-LFT	46	9	24	95 lbs.	\$920
W46h9w24d-RGT	46	9	24	95 lbs.	\$920
W46h12w24d-LFT	46	12	24	100 lbs.	\$970
W46h12w24d-RGT	46	12	24	100 lbs.	\$970
49.5” Single-Door Wardrobes (fixed shelf with coat rod below)					
W49.5h9w24d-LFT	49- ¹ / ₂	9	24	95 lbs.	\$924
W49.5h9w24d-RGT	49- ¹ / ₂	9	24	95 lbs.	\$924
W49.5h12w24d-LFT	49- ¹ / ₂	12	24	100 lbs.	\$974
W49.5h12w24d-RGT	49- ¹ / ₂	12	24	100 lbs.	\$974
4-High Single-Door Wardrobes (fixed shelf with coat rod below)					
W04h9w24d-LFT	51- ¹ / ₂	9	24	98 lbs.	\$925
W04h9w24d-RGT	51- ¹ / ₂	9	24	98 lbs.	\$925
W04h12w24d-LFT	51- ¹ / ₂	12	24	103 lbs.	\$975
W04h12w24d-RGT	51- ¹ / ₂	12	24	103 lbs.	\$975
5-High Single-Door Wardrobes (fixed shelf with coat rod below)					
W05h9w24d-LFT	63- ¹ / ₂	9	24	108 lbs.	\$975
W05h9w24d-RGT	63- ¹ / ₂	9	24	108 lbs.	\$975
W05h12w24d-LFT	63- ¹ / ₂	12	24	113 lbs.	\$1,025
W05h12w24d-RGT	63- ¹ / ₂	12	24	113 lbs.	\$1,025

Additional Shelves*

Product No.	Pkg Wt	List Price
W SHELF 9w24d	4 lbs.	\$80
W SHELF 12w24d	4 lbs.	\$80

* All 9w and 12w wardrobes have shelf clip locations for two adjustable shelves, regardless of height. Taller wardrobes (49.5h, 4h and 5h) also have a fixed shelf on top that comes standard with the cabinets.

VERTICAL FILES



Product No.	No. of Drawers	H	W	D*	Pkg Wt	List Price
VFL02h15w-2F	2	27- ¹ / ₂	15	28	89 lbs	\$795
VFL03h15w-3F	3	39- ¹ / ₂	15	28	111 lbs	\$940
VFL04h15w-4F	4	51- ¹ / ₂	15	28	142 lbs	\$1,120
VFL05h15w-5F	5	63- ¹ / ₂	15	28	173 lbs	\$1,325

- Ball-bearing drawer slides with quick disconnect and anti-rebound features
- Double-wall drawer fronts and drawer sides
- Safety interlock system allows only one drawer to be opened at a time
- Counterweight for added stability (included as standard)
- Leveling glides with 1” adjustability
- Cabinets meet or exceed ANSI-BIFMA standards for safety and reliability
- Note: Metal Arc’s 3h, 4h and 5h vertical files are constructed like tall pedestal files. Unlike some traditional vertical files, they do not include thumb latches or file compressors.



CENTER DRAWERS

Metal Center Drawer

Product No.	H	W	D	Pkg Wt	List Price
CENDRWMTL	2- ⁷ / ₈	19- ¹ / ₈	17- ¹ / ₈	14 lbs	\$230



- All steel construction
- Mounts to underside of work surface
- Full-extension, ball-bearing drawer slides with quick disconnect and anti-rebound features
- Choice of numerous paint colors
- Choice of several lock styles
- Mounts to underside of work surface



Plastic Center Drawer

Product No.	H	W	D	Pkg Wt	List Price
CENDRKV75	2	21- ¹ / ₂	16	8 lbs	\$125

- Economical drawer made of black plastic
- Mounts to underside of work surface
- ³/₄-extension, ball bearing drawer slides
- Non-locking



LOCKS AND KEYS

Metal Arc filing and storage products can be ordered with one of nine different core-removable lock systems. All cabinets will be built with randomly-selected core & key numbers unless products are ordered “keyed-alike.” (See the next page for key-alike ordering instructions.) All locks come standard with two keys.



Name & Description:	<u>UM Black</u> Black Flat Face	<u>UM Nickel</u> Nickel Flat Face	<u>LL</u> Bright Nickel Scalloped Face	<u>SL</u> Black Scalloped Face
Ordering Code:	U	Z	L	S
Key Range:	226 to 425 (408 & 412 not available)	226 to 425 (408 & 412 not available)	226 to 325	1 to 100
Compatibility:	Herman Miller	Herman Miller	N/A	Haworth
Upcharge:	No	No	No	No
Keyed-Alike Cores:	UMLKCORES [Qty?]	UZLKCORES [Qty?]	LLKCORES [Qty?]	SLLKCORES [Qty?]
Core Key (\$15 list):	UMCOREKEY	UMCOREKEY	LLCOREKEY	SLCOREKEY
Master Key (\$15 list):	UMMASTKEY	UMMASTKEY	LLMASTKEY	N/A



Name & Description:	<u>FR</u> Matte Nickel Flat Face	<u>K</u> Black Flat Face	<u>E</u> Nickel Chrome Scalloped Face	<u>T</u> Satin Chrome Scalloped Face	<u>WS</u> Bright Nickel Scalloped Face
Ordering Code:	F	K	E	T	WS
Key Range:	305 to 429	1 to 250	101 to 225	601 to 700	100 to 149
Compatibility:	Steelcase	Knoll	HON / Allsteel	Teknion	Trendway
Upcharge:	Yes - \$20 list	No	No	No	No
Keyed-Alike Cores:	FRLKCORES [Qty?]	KNLKCORES [Qty?]	ELKCORES [Qty?]	TKLKCORES [Qty?]	WSLKCORES [Qty?]
Core Key (\$15 list):	FRCOREKEY	KNCOREKEY	ECOREKEY	TKCOREKEY	WSCOREKEY
Master Key (\$15 list):	FRMASTKEY	KNMASTKEY	EMASTKEY	TKMASTKEY	WSMASTKEY

IMPORTANT: The key ranges shown above designate the range of possible key numbers. Metal Arc does not guarantee the availability of all potential key numbers within the ranges.

Core and Key-Only Orders

Metal Arc provides a broad range of lock options in order to facilitate its sales of filing and storage products. Metal Arc does not stock locks in order to sell keys and cores on a stand-alone basis. Accordingly, the following rules apply to any order for lock cores and keys that is not made simultaneously with an order for filing and storage cabinets:

- **Right to Decline Order:** Metal Arc may, in its sole discretion, decline a stand-alone order for lock cores and keys that would deplete its inventory.
- **Small Order Handling Fee:** A \$10 net processing fee will apply to any stand-alone order for lock cores and keys (including core change keys and master keys) with a total net value of less than \$50.

Keyed-Alike Lock Cores for Field Installation

To order keyed-alike products:

- Clearly state “**PULL CORES**” in the description on your purchase order for any items you wish to have keyed-alike, and
- Order the lock core/ key sets as separate line items on your purchase order** using the product codes on the prior page. (See below for an example.) Metal Arc will select key numbers to satisfy this request from the key number ranges shown on the prior page.

The keyed-alike lock core/key sets will be packaged separately for field installation.

There is no additional charge for key-alike requests, provided that (a) the key-alike request is made in conjunction with the original purchase order, and (b) the number of core/key sets ordered does not exceed the number of cabinets ordered.

The list price for additional lock core/key sets is **\$15/set** for all lock styles other than FR locks and **\$25/set** for FR locks.

Keyed-alike lock core/key sets can be specified as follows:

- Determine the number of keyed-alike locks in each workstation on the project.
- Group together the workstations with a like number of locks – for example, 10 workstations with 2 locks per station, 5 workstations with 3 locks per station and 1 workstation with 4 locks.
- For each grouping**, enter the number of workstations in the quantity column of the purchase order, followed by the part number for the appropriate lock series. Then add a suffix to that product number for the quantity of keyed-alike locks in that group. For example, to order the lock groupings from Step B with UM Black locks, the purchase order would read as follows:

Qty	Part #	Description	Price Per Unit	Extended Price
10	UMLKCORES 2	Set of 2 UM Black keyed-alike cores/keys	no charge	no charge
5	UMLKCORES 3	Set of 3 UM Black keyed-alike cores/keys	no charge	no charge
1	UMLKCORES 4	Set of 4 UM Black keyed-alike cores/keys	no charge	no charge

Please see <http://metalarcinc.com/office-furniture/resources/key-alike-request-form> for a key-alike instruction form that can be completed and submitted with a purchase order.

PULLS



Full Pull / Self-Handled (Code: S)
most popular



Arc Pull (Code: A)
satin nickel finish



Bar Pull (Code: B5)
aluminum finish



Droop Pull (Code: D)
painted to match drawer front



Ellipse Pull (Code: P)*
charcoal plastic



J Pull (Code: J)*



Aluminum Insert (Code: AI)*
extruded aluminum (unpainted)



Matching Pull (Code: M)*
painted to match drawer front



Recessed Pull (Code: R)*
black plastic



Twist Pull (Code: T)
satin nickel finish



Short Rod Pull (Code: O)
brushed nickel finish



Long Rod Pull (Code: L)
brushed nickel finish
available on lateral files only
\$15 list price upcharge per drawer

* J Pulls, Ellipse Pulls, Aluminum Insert Pulls, Matching Pulls and Recessed Pulls are available only on pedestal file and lateral file drawer fronts. These pulls are not available on storage cabinet or wardrobe doors.

PAINT COLORS

Industry Standard Colors:

Name	Code
HM Black Umber	BU
HM Dark Tone	DT
HM Innertone	HT
HM Innertone Light	HF
HM Just Tan	JT
HM Light Gray	HL
HM Light Tone	LT
HM Medium Tone	MT
HM Metallic Champagne	CN
HM Slate Gray	GS
HM Soft White	LU
SC Arctic White Textured	AR
SC Black	BK
SC Black Textured	BX
SC Fieldstone Textured	FS
SC Gray Value 1	GV
SC Platinum (Metallic)	PM
SC Warm White	WW

Metal Arc Colors:

Name	Code
MA Appliance White	AW
MA Cargo Red	CRED
MA Ivory	IV
MA Lakeshore Gray	LG

Name	Code
HW Beige	BE
HW Charcoal	CH
HW Chalk	CK
HW Graphite	GP
HW Greystone	GT
HW Platinum	HP
HW Smoke	SM
KN Folkstone Gray	FG
KN Medium Gray	MG
KN Medium Gray Textured	MX
KN Sandstone	SS
KN Soft Gray	SG

To specify a color, add the applicable color code as a suffix after the part number and pull type. For example, to choose HM Black Umber (color code “BU”) as the paint color for a 22” deep work-surface supporting pedestal (with a box/box/file drawer configuration and Full Pulls), the product number would be PWS27h22d-BBF-S-**BU**-_____.

Don’t see the color you need . . .

Metal Arc has access to many industry favorites beyond the standard colors shown above. Please visit <http://metalarcinc.com/office-furniture/options/paint-colors> to see the most recent lists of standard and non-standard paint colors. Most non-standard colors are available at no upcharge, although additional lead times may apply.

Interested in a custom color . . .

If you need to match a particular color, provide us with a sample of that color. We will work with our paint suppliers to provide a match – a match that you will get to review and approve before proceeding.

Custom color requests are handled on a case-by-case basis. Additional lead-times, surcharges and quantity minimums may apply.

FABRICS FOR CUSHION TOPS

Metal Arc cushion tops may be ordered in any fabric from CF Stinson's New Hempstead and Bryant Park collections. These fabrics may be viewed at <http://metalarcinc.com/office-furniture/options/fabrics-for-cushion-tops>.

CUSTOMER-PROVIDED FABRICS

Customers also may supply their own fabric for use on cushion tops. Please see below for information regarding pricing, quantity requirements and mailing information.

Pricing:

In instances where a customer supplies its own fabric, Metal Arc will apply a credit (price reduction) of \$5 net per unit for an order of 10 or more cushion top mobile pedestal files. In order to qualify for this credit, all 10+ cushion top mobile pedestal files must be ordered together on a single purchase order. No credit is available for orders of less than 10 units.

Yardage Requirements:

Product	Fabric Required/Unit (lineal yards)*	Minimum Fabric Required
18" Deep x 1.5" High Pedestal File Cushion Tops	0.39 Yards	1.0 Yard
22" Deep x 1.5" High Pedestal File Cushion Tops	0.44 Yards	1.0 Yard
30" Wide x 1.5" High Lateral File Cushion Tops	0.75 Yards	1.0 Yard
36" Wide x 1.5" High Lateral File Cushion Tops	0.75 Yards	1.0 Yard
42" Wide x 1.5" High Lateral File Cushion Tops	0.75 Yards	1.0 Yard

* Assumes 54" or 66" fabric. Please note that these yardage requirements do not apply to low cushions for Open Plan lateral files and bookcases. Please see the Open Plan catalog for those fabric requirements.

Please round up to the nearest whole yard when providing fabric. For example, if providing fabric for four 22" deep pedestal file cushion tops, two full yards of fabric would be required (*i.e.*, 4 x 0.44 yards = 1.76 yards, rounded up to the nearest whole yard).

Shipping Address for Customer-Provided Fabrics:

Banta Furniture Company
c/o Metal Arc, Inc.
3390 Broadmoor Ave. SE
Suite A
Grand Rapids, MI 49512
(616) 575-8180*

* This phone number is provided for shipping purposes only. Please address any inquiries to sales@metalarcinc.com.

Labeling Information: Please provide the following information with your package of fabric:

- Your company's name
- Your purchase order number to Metal Arc (that is, the PO for which the fabric is to be used)
- The manufacturer, name and part number of the fabric
- The quantity (in yards) of fabric being provided

Lead Time: Standard lead time is approximately 15 business days following both (a) receipt of fabric, and (b) submission of a complete purchase order to Metal Arc. Lead times may be longer for large orders.

Warranty: Metal Arc's standard warranty does not apply to customer-provided fabric.

HOW TO ORDER

Metal Arc uses a “smart” product code that identifies, in order, not only the cabinet style and drawer configuration, but also the cabinet pull type, paint color and any upgrades/accessories. Below are some examples.

PEDESTAL FILES:

Sample Pedestal Part Number: **PWS27h18d-BBF-S-BU-P1-D2-H2-U**

Code: 1 1 122 22 -333 -4-55 -66-77-88 -9

Code	Description
1	Base Part Number (<i>e.g.</i> , PWS stands for “Pedestal, Work Surface Supporting”)
2	Nominal Dimensions (height and depth)
3	Drawer Configuration (<i>e.g.</i> , BBF stands for box/box/file)
4	Pull Type (one character) – see page 39 for pull choices and codes
5	Paint Color (two or more characters) – see page 40 for paint color choices and codes
6	Pencil Trays (Accessory) – enter P and the quantity of pencil trays desired. If no pencil trays are desired, enter P and then 0. For example, enter “P0” for no pencil trays, “P1” for one pencil tray, “P2” for two pencil trays, etc. The price is \$12 list per pencil tray.
7	Box Drawer Dividers (Accessory) – enter D and the quantity of dividers desired. If no dividers are desired, enter D and then 0. For example, enter “D0” for no dividers, “D1” for one divider, “D2” for two dividers, etc. The price is \$12 list per divider.
8	Hanging File Bars (Accessory) – enter H and the quantity of file bars (pairs) desired. If no file bars are desired, enter H and then 0. For example, enter “H0” for no file bars, “H1” for one pair of file bars, or “H2” for two pairs of file bars. The price is \$9 list per set of hanging file bars.
9	Lock – see page 37 for lock choices

Not interested in any pedestal file upgrades or accessories . . .

As described above, Metal Arc’s part numbering system allows you to add factory-installed upgrades and accessories. In many instances, however, you may need a basic pedestal with nothing added. In those instances, just omit the options and accessory codes (*i.e.*, codes 6 through 8).

In all cases, please make sure to specify your choices for pull type (code 4), paint color (code 5) and lock (code 9), as your order cannot be processed without this information.

LATERAL FILES:Sample Lateral File Part Number: **OLF02h30w-S-BU-C-H0-U**

Code: 1 1 1 22 22 -3-44 - 5- 66 -7

Code	Description
1	Base Part Number (OLF stands for “Lateral File, Overlay Fronts”)
2	Number of Drawers and Nominal Width
3	Pull Type (one character) – see page 39 for pull choices and codes
4	Paint Color (two or more characters) – see page 40 for paint color choices and codes
5	Counterweight (Option) – enter C if this option is desired. Enter X if this option is not desired.
6	Hanging File Bars for Front-to-Back Filing (Option) – enter H and the quantity of file bars (sets) required. If no file bars are desired, enter H and then 0. For example, enter “H0” for no file bar sets, “H2” for two file bars sets, etc. One “set” will provide back-to-front filing for one drawer.
7	Lock – see page 37 for lock choices

STORAGE CABINETS:Sample Storage Cabinet Part Number: **STC02h36w-A-BU-U**

Code: 1 1 1 22 33 -4 -55 -6

Code	Description
1	Base Part Number (STC stands for an 18d “Storage Cabinet”)
2	Height – Number of Drawers Equivalent (<i>e.g.</i> , a “02h” storage cabinet is the same height as a “02h” lateral file)
3	Nominal Width
4	Pull Type (one character) – see page 39 for pull choices and codes
5	Paint Color (two or more characters) – see page 40 for paint color choices and codes
6	Lock – see page 37 for lock choices

BOOKCASES:Sample Bookcase Part Number: **BKC02h30w-BU**

Code: 1 1 1 22 33 -44

Code	Description
1	Base Part Number (BKC stands for a 14d “Bookcase”)
2	Height – Number of Drawers Equivalent (<i>e.g.</i> , a “02h” bookcase is the same height as a “02h” lateral file)
3	Nominal Width
4	Paint Color (two or more characters) – see page 40 for paint color choices and codes

OVERHEAD STORAGE CABINETS:Sample Overhead Storage Part Number: **OHS30w-WMT-BU-U**

Code: 1 1 122 - 3 3 3 -44 -5

Code	Description
1	Base Part Number (OHS stands for “Overhead Storage”)
2	Nominal Width
3	End Panel/Hanging Bracket Style (three characters)
4	Paint Color (two or more characters) – see page 40 for paint color choices and codes
5	Lock – see page 37 for lock choices

FULL-HEIGHT & HALF-HEIGHT SHELVES:Sample Shelf Part Number: **FHS30w-HMA-BU**

Code: 1 1 122 -3 3 3 -44

Code	Description
1	Base Part Number (FHS for “Full-Height Shelf” or HHS for “Half-Height Shelf”)
2	Nominal Width
3	End Panel/Hanging Bracket Style (three characters)
4	Paint Color (two or more characters) – see page 40 for paint color choices and codes

TOWERS:Sample Tower Part Number: **BTW04h15wRGT-BBF-S-PM-P0-D0-H0-U**

Code: 1 1 1 22 3 3 3-444 -5-66 -77-88-99 -10

Code	Description
1	Base Part Number (BTW stands for “Bookcase Tower”)
2	Height – Number of Drawers Equivalent
3	Bookcase-Facing Direction (BTWs) / Hinge Side for Cupboard Doors (CTWs) / Location of Coat Closet (WBTs and WCTs) / Hinge Side for Single-Door Towers
4	Drawer Configuration (BBF or FF)
5	Pull Type (one character) – see page 39 for pull choices and codes
6	Paint Color (two or more characters) – see page 40 for paint color choices and codes
7	Pencil Trays (Accessory) – enter P and the quantity of pencil trays desired. If no pencil trays are desired, enter P and then 0. For example, enter “P0” for no pencil trays, “P1” for one pencil tray, “P2” for two pencil trays, etc. Price is \$12 list per pencil tray.
8	Box Drawer Dividers (Accessory) – enter D and the quantity of dividers desired. If no dividers are desired, enter D and then 0. For example, enter “D0” for no dividers, “D1” for one

	divider, “D2” for two dividers, etc. The price is \$12 list per divider.
9	Hanging File Bars (Accessory) – enter H and the quantity of file bars (pairs) desired. If no file bars are desired, enter H and then 0. For example, enter “H0” for no file bars, “H1” for one pair of file bars, “H2” for two pairs of file bars, etc. The price is \$9 list per set of hanging file bars.
10	Lock – see page 37 for lock choices

VERTICAL FILES:Sample Vertical File Part Number: **VFL04h15w-4F-S-BU-U**

Code: 1 1 1 22 22 -33 -4 -55 -6

Code	Description
1	Base Part Number (VFL stands for “Vertical File”)
2	Nominal Dimensions (height and width)
3	Number of File Drawers (<i>e.g.</i> , 4F stands for four drawers)
4	Pull Type (one character) – see page 39 for pull choices and codes
5	Paint Color (two or more characters) – see page 40 for paint color choices and codes
6	Lock – see page 37 for lock choices

METAL CENTER DRAWERS:Sample Metal Center Drawer Part Number: **CENDRWMTL-BU-U**

Code: 1 1 1 1 1 1 1 1 1 -22 -3

Code	Description
1	Base Part Number
2	Paint Color (two or more characters) – see page 40 for paint color choices and codes
3	Lock – see page 37 for lock choices

TERMS OF SALE

Pricing and Freight: Unless indicated otherwise, all prices quoted in this catalog are list prices, before any applicable discounts. Freight expenses are handled on a case-by-case basis. In instances where Metal Arc is responsible for freight expenses, a small order freight charge may be applied to orders that fall under a particular dollar threshold.

Shipping Costs – Accessories: When ordered on a stand-alone basis (*i.e.*, not in conjunction with an order of casegoods), actual shipping costs will be charged to the purchaser for all orders of accessories.

Order Placement: All orders must be submitted in writing. Orders may be sent to Metal Arc via e-mail at sales@metalarcinc.com.

Order Acknowledgement: Order acknowledgements will be issued via e-mail, typically within two or three business days after receipt of a purchase order with all necessary information. Please contact Metal Arc immediately if you do not receive an order acknowledgement by the end of the third business day after submission of your order, as your order may not have been received. The order acknowledgement will list the details of your order and correct any discrepancies in pricing. *Please carefully review your order acknowledgement for any errors or omissions.*

Lead Times: Your order acknowledgement will show a date by which your order will be ready to ship. Lead times will be dependent upon order size, product mix, and time of year. Lead times are typically longer in the summer and around holidays. Many small orders for pedestal files, standard lateral files and bookcases will be ready for shipment within 8 to 12 business days of receipt of a purchase order. Metal Arc will not be liable for any losses or damages resulting from longer lead times, nor will a longer lead time entitle the purchaser to a right of cancellation.

Changes and Cancellations: Because of Metal Arc's short lead times, purchase orders may not be cancelled after issuance of an order acknowledgement. In the event of a requested change or correction, the purchaser may be required to pay an additional re-stocking or re-processing fee. Metal Arc may, at its discretion, determine the amount of any such fee on a case-by-case basis.

Shipping Terms: With the exception of local deliveries made by Metal Arc itself, Metal Arc's shipping terms are FOB origin. This means that the buyer takes title to the goods (and is responsible for the goods) once they leave Metal Arc's premises. Metal Arc is not responsible for freight damage caused by a non-Metal Arc carrier. For local deliveries made by Metal Arc, the shipping terms are FOB destination.

Freight Delivery Times / Special Requests: In instances where Metal Arc is responsible for freight expenses, Metal Arc will provide free freight to a single destination in the continental United States, for delivery during normal business hours to a commercial dock. Normal business hours for most freight carriers are between 7:30 a.m. and 3:30 p.m. To the extent possible, Metal Arc will work with the chosen freight carrier to accommodate special shipping or delivery requests, such as inside deliveries or weekend and late-night deliveries. *Please be aware that the purchaser is responsible for any additional costs/charges incurred by Metal Arc as a result of such special shipping and delivery requests.*

Please also be aware that a freight carrier may charge a penalty if a purchaser is not ready to accept delivery at the scheduled time. Any additional charges/penalties incurred by Metal Arc as a result of a purchaser delay are the responsibility of the purchaser and will be passed along to the purchaser.

Freight Damage Claims: It is the buyer's responsibility to inspect goods thoroughly for apparent damage before accepting shipment. Please do not refuse shipment. Rather, *if there is any apparent damage to the unit or packaging, please clearly note that damage (in specific detail) on the bill of lading when accepting delivery.* Failure to note apparent damage on the bill of lading or another shipment document may prevent the purchaser and Metal Arc from successfully pursuing a freight damage claim.

Please contact Metal Arc *immediately* in the event of apparent shipping damage, or in the event of damage discovered upon unpacking the product. As noted above, Metal Arc is not responsible for freight damage caused by a non-Metal Arc carrier. Metal Arc will, however, file a damage claim with the carrier on your behalf.

Carriers often impose rigid timelines for making a freight damage claim. Accordingly, failure to inspect the package upon receipt and/or failure to contact Metal Arc immediately upon discovering freight damage may prevent the purchaser and Metal Arc from successfully pursuing a freight damage claim.

In order to pursue a claim, it also will be necessary for the purchaser to retain the original packaging and possibly provide pictures of the damaged part(s) and packaging. Failure to retain the packaging also may prevent the purchaser and Metal Arc from successfully pursuing a freight damage claim.

In no circumstance may a buyer make a deduction for freight damage when paying a Metal Arc invoice.

Invoicing and Payment Terms: Orders are invoiced at the time of shipment. Invoices are due within 30 days from the invoice date. Invoices unpaid after 30 days are subject to a late charge of 2% per month on the unpaid balance. The calculation of this late charge begins on the 31st day from the invoice date. At Metal Arc's discretion, customers with unpaid (delinquent) balances may be placed on credit hold. Metal Arc reserves the right to adopt different payment terms with particular customers on a case-by-case basis.

Taxes: Metal Arc's prices do not include taxes, and all sales, use, and other applicable taxes are the sole responsibility of the purchaser. Metal Arc will invoice and collect sales taxes for all sales made in Michigan, unless the purchaser has provided Metal Arc with an appropriate certificate of exemption.

Warranty: Metal Arc warrants that its office furniture products will be free from defects in material and workmanship for the life of the products. Metal Arc, as its sole obligation, will repair or replace (at its option) any product, part or component which fails under normal use as a result of such a defect in material or workmanship. This warranty extends only to original purchasers who acquire new product directly from Metal Arc or its authorized resellers. This warranty is void if the original purchaser transfers or sells the product.

This warranty does not cover damage resulting from ordinary wear and tear, including paint finish changes and/or discoloration resulting from aging or exposure to light. In addition, this warranty does not cover damage resulting from improper installation or use of a product, and any material modification to the original product voids this warranty.

This warranty does not cover other manufacturers' products sold through Metal Arc. Rather, supplier warranties will apply to products not manufactured by Metal Arc.

TO THE EXTENT ALLOWED BY LAW, ANY IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

This warranty does not cover, and Metal Arc shall not be liable for, incidental damages such as loss of time, loss of use, or inconvenience. In addition, this warranty does not cover, and Metal Arc shall not be liable for, any consequential damages (*e.g.*, the cost of fixing other property) caused by its products.

This warranty gives the purchaser specific legal rights. Purchasers may have other rights which vary from state to state or province to province.

Contact Information:

Metal Arc, Inc.
3792 E. Ellis Rd.
Muskegon, MI 49444
PH: (231) 865-3111
FAX: (231) 865-2037
e-mail: sales@metalarcinc.com