



OPEN PLAN FILING & STORAGE



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OVERVIEW

Metal Arc’s Open Plan cabinets provide a low-profile solution for the storage needs of collaborative work environments.

Open Plan cabinets are sold without a finished top. Rather, these cabinets are designed to be ganged together under a common laminate top (customer provided). Optional steel tops are also available – see below.

For ease of installation, all Open Plan cabinets come standard with re-closable fasteners on the top, thus eliminating the need for pre-drilled work surfaces.



Open Plan cabinets are available with two different leg styles: Square and Round.



Square Leg
textured silver finish



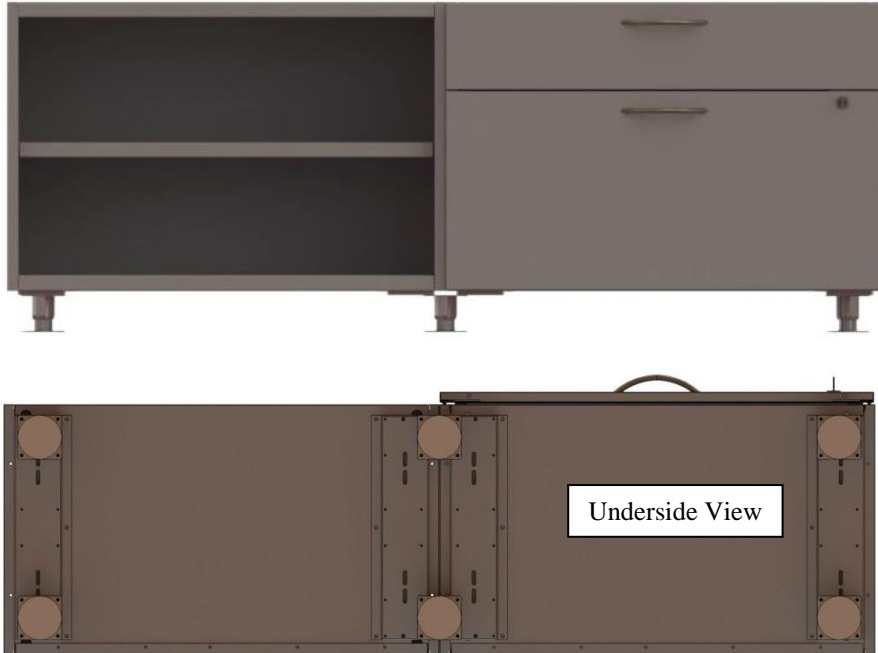
Round Leg
brushed stainless steel finish

To facilitate design flexibility, cabinets can be ordered with or without legs:

- **Cabinets with Legs Included:** When ordered with legs included, each cabinet will ship with four legs (square or round), along with attachment screws. To minimize the risk of freight damage, these legs will be packaged separately for field installation.



- **Cabinets Without Legs – Legs Ordered Separately:** Alternatively, cabinets and legs can be ordered separately. This is appropriate in instances where two common legs are used to gang two cabinets together, side by side, as illustrated in the pictures below. Ordering cabinets and legs separately is also a more cost-effective option for such instances. Please see below for instructions for ordering legs separately.



- **Cabinets Without Legs – Casters:** Any Open Plan cabinet can be made into a mobile cabinet by adding a set of black casters. See page 8 for ordering information.



IMPORTANT: Open Plan cabinets are designed to be used with legs or casters. Open Plan cabinets will not function properly if placed directly onto a floor without any supporting legs or casters.

OPEN PLAN LATERAL FILES

Square Legs



Product No.	H*	W	D	Pkg Wt	List Price
OPSQ-LAT30w	23	30	18	150 lbs	\$1,000
OPSQ-LAT36w	23	36	18	163 lbs	\$1,040
OPSQ-LAT42w	23	42	18	177 lbs	\$1,100

* Height is for the cabinet and legs only and does not include a work surface.

- Includes four square legs (shipped detached for field installation)
- Counterweights included as standard for added stability
- Safety interlock allows only one drawer to be opened at a time
- Attaches to underside of work surface – work surface is not included
- Single lock secures both drawers
- Includes two file bars in the bottom drawer for side-to-side filing of letter, A4 or legal-sized file folders
- Leveling glides allow for 1” of adjustability

Round Legs



Product No.	H*	W	D	Pkg Wt	List Price
OPRD-LAT30w	23	30	18	150 lbs	\$1,000
OPRD-LAT36w	23	36	18	163 lbs	\$1,040
OPRD-LAT42w	23	42	18	177 lbs	\$1,100

* Height is for the cabinet and legs only and does not include a work surface.

- Includes four round legs (shipped detached for field installation)
- Counterweights included as standard for added stability
- Safety interlock allows only one drawer to be opened at a time
- Attaches to underside of work surface – work surface is not included
- Single lock secures both drawers
- Includes two file bars in the bottom drawer for side-to-side filing of letter, A4 or legal-sized file folders
- Leg height is adjustable up to 1” (22-1/2” is fully-recessed height)

No Legs (Legs Ordered Separately)



Product No.	H*	W	D	Pkg Wt	List Price
OP-LAT30w	20	30	18	145 lbs	\$880
OP-LAT36w	20	36	18	158 lbs	\$920
OP-LAT42w	20	42	18	172 lbs	\$980

* Height is for the cabinet only and does not include legs or a work surface.

- Order this unit when sourcing legs separately for ganging cabinets – see page 8 for leg ordering instructions
- Counterweights included as standard for added stability
- Safety interlock allows only one drawer to be opened at a time
- Attaches to underside of work surface – work surface is not included
- Single lock secures both drawers
- Includes two file bars in the bottom drawer for side-to-side filing of letter, A4 or legal-sized file folders

OPEN PLAN BOOKCASES

Square Legs



Product No.	H*	W	D	Pkg Wt	List Price
OPSQ-BK18w	23	18	17-1/8	50 lbs	\$680
OPSQ-BK24w	23	24	17-1/8	55 lbs	\$720
OPSQ-BK30w	23	30	17-1/8	60 lbs	\$740
OPSQ-BK36w	23	36	17-1/8	65 lbs	\$780
OPSQ-BK42w	23	42	17-1/8	70 lbs	\$830

* Height is for the cabinet and legs only and does not include a work surface.

- Includes four square legs (shipped detached for field installation)
- One height-adjustable shelf
- Includes cutouts for easy ganging to adjacent cabinets
- Attaches to underside of work surface – work surface is not included
- Leveling glides allow for 1" of adjustability

Round Legs



Product No.	H*	W	D	Pkg Wt	List Price
OPRD-BK18w	23	18	17-1/8	50 lbs	\$680
OPRD-BK24w	23	24	17-1/8	55 lbs	\$720
OPRD-BK30w	23	30	17-1/8	60 lbs	\$740
OPRD-BK36w	23	36	17-1/8	65 lbs	\$780
OPRD-BK42w	23	42	17-1/8	70 lbs	\$830

* Height is for the cabinet and legs only and does not include a work surface.

- Includes four round legs (shipped detached for field installation)
- One height-adjustable shelf
- Includes cutouts for easy ganging to adjacent cabinets
- Attaches to underside of work surface – work surface is not included
- Leg height is adjustable up to 1" (22-1/2" is fully-recessed height)

No Legs (Legs Ordered Separately)



Product No.	H*	W	D	Pkg Wt	List Price
OP-BK18w	20	18	17-1/8	45 lbs	\$560
OP-BK24w	20	24	17-1/8	50 lbs	\$600
OP-BK30w	20	30	17-1/8	55 lbs	\$620
OP-BK36w	20	36	17-1/8	60 lbs	\$660
OP-BK42w	20	42	17-1/8	65 lbs	\$710

* Height is for the cabinet only and does not include legs or a work surface.

- Order this unit when sourcing legs separately for ganging cabinets – see page 8 for leg ordering instructions
- One height-adjustable shelf
- Includes cutouts for easy ganging to adjacent cabinets
- Attaches to underside of work surface – work surface is not included

OPEN PLAN BOOKCASE-LATERAL FILE COMBOS

Square Legs



Product No.	H*	W	D	Pkg Wt	List Price
OPSQ-BLF30w	23	30	18	147 lbs	\$1,000
OPSQ-BLF36w	23	36	18	160 lbs	\$1,040
OPSQ-BLF42w	23	42	18	174 lbs	\$1,100

* Height is for the cabinet and legs only and does not include a work surface.

- Includes four square legs (shipped detached for field installation)
- Counterweights included as standard for added stability
- Attaches to underside of work surface – work surface is not included
- Includes two file bars in the bottom drawer for side-to-side filing of letter, A4 or legal-sized file folders
- Leveling glides allow for 1” of adjustability

Round Legs



Product No.	H*	W	D	Pkg Wt	List Price
OPRD-BLF30w	23	30	18	147 lbs	\$1,000
OPRD-BLF36w	23	36	18	160 lbs	\$1,040
OPRD-BLF42w	23	42	18	174 lbs	\$1,100

* Height is for the cabinet and legs only and does not include a work surface.

- Includes four round legs (shipped detached for field installation)
- Counterweights included as standard for added stability
- Attaches to underside of work surface – work surface is not included
- Includes two file bars in the bottom drawer for side-to-side filing of letter, A4 or legal-sized file folders
- Leg height is adjustable up to 1” (22-1/2” is fully-recessed height)

No Legs (Legs Ordered Separately)



Product No.	H*	W	D	Pkg Wt	List Price
OP-BLF30w	20	30	18	142 lbs	\$880
OP-BLF36w	20	36	18	155 lbs	\$920
OP-BLF42w	20	42	18	169 lbs	\$980

* Height is for the cabinet only and does not include legs or a work surface.

- Order this unit when sourcing legs separately for ganging cabinets – see page 8 for leg ordering instructions
- Counterweights included as standard for added stability
- Attaches to underside of work surface – work surface is not included
- Includes two file bars in the bottom drawer for side-to-side filing of letter, A4 or legal-sized file folders

OPEN PLAN STORAGE CABINETS

Open Plan storage cabinets may be ordered with either adjustable shelves or a coat rod. As with the Open Plan lateral files and bookcases, these cabinets do not come standard with a finished top. Rather, they are designed for use with either a customer-provided laminate top or a separately-ordered steel top (see below).

Open Plan storage cabinets may be ganged to an adjacent lateral file or bookcase by using a set of common legs that span both units. See pages 1-2 for more information on using legs in this manner.



Adjustable Shelves



Coat Rod



Square Legs



Right-hand unit

Product No.	H*	W	D	Pkg Wt	List Price
Storage Cabinet with 2 Adjustable Shelves					
OPSQ-STC42h12w-LFT	42	12	18	65 lbs	\$1,080
OPSQ-STC42h12w-RGT	42	12	18	65 lbs	\$1,080
Storage Cabinet with Coat Rod Only					
OPSQ-STX42h12w-LFT	42	12	18	63 lbs	\$1,040
OPSQ-STX42h12w-RGT	42	12	18	63 lbs	\$1,040

* Height is for the cabinet and legs only and does not include a separate top.

- Includes four square legs (shipped detached for field installation)
- RGT and LFT designate hinge side
- Leveling glides allow for 1" of adjustability
- Cabinets must be secured from tipping – these cabinets are not designed for freestanding use.

Round Legs



Right-hand unit

Product No.	H*	W	D	Pkg Wt	List Price
Storage Cabinet with 2 Adjustable Shelves					
OPRD-STC42h12w-LFT	42	12	18	65 lbs	\$1,080
OPRD-STC42h12w-RGT	42	12	18	65 lbs	\$1,080

Storage Cabinet with Coat Rod Only					
OPRD-STX42h12w-LFT	42	12	18	63 lbs	\$1,040
OPRD-STX42h12w-RGT	42	12	18	63 lbs	\$1,040

* Height is for the cabinet and legs only and does not include a separate top.

- Includes four round legs (shipped detached for field installation)
- RGT and LFT designate the hinge side
- Round leg height is adjustable up to 1” (42” is fully-recessed height)
- Cabinets must be secured from tipping – these cabinets are not designed for freestanding use.

No Legs (Legs Ordered Separately)



Right-hand unit

Product No.	H*	W	D	Pkg Wt	List Price
Storage Cabinet with 2 Adjustable Shelves					
OP-STC42h12w-LFT	39	12	18	60 lbs	\$960
OP-STC42h12w-RGT	39	12	18	60 lbs	\$960

Storage Cabinet with Coat Rod Only					
OP-STX42h12w-LFT	39	12	18	58 lbs	\$920
OP-STX42h12w-RGT	39	12	18	58 lbs	\$920

* Height is for the cabinet only and does not include legs or a separate top.

- Order this unit when sourcing legs separately for ganging cabinets – see page 8 for leg ordering instruction.
- RGT and LFT designate the hinge side.
- Cabinets must be secured from tipping – these cabinets are not designed for freestanding use.

ACCESSORIES

Square Legs Sold Separately



Product No.	List Price
OP-SQLEG3.0	\$30

- Legs are priced and sold individually
- Six legs are needed for two adjacent cabinets – four legs for the outside corners, and another two legs to gang the cabinets together
- Legs are made of 2” square tube and stand 3” tall with leveling glides fully recessed
- Leveling glides provide 1” of adjustability
- Standard finish is textured silver (powder coat paint); call for other color options

Round Legs Sold Separately



Product No.	List Price
OP-RDLEG2.5	\$30

- Legs are priced and sold individually
- Six legs are needed for two adjacent cabinets – four legs for the outside corners, and another two legs to gang the cabinets together
- Legs are made of stainless steel with a brushed finish
- Legs are adjustable between 2.5” and 3.5” in height

Casters



Product No.	List Price
75 MM CASTERS – PKG OF 4	\$100

- Any Open Plan cabinet can be made into a mobile cabinet by adding a set of four 75 mm black casters
- Casters ship separately for field installation
- Each package contains two locking and two non-locking casters

Steel Tops



Product No.	Pkg Wt	List Price
Tops for Lateral Files & Bookcases		
OP-TOP 18w18d	6 lbs	\$75
OP-TOP 24w18d	8 lbs	\$75
OP-TOP 30w18d	9 lbs	\$75
OP-TOP 36w18d	11 lbs	\$90
OP-TOP 42w18d	12 lbs	\$105
OP-TOP 48w18d	14 lbs	\$125
OP-TOP 54w18d	16 lbs	\$150
OP-TOP 60w18d	17 lbs	\$175



Top for Storage Cabinets		
• OP-TOP 12w18d	4 lbs	\$75

- Steel tops are ¾” tall and are made of 18 gauge steel.
- Durable, powder coat finish (specify color when ordering)
- Steel tops may be ordered in a contrasting paint color – see photo.
- Open Plan steel tops can only be ordered in conjunction with Open Plan cabinets. Steel tops are not sold on a stand-alone basis.

Cushion Tops (Slim)



Product No.	List Price
OP-Cush 24w18d	\$225
OP-Cush 30w18d	\$250
OP-Cush 36w18d	\$300
OP-Cush 42w18d	\$340

- Cushion tops are 1” tall and do not have a welt trim.
- For easy attachment, cushion tops come standard with re-closable fasteners.
- Metal Arc cushion tops may be ordered in any fabric from CF Stinson’s New Hempstead and Bryant Park collections.
- See page 16 for information on customer-provided fabrics.

Bookcase Shelf Dividers



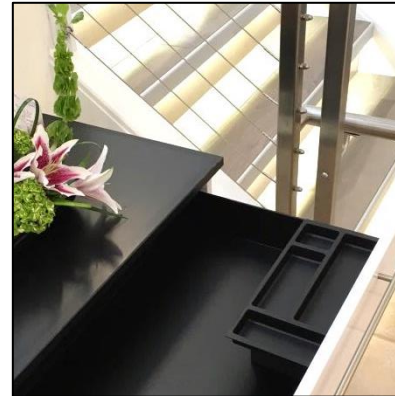
- Made of 18 gauge steel; black powder coat finish; 7.5” high x 8” wide
- Magnet keeps divider in place
- For use with any lateral file drawer or shelf

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

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



Desk Legs



Square Desk Leg

Product No.	List Price
OP-SQLEG27.625	\$140

- Leg is made of 2” square tube and stands 27-⁵/₈” tall with leveling glide fully recessed
- Leveling glide provides 1” of adjustability
- Standard finish is a textured silver (powder coat paint); call for other color options



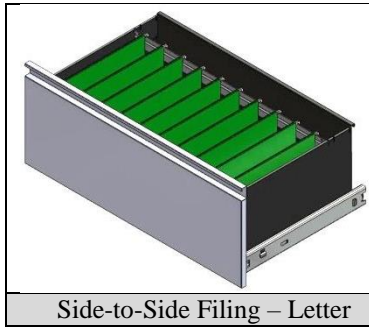
Round Desk Leg

Product No.	List Price
OP-RDLEG27.75	\$140

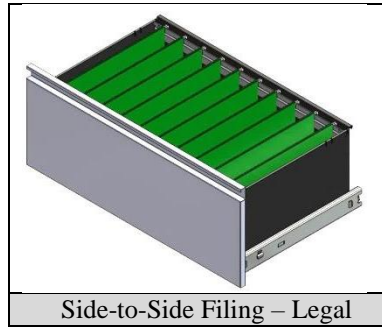
- Leg is made of steel with a brushed nickel finish
- Leg is adjustable in height between 27-⁵/₈” and 28-¹/₄”

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

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



Side-to-Side Filing – Letter



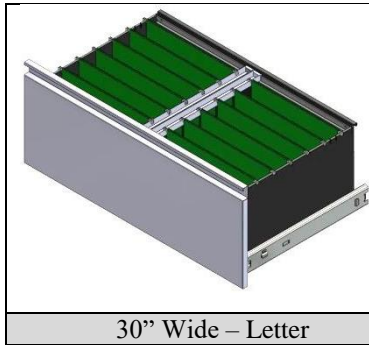
Side-to-Side Filing – Legal

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

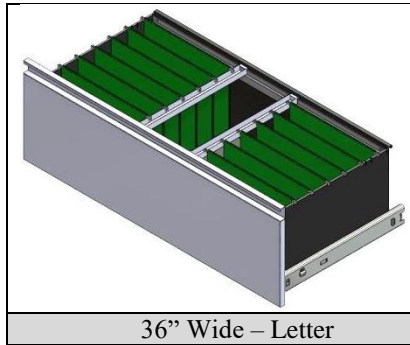
One set of front-to-back file bars is needed for each standard-height lateral file drawer, regardless of width.

Factory Installed	
Product No.	List Price
add “H1” as a suffix to the part number	\$27/set

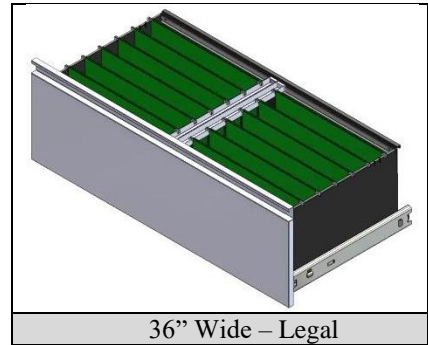
Packaged and Sold Separately	
Product No.	List Price
LATHGBARS	\$27/set



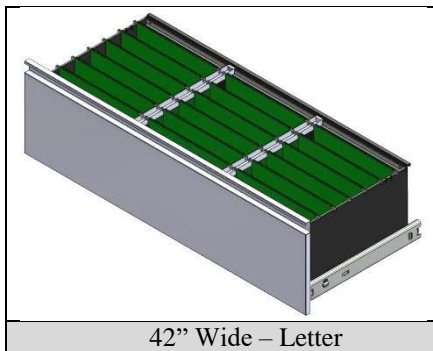
30” Wide – Letter



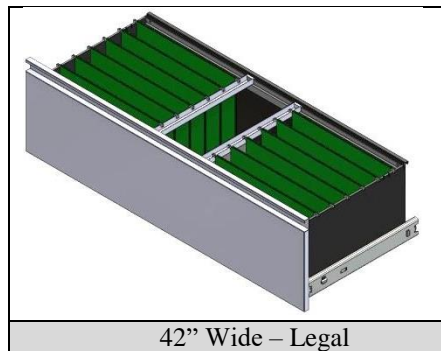
36” Wide – Letter



36” Wide – Legal



42” Wide – Letter



42” Wide – Legal

DRAWER PULLS



Full Pull / Self-Handled (Code: S)



Arc Pull (Code: A)
satin nickel finish



Bar Pull (Code: B5)
aluminum finish



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



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



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



Twist Pull (Code: T)
satin nickel finish



Short Rod Pull (Code: O)
brushed nickel finish



Long Rod Pull (Code: L)*
brushed nickel finish
\$15 list price upcharge per drawer

* Aluminum Insert Pulls, Matching Pulls, and Long Rod Pulls are available only on lateral file drawer fronts. These pulls are not available on storage cabinet doors.



Note: For Full Pulls, the lock is located within the pull itself on the bottom drawer.

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:	UM Black Black Flat Face	UM Nickel Nickel Flat Face	LL Bright Nickel Scalloped Face	SL 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:	FR Matte Nickel Flat Face	K Black Flat Face	E Nickel Chrome Scalloped Face	T Satin Chrome Scalloped Face	WS 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:

- A. Clearly state **“PULL CORES”** in the description on your purchase order for any items you wish to have keyed-alike, and
- B. **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:

- A. Determine the number of keyed-alike locks in each workstation on the project.
- B. 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.
- C. 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.

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
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

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

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 30” wide Open Plan lateral file with Arc Pulls, the product number would be OP-LAT30w-A-**BU**-C-_____.

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 tops. In order to qualify for this credit, all 10+ cushion tops 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
24” Wide Open Plan Cushion Top	0.41 Yards	1.0 Yard
30” Wide Open Plan Cushion Top	0.49 Yards	1.0 Yard
36” Wide Open Plan Cushion Top	0.57 Yards	1.0 Yard
42” Wide Open Plan Cushion Top	0.66 Yards	1.0 Yard

* Assumes 54” or 66” fabric

Please round up to the nearest whole yard when providing fabric. For example, if providing fabric for four 24” wide cushion tops, two full yards of fabric would be required (*i.e.*, 4 x 0.41 yards = 1.6476 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.

OPEN PLAN LATERAL FILES:

Sample Part Number: **OPSQ-LAT30w-A-BU-C-H0-U**
 Code: 1 1 1 1 111-22 -3-44 - 5- 66 -7

Code	Description
1	Cabinet and Leg Style (e.g., OPSQ-LAT indicates that the unit is an “Open Plan” lateral file with square legs)
2	Nominal Width
3	Pull Type (one or two characters) – see page 12 for pull choices and codes
4	Paint Color (two characters) – see page 15 for paint color choices and codes
5	Counterweight – C indicates that a counterweight is included. Counterweights are standard in Open Plan laterals.
6	Hanging File Bars for Front-to-Back Filing (Option) – enter H1 for a set of optional front-to-back filing bars for the bottom drawer. Enter “H0” for no file bar sets.
7	Lock – see page 13 for lock choices.

OPEN PLAN BOOKCASES:

Sample Part Number: **OPRD-BK30w-BU**
 Code: 1 1 1 1 1 1-22 -33

Code	Description
1	Cabinet and Leg Style (e.g., OPRD-BK indicates that the unit is an “Open Plan” bookcase with round legs)
2	Nominal Width
3	Paint Color (two characters) – see page 15 for paint color choices and codes

STORAGE CABINETS:

Sample Part Number: **OPSQ-STC42h12w-RGT-A-BU-U**
 Code: 1 1 1 1 1 1 1 22 33 -44 4 -5 -66- 7

Code	Description
1	Cabinet and Leg Style (e.g., OPSQ-STC indicates that the unit is an “Open Plan” storage cabinet with square legs)
2	Nominal Height With Legs Attached
3	Nominal Width
4	Hinge Direction (e.g., “RGT” means that the hinges are on the right-hand side)
5	Pull Type (one character) – see page 12 for pull choices and codes
6	Paint Color (two or more characters) – see page 15 for paint color choices and codes
7	Lock – see page 13 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 no later than the end of the next business day 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 next business day, 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 and product mix. 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 (*i.e.*, concealed damage). 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:

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