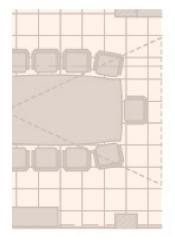




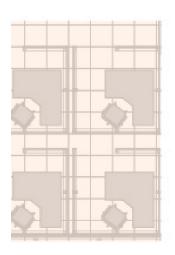
### Introduction

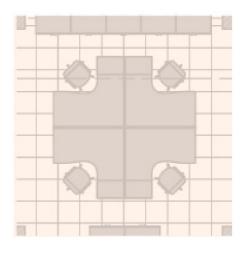


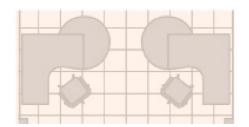
Devon Office Furniture is an industry leading manufacturer and distribution center of office furniture and office cubicles. We ensure that all of our products are built to enhance worker productivity, deliver value to the end user, and transform any office space into an efficient and dynamic work environment.

From the private workstation cubicles to call center cubicles for more of an open office and contemporary feel you can help customers create an office environment that has a delicate balance between privacy and interaction with colleagues. We have various finish, storage and accessory option to make each cubicle the ideal for various workers.

Browse our interactive product catalog to see all options available to create the ideal office environment for customers.





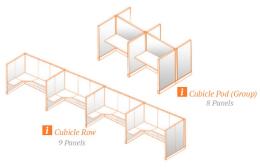


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## Cubicle Sizes - Call Centers

Call center cubicles optimize use of your floor space and can come in almost any size and configuration. They are a excellent option if you are short on office space, want to create an open office contemporary feel, or if you are looking to save money on your office furniture purchase.



3'x2'









53"

4'x2'











4'x3'





53"

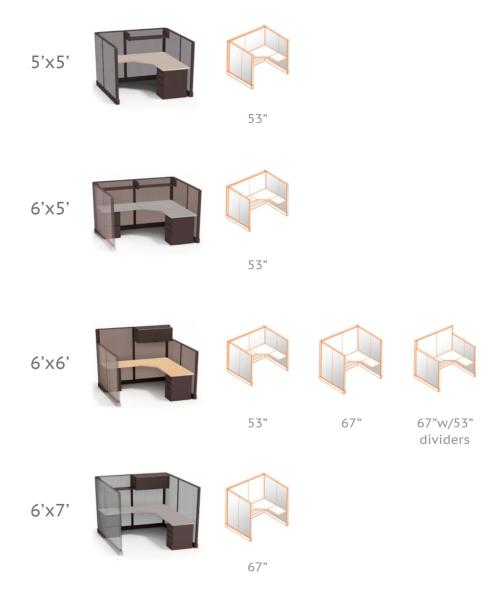
4'x4'





## **Cubicle Sizes - Workstations**

This cubicle style is a partially enclosed workspace with a larger work space and more room to add storage options. It provides employees and managers with more privacy while still creating an office environment that promotes communication and collaboration amongst each other.



# Cubicle Sizes - Workstations (cont'd)

6'x8' 67" 53" 67"w/53" dividers 8'x6' 67"w/53" 67" dividers 67"w/53" 53" 67" dividers 67"

## **Fabric**

Our cubicle fabric comes in various grades and color options. We offer three fabric programs – Keystone, Summit, and Aspen – with over 35 fabrics available. If you need cubicles immediately, ask us about our quick ship fabric options.

### Keystone Quick Ship Collection



# Fabric (cont'd)

## Aspen Collection (cont'd)



### **Summit Collection**



# Fabric (cont'd)

## Summit Collection (cont'd)



# Fabric (cont'd)

## Summit Collection (cont'd)





Chrome

## Worksurfaces & Trim

### Worksurface

Our worksurface is fabricated from a 1" thick particleboard and are laminated on both sides in a thermally fused melamine finish making it extremely durable. You can also choose from straight edge corners and radius corners, as well as extended corners and d-top peninsulas.

#### Trim

We offer 3 different options: Medium Tone, Black Umber (only available in 53") and Light Gray (not available in 47"). Selected storage options will come in the same color as the selected trim.

### Worksurfaces





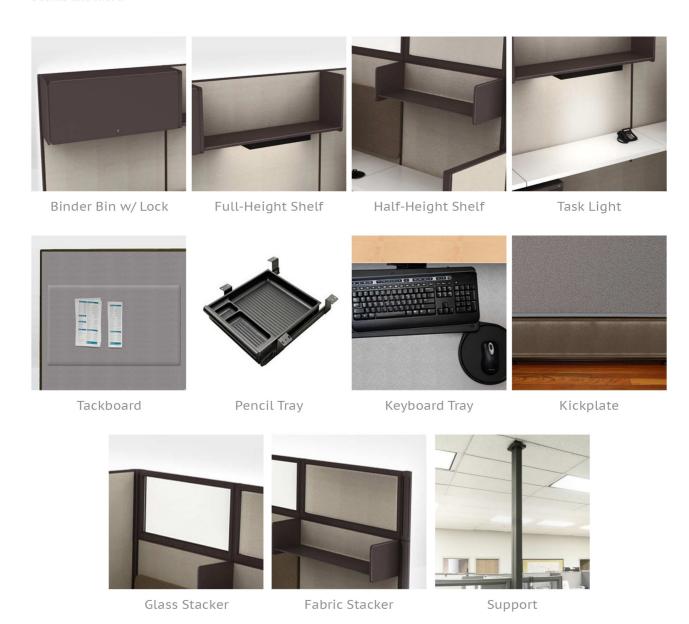
# **Storage Options**

We offer many storage options that help create a customized cubicle for the worker. Add secure filing systems with a heavy duty ball bearing suspension that lock so confidential documents can be secured. These are available in the selected trim finishes.



# Shelving & Accessories

Add overhead shelving to increase the space and organization in any cubicle. We also provide many cubicle accessories from task lighting, to drawers, keyboard trays, tack boards and more.



## Office Furniture

Our Devó Collection features a wide variety of office furniture, credenzas, corner returns, hutches and much more in a Cherry, Mahogany, or Espresso finish. For a full catalog of our entire Devó Collection please visit our **Downloads** page.





## Warranty

Devon Office Furniture (DOF) offers a five (5) year limited warranty, unless otherwise noted, to the initial customer who purchases directly from Devon Office Furniture. DOF warrants that its products are free from defects in material and workmanship under normal use and with proper care and maintenance.

Panel Fabrics – All grades are covered by a three (3) year warranty period.

Customer's remedy under this limited warranty is limited to replacement. This limited warranty shall not apply to any product that suffered damage as the result of normal wear and tear, negligence, abuse, accident, or shipping damage.

This limited warranty does not cover the cost of transportation or labor. All requests for replacement under this limited warranty must be submitted in writing and provide reference to the original invoice number and freight bill, providing proof of delivery for the product for which Customer is claiming warranty replacement. Product will not be accepted by Devon Office Furniture for warranty replacement without the expressed, written consent provided by Devon Office Furniture prior to shipment. All freight charges on product must be prepaid, as Devon Office Furniture will not accept freight collect shipments.

DOF does not warrant the matching of colors, grain, or texture, except to within commercially reasonable standards.

Devon Office Furniture makes no warranty that its product is suitable for any particular purpose other than usage for which they were designed and makes no other warranties, expressed or implied, other than those set forth within this limited warranty. In no event shall Devon Office Furniture be liable either in tort or in contract for any loss or direct, special, incidental, consequential, or exemplary damages.

No officer, employee, agent, or representative of Devon Office Furniture has the authority to assume greater liability or enlarge upon this limited warranty.

EXCEPT AS PROVIDED BY THE EXPRESSED TERMS OF THIS WARRANTY, DEVON OFFICE FURNITURE MAKES NO OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, TO ANY MATTER WHATSOEVER, AND EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

### **Terms & Conditions**

Terms and conditions apply to all Devon Office Furniture (DOF) product lines unless otherwise noted.

#### **Terms**

- All new accounts must submit completed customer profile form prior to initial order.
- 50% deposit is required on all orders over \$5,000.
- Credit applications are available upon request.
- Accounts with delinquent invoices will be charged 1.5% per month.
- Visa, and Mastercard are accepted. A convenience fee will be applied to all credit card payments. Contact customer service for a credit card form and fee schedule.

#### **Ordering Procedures**

- All orders must meet the following requirements:
- Received in writing via email or fax (484-636-0208).
- Include Purchase Order number and contact person.
- Specify fax number or email for order confirmations.
- Include model numbers and pricing.
- Include freight terms.

#### **Order Confirmations**

An order confirmation will be automatically faxed or emailed within 24 hours of your PO being entered. It is the customer's responsibility to verify the order for accuracy. **Orders will not go into production until an approval is received on the order**. DOF is not responsible for errors and omissions when assisting customers with quotes.

### **Lead Times**

- Workstations Quick Ship orders will ship within 15 business days after purchase order has been approved by customer.
- Workstations Non-Stock orders will ship within 20 business days after purchase order has been approved by customer.
- Refer to the List Price documents for items which may require extended lead time.
- Lead time is based on date of submitted & approved Purchase Order see Ordering Procedures above.

## **Terms & Conditions**

#### Rush Orders

Requests for rush orders will be accommodated if feasible, and will be subject to a 10% fee.

### **Shipping Policies & Fees**

- All pricing is FOB Devon's distribution centers, unless otherwise noted.
- Standard shipping service includes loading dock delivery. It is the customer's
  responsibility to provide labor to unload product. Delivery is to dealer's location only.
  Delivery to end user's location will be accommodated if feasible for an additional fee.
- Contact customer service for local in-stock delivery programs.
- Most workstation orders are palletized and/or shrink wrapped. Each order will include packing lists and should be verified against the product on the pallets.

#### **Claims**

Claims for damages, shortages, or missing product must be made within 24 hours of receipt. Claims must be in writing and include the following:

- Signed packing list identifying the product.
- If order includes multiple pallets, claim must reference the pallet number listed on the packing list.
- Digital photographs of damaged packaging and product must be included with all damage claims.

### **Customer Requested Storage**

DOF will store product for up to 3 days after scheduled ship date or pick-up date.

• Workstations Storage Fee – \$25 per pallet per day.

### **Workstations Return Policy**

- Customer is responsible for all freight charges.
- No refunds will be made after 10 days from shipping date.
- Panels cannot be returned.
- Refunds for parts will be made after inspection of merchandise.
- Restocking Fee 25% of net with a \$25 minimum.

#### Order Cancellations

Orders that are canceled prior to shipping are subject to the following fees:

• Workstations – 25% of net order (panels may not be canceled and are subject to full payment)

## Notes





888.423.0017



sales@devonofficefurniture.com