

Warranty

OFS casegoods, conference, and seating products are guaranteed to be free from defects in design, material, and workmanship, given normal use and proper care, for **12 years** of single-shift service with the exceptions noted below. OFS will repair or replace, at our discretion without charge to the original purchaser, any product or part thereof which fails as the result of such a defect during the warranty period. OFS assumes no responsibility for repairs to products that result from user modifications, attachments to a product, misuse, abuse, alteration, or negligent use. Except as stated above, OFS makes no expressed or implied warranties as to any product, and, in particular, makes no warranty of merchantability or of fitness for any particular purpose. OFS shall not be liable for consequential or incidental damages arising from any product defect.

All components not listed below — **12 years**
All drawer glide suspensions — **lifetime**
All locking mechanisms — **lifetime**
All door hinges — **12 years**
Door latches — **12 years**
Drawer pulls — **12 years**
Casters/pneumatic lifts — **2 years**
Foam padding — **2 years**
Projection screens — **2 years**

This warranty does not cover:

- Damage caused by a transportation company.
- Natural variations in color, grain, or texture of wood and other covering materials over which OFS has no control.

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- Damage created by over loading file drawers with anything other than hanging files.
- Conference tops attached to any other manufacturer's base.
- Fabric color matching, fabric puddling, fastness of colors or wearing qualities of any material.



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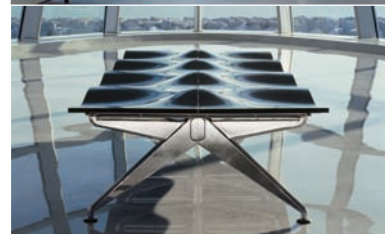
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www.ofs.com

Showrooms:
Atlanta, GA
Boston, MA
Chantilly, VA
Chicago, IL
Dallas, TX
Denver, CO
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Houston, TX
Huntingburg, IN
New York, NY
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Pittsburgh, PA
San Francisco, CA
Santa Monica, CA



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PRODUCT CARE GUIDE



FURNITURE BUILT TO FEEL GOOD

WWW.OFS.COM

Thank you for purchasing our OFS product.

We believe that quality and service are timeless values.

Today, OFS' mission remains in line with our original

founders, in part because of the third generation of

family ownership; and more importantly because we

follow the company's ongoing commitment to

perfection. By combining our values with modern

design, engineering, and manufacturing processes, we

bring you what most only wish for...results. OFS is proud

of its long-standing reputation for consistent quality,

on-time delivery, and friendly customer service. You can

ensure the lasting beauty of your product for years

to come by following this care guide. To register your

new OFS product, go to www.ofs.com/registration.

For comments, questions, or service, contact us

at 1.800.521.5381.



Care

Wood care

Careful craftsmanship combined with our superior catalyzed varnish finish makes your new OFS wood office furniture incredibly durable, and with proper care your office furniture will provide beauty and convenience for years. All OFS products undergo rigid color-match procedures to ensure the best in color consistency.

- Dust frequently using a soft, damp, clean cloth, wiping with the grain.
- For deeper cleaning, use a commercial no-wax liquid soap intended for wood furniture.
- Remove liquid spills immediately, using a blotting, rather than wiping, motion.
- To polish, use Guardsman furniture polish applying a small amount to a soft dry cloth, wiping with the grain. Buff with a soft cloth (do not use silicone polishes).
- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold, and moisture.
- To prevent desktop damage, all desk accessories should have felt or fiber backing (no vinyl or plastic).
- Lubricate drawer suspension every three to six months to maintain smooth drawer operation.



Seating

Seating Care

- Dust exposed wood parts frequently using a soft, damp, clean cloth, wiping with the grain.
- For deeper cleaning, use a commercial no-wax liquid soap intended for wood furniture.
- To polish, use Guardsman furniture polish applying a small amount to a soft dry cloth, wiping with the grain. Buff with a soft cloth. (do not use silicone polishes).
- To clean leather and vinyl upholstery, use a warm, damp cloth to restore a bright finish. For stubborn stains, use a moisturizing soap. Remove lather with a damp cloth, but do not rinse. Buff with a dry cloth.
- For fabric upholstery, use a damp cloth to wipe up spills. For tougher stains, contact your local OFS dealer for cleaning instructions.
- Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold, and moisture.
- The components of your OFS chair, such as controls, casters, and understructure, require "common sense" care and cleaning as necessary.
- Activate chair mechanisms periodically to ensure proper function of moving parts.

