

## Environmental Mission

Our vision and goal is a sustaining supplier, manufacturer and customer for the long term protection and preservation of our environment for future generations.

### MISSION

To achieve this vision, we are dedicated to ensuring the health and wellbeing of all of our partners, reducing negative impact on the environment, and maintaining price structure by increasing efficiencies and reducing consumption.

JSI, and its parent company, is an internal manufacturer and has been an environmentally conscious organization for more than 80 years.

We are proud to use wood as our primary sustainable material resource and all corporate policies and procedures support the efforts to “recover, recycle, reuse, repurpose, reduce, refuse, and re-engineer”. In doing this, we are committed to the conservation of the environment and its natural resources as well as encouraging our suppliers and customers to do the same. A goal of a “Sustainable Partnership”, supplier, manufacturer and customer, is essential for the long term protection preservation and sustainability of our environment for future generations.

### LOCATION

Our manufacturing facilities are located in the center of Southern Indiana. With our diverse product offering and manufacturing capabilities, we provide a single source for all of your project needs allowing you to conserve our fossil fuels and reduce greenhouse gases.

### PACKAGING

We place emphasis on the minimal use of disposable packaging while still providing adequate protection to the finished product. Our corrugated packaging is recyclable, reusable, and up to 100% recycled content. We reuse or recycle more than 175 tons of corrugated material annually.

### REGULATORY

All of our manufacturing facilities are in compliance with applicable OSHA regulations and meet or exceed all applicable DEM and EPA regulations for air emissions, storm water and hazardous waste disposal.

### MANUFACTURING FACILITIES

Our manufacturing facilities are geared toward eco-efficiency and are encouraged to continually improve and conserve. Solid wood not used in the direct manufacturing process is recovered for the operation of our dry kilns, thus reducing greenhouse gases, the use of fossil fuels, and the burden of waste placed on landfills. Composite panels not used in the direct manufacturing process are ground and sold for use as animal bedding and boiler fuel. In addition to other energy savings techniques, our manufacturing facilities use high efficient lighting, make use of power factor capacitors, and encourage all to conserve and reduce energy consumption and water usage. Condensation pumps are used to aid in water conservation as well as extending boiler life.

### MANUFACTURING PROCESSES

Our finish processes utilize efficient spray guns and proper spray techniques to reduce wasted material. Excess finish material, solvents, and waste are recycled. Many of the assembly processes use water based glues that contain no hazardous ingredients.

### TEXTILES

Many of our fabric options utilize up to 100% recycled content. Our leather alternative program includes selections that contain no toxic materials, plasticizers, heavy metals, or formaldehyde and have a 100% biodegradable back cloth. Some of the available panel fabric used, if discarded is a biological nutrient for the soil. Most of the components (foam, batting, and polycord) used in upholstered products are recyclable. Excess fabrics and leathers not utilized in the upholstery process go to recyclers and local charities for additional use.

### WOOD

Wood is the most diverse, most process friendly, and most widely utilized natural resource in mankind’s history. No other natural resource can match the environmental advantages of wood, including being renewable, recyclable, natural, carbon negative, and biodegradable. Utilizing the sun’s energy, trees grow and remove carbon dioxide from the air while giving off oxygen to benefit the entire planet. Approximately 49% of wood’s dry weight is carbon and harvesting mature trees in a sustainable forest, which has slowed in the absorption of carbon dioxide, allows the photosynthetic cycle to continue at full optimization and allow for the carbon to remain sequestered. We are proud to use wood as our primary “sustainable” renewable resource.

### WOOD OPTIONS

Many environmentally friendly solid wood and engineered wood options are available for quote, including: Lyptus®, Plyboo®, reclaimed woods, agricultural and post-consumer waste fiber products, etc.

### INDOOR AIR QUALITY

Our goal is to reduce the impact our products will have on the indoor air quality. We practice the latest technologies and utilize a third party to assure we meet this goal. GreenGuard, one of the leaders in IAQ certification, continues to certify our product offering with UL2818 - GreenGuard Indoor Air Quality certification.

### PARTNERSHIPS

BIFMA  
*Business and Institutional Furniture Manufacturer Association*  
 USGBC  
*United States Green Building Council*  
 IIDA  
*International Interior Design Association*  
 FSC  
*Forest Stewardship Council - Forestland*  
 UL GreenGuard  
*Indiana Department of Natural Resources - Division of Forestry - Classified Forest, Wildlands Program*

### Lifetime Warranty

JSI warrants to the original purchaser that each piece of furniture will be free from defects in workmanship, given normal use and care for as long as the original customer owns and uses the product. Normal use is defined as the equivalent of a single shift, 40-hour work week.

JSI will, at its option, repair or replace with comparable product within the terms of the warranty.

#### Exceptions to Warranty:

##### 12 Years (from date of purchase)

- Wood Seating
- Seating Controls
- Veneer Surfaces
- Laminate Surfaces
- Pneumatic Cylinders

##### 5 Years (from date of purchase)

- Glides · Casters · Task Lights
- Mesh/Knit Material · Foam
- Florette Plastic Frame Chairs
- Electrical Components
- Electric Height Adjustable Bases

#### This Warranty Does Not Cover:

- Natural variations in color, grain or texture of wood and other covering materials over which JSI has no control.
- Normal wear, color fastness, shrinkage, puddling, wrinkling and stretching of upholsteries including fabric, vinyl, leather and other textiles. This warranty does not cover any defects that may arise in the use of COM or COL upholstery materials. Textile manufacturer's warranty will apply.
- Damages resulting from transportation, improper assembly, installation, handling, accident, user modification attachments, misuse, or neglect of product care.
- Damage resulting from extreme climate conditions.
- Finish damages resulting from normal wear and tear, improper maintenance, water damage, exposure to sunlight, extreme high or low humidity or temperature, or other acts of nature.
- Damage created by loading file drawers with anything other than hanging folders.

JSI makes no expressed or implied warranties to any product and, in particular, makes no warranty of merchantability of fitness for any particular purpose. JSI will not be liable for any consequential or incidental damages under this warranty.

### Unique Characteristic of Natural Woods and Veneers

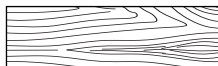
JSI uses high quality wood and veneer harvested from sustainably managed forests. Every tree has unique and defining characteristics, like fingerprints. These characteristics can be defined by differences in color, grain configuration, and textures. These characteristics will be more noticeable if the product has a clear or lighter finish.

Maple and Cherry species have a higher degree of uneven distribution of grain, small color streaks, and pin knots.

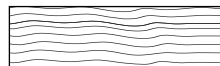
At JSI, we take care of selecting woods and veneers that are used in our products. With this in mind, we hope you appreciate the beauty of each tree's fingerprints. Products will not be replaced due to these natural characteristics.

Veneers can be sliced in a variety of ways to create unique patterns. JSI uses several different patterns, as shown below.

Flat (Plain) Cut as shown in diagram



Quarter Sliced as shown in diagram



Double Cut as shown in diagram



Rift Cut as shown in diagram



#### Double Cut

The Double Cut veneer is a processed product that has at least two cuttings to create the final veneers. These cuts of veneer strands are dyed and layered into a block to create variation of patterns from a very tight grain pattern to an exotic figure grain pattern.

JSI uses select beech, cherry, maple, oak and walnut cut wood products to produce the desired look of our furniture products.

### Laminates (Veneer Series)

An alternative HPL (Higher Pressure Laminate) laminate work surface can be specified on most of our casegood product lines. The specification pages will also list the available coordinating finishes.

### Laminate Series

JSI laminate series offer a full laminated product with imprinted grain to hide finger prints and provide durability. The worksurface tops are HPL (High Pressure Laminate) or TFL (Thermal Fused Laminate). TFL is used on the product's chassis.

Please reference the featured highlights of each product line to identify the species, grain patterns, finishes for that product series

### Finish - Top Coat

To reduce hazardous formaldehyde emissions, we use our proprietary specially designed top coat, DuraTex™. It significantly reduces hazardous formaldehyde emissions and helps improve indoor air quality.

### Finish - Color/Stains

A wide range of stains are available to bring out the beautiful characteristics of each wood species. We coordinate finish color between our veneer stains and solid lumber stains; however, not all may be a perfect match. The stains are continually reviewed for accuracy of color, as well as a constant monitoring of the latest color trends in the furniture market.

### Finish - Matching

Due to the natural characteristics of wood, environmental effects, and material upgrades, JSI cannot guarantee exact finish matches on existing furniture previously ordered.

If an exact match is required to accompany existing furniture, it must be specified at the time of order placement, so specific internal procedures can be followed to ensure a proper and acceptable finish match. We reserve the right to change our finish formula at any time to improve safety, quality, and appearance. Unless a finish match for existing furniture is requested at the time of ordering, we accept no liability for finish that may not match the existing furniture from prior orders.

Solid lumber may inherently have mineral streaks, pits, and various other natural occurrences. Care is taken in selecting the solid lumber to coordinate with the requested finish on our veneer products. This internal selection process is subject to availability of solid lumber parts.

### Custom/Special Finishes

JSI, upon request, will accommodate special finishes. A written request is required to proceed with custom finish orders. A sample reference is required for first time matches and must be included with the written request.

There is a one time charge of **\$372 list per order** for any non-standard wood finish.

Orders will be entered noting the special finish. A sample match will be provided to the customer. Written approval is needed before the finish process can be started. Delays in approval may have an impact on lead times.

Every effort will be made to create the requested match; however, an acceptable match may not be possible because of natural variations of wood. These natural variations can also cause minor differences in the final finish product.

## Samples

Samples of standard wood finishes, paints colors, metal colors, and standard laminate are available upon request. The fastest way for requests to be filled is by using our website. See below for options to request samples.

Website – jsifurniture.com (click the resource tab)

JSI Sales representatives

Phone – 800.457.4511 – Customer Service

Email – customerservice@jaspergroup.us.com

## Pricing

Prices found in this document or on our website are list prices in U.S. dollars for standard product delivery to one destination. Prices do not include storage, installation, or taxes. Possession of this price list does not constitute an offer to sell. Orders can only be received from approved authorized JSI dealers.

Prices and product information in this document, as well as our website, are subject to change without notice. Reference website for most up to date product offering and pricing.

## Orders

Detailed specification pages are available in the price list at the beginning of each series.

Additional information may be obtained by consulting the Customer Service Department or our website.

Indicate shipping address if different from billing address.

Send Orders To:

US Mail – JSI

225 Clay Street

Jasper, IN 47546

Fax – 812-482-1548

Email – orders@jaspergroup.us.com

JSI reserves the right to make changes in dimensions, styles, or specifications if we believe these changes will improve the safety, quality, or appearance of the product.

Acceptance of orders will be subject to credit approval, barring any acts of governments, or any other causes beyond our control (e.g. strikes, fire, embargo of materials, etc).

## Product Modifications

While we offer a wide range of products to accommodate many possible solutions, we also recognize the needs for our products to be modified from our standard offering.

In the series introduction section of each product, we address modification options for that series.


To see if the desired modification is possible, please contact our Customer Service Department for a quote. Note that order quantities and material availability can affect the quote. Additional information may be requested to fully quote modifications.

## Order Acknowledgments

All orders will be acknowledged promptly upon entry of a clean order. The acknowledgment will show how the order was entered, ship date and any other information pertinent to the order. It is the purchaser's responsibility to verify all the information on the acknowledgment carefully and notify us immediately, in writing, of any discrepancies.

Every reasonable effort is made to ship as acknowledged; however, the acknowledged ship date is approximate. Company will generally ship within five (5) working days of the acknowledged ship date. If a firm ship date is necessary, customer must inform company at time of order and company will make all reasonable efforts to meet each customer's request. Acknowledged shipping dates are contingent upon the force majeure conditions contained in these terms and conditions.

## Quickship

Items indicated with a Quickship symbol  ship within 10 business days of receipt of a clean, credit approved purchase order. Product for up to 20 offices, 20 tables, or 40 seats can be selected from the Boston, Bourne, Brogan, Connect, Corbin, Flux, Garvey R5, Gatsby, Harbor, Indie, Madison, Moto, Newton, Proxy, Protocol, Ria, Ramona, Sosa, Tyler, Vision or Ziva series. See individual product pages for those models available on quickship. Available capacity is filled by orders as they are received. If normal 10 day Quickship is not available because capacity has been filled, you will be immediately notified. Changes and cancellations to Quickship orders are not allowed under any circumstances.

## Delivery

Our freight policy consists of prepaid freight to the 48 contiguous states; all other shipments are prepaid to port of exit ONLY. JSI reserves the right to select the appropriate carrier and shipment routes, most shipments are on freight carriers that are dedicated furniture specialists. Standard deliveries require a DOCK that can accommodate **75 foot trucks**. Ownership and inspection of product is the responsibility of the buyer upon pickup by the freight carrier. Pricing in this book is for standard delivery only. Standard delivery does **not** include non-dock delivery, inside delivery, residential delivery or installation of product. Fees and changes for non-standard deliveries are listed below.

## Standard Delivery Time

Between 8AM and 3PM Monday through Friday. Special delivery requests can be subject to additional fees to accommodate requests.

## Cancellations and Changes

All orders are considered firm and are not subject to cancellation or change without approval from JSI. All approved changes are subject to additional charges and revised lead times

## No Touch Freight

Our freight is considered "no touch". Therefore, customers are to be prepared to unload freight from inside the truck prior to arrival. In the instance that a driver must unload the shipment, driver assists fees will apply (see fees below).

## On-Site Deliveries

Shipments to the installation site, and time deliveries are available on full truckloads or slightly less, at no additional charge. Shipments or timed deliveries for smaller shipments may not be available, or if available may require an additional charge.



**Detention Fees**

- Carriers are given two-hour maximum time allotment to unload for one-stop truckloads.
- Carriers are given one hour maximum time allotment to unload for multi-stop truckloads
- \*Detention fees apply after allotted unloading time and will be at buyer's expense.

**Fees**

Orders of less than \$1,000 net . . . . . \$90 net per order  
 Weekday deliveries outside of standard delivery times . . . . . \$300  
 Weekend deliveries (Saturday or Sunday) . . . . . \$600  
 Liftgate Deliveries. . . . . \$500 minimum 7% of net price  
 Driver Assist . . . . . \$90  
 Jobsite Non-Dock Delivery . . . . . \$150 per truck  
 Inside Delivery (first floor inside only) - no installation  
 or carton removal. . . . . \$250 minimum 7% of net price  
 NO RESIDENTIAL DELIVERIES

**Warehouse/Storage Fees**

Additional storage time with a provided two-week approved notice is calculated at 3% per month of the product amount or per day.

**Please be Advised**

- Reconsignment fees are the responsibility of the buyer.
- Any charges arising from failure to meet shipment, re-routing while in transit or carrier storage charges are the responsibility of the buyer.
- Contact Customer Service to inquire about skidding of products, special crating of products and product installation. These requests must be approved by JSI and made at the time of order.
- Carriers have the right to refuse delivery to a specified location if it conflicts with their liability policy.

**Freight Damage**

JSI products are packed in cartons and meet or exceed existing codes for furniture and seating products. All shipments are delivered to the carrier in good condition and our liability ceases thereafter. If delivery arrives short or damaged, contact the carrier immediately to file a claim. In the event of concealed damage, notify the carrier and request immediate inspection. Failure to file a claim within 15 days after receipt of merchandise constitutes acceptance and a waiver of any such claims. Please inspect merchandise immediately upon receipt, otherwise there is no recourse. Keep all cartons and packing material, discarding these materials may negate your claim.

Storage of product in areas of uncontrolled humidity and temperature may cause damage to the product and void the JSI warranty.

**Repairs**

JSI will not issue credit allowance for any type of repairs without prior written consent.

Sales order, product model numbers, and reason for repair will be expected in order to process the repair request. A digital photo will help to expedite the request. JSI reserves the right to recommend solutions for repair.

**Replacement Parts**

Obtain information and pricing on replacement parts by contacting Customer Service. Please have the model number available when requesting replacement parts. Additional information may be required to ensure proper replacement parts.

**Returns**

JSI products are made to order and may not be returned for credit. No merchandise may be returned to JSI without a signed Return Good Authorization (RGA) form issued by our Customer Service Department. RGA's will be considered for the following reasons:

1. Manufacturing defect (validated by JSI representative).
2. JSI order processing error.
3. Shipping error.
4. Mis-marked cartons.
5. Duplicate shipments.

Liability for defective merchandise shall be limited to replacement or repair.

If you have questions as to whether your reason for return qualifies for consideration, please contact Customer Service. At the discretion of JSI, returns on stocked items may be considered with the following stipulations:

1. 60% restocking fee.
2. All return freight charges must be prepaid by dealer.
3. Product was never removed from the original carton.
4. Product must be returned withing 30 days of RGA issue date.
5. Credit will not be issued if producted returned is damaged.
6. Under no circumstances can we accept COD (Cash on Delivery) returns. Any such shipment will refused.

**Please note most models on Quickship are produced on demand and cannot be returned. Modified, special or custom-built product is not eligible for return.**

**Fire Retardancy**

All JSI upholstered components comply with California Bureau of Home Furnishings and Thermal Insulation-Technical Bulletin 117-2013 issued by State of California Department of Consumer Affairs. This standard requires upholstered furniture to be safer from the hazards associated with smolder ignition in all four (4) categories of materials, as applicable.

Compliance with more stringent codes may require special manufacturing considerations and upcharges.

**California Technical Bulletin 133 (CAL 133)**

JSI uses a barrier material between the foam cushioning and the upholstery cover in order to comply with CAL 133. The standard upcharge on products specified to comply with CAL 133 is \$69 list per yard of textile.

JSI has performed a series of full scale fire tests on samples - representing worst case scenarios of upholstered units - to comply with the requirements of the state of California Technical Bulletin 133 (CAL 133). Products in compliance are labeled in accordance of the standards.

Some product designs and fabric cannot be combined to comply with CAL 133. Because of this, we reserve the right to reject any request for an upholstery cover, including COM, textile may not contain olefin or product style that we feel may compromise the integrity or safety of a product specified to comply with CAL 133.

Contact Customer Service for a quote if you require laboratory certification that a specific product and upholstery combination WILL PASS CAL 133. The quotation will include testing, video, and transportation charges plus the list cost of the sample.

Our standard lead time will apply to products that do not require certification. Allow an additional six weeks over the standard lead time for products that need actual laboratory certification.

The end user, specifier and/or dealer have the responsibility to make sure all products specified will meet the flammability and safety codes of the jurisdiction where the products will be located and used.

## Flame Spread

All JSI may be required to comply with the requirements of Flame Spread based on ASTM standards/NFPA Life Safety Codes and general public knowledge are as follows:

Solid Wood - Class C  
 Topcoats - Class A  
 Carded Fabric - Class A  
 Composite Panels - Class C  
 Laminate - Class B

Plastics - According to the NFPA, the lack of stability of plastics under high temperature conditions and inherit combustibility have eliminated the use of plastics for applications requiring a flame spread rating.

Also be advised that improvements may be attained in certain instances with the addition of chemicals which may add additional costs, chemical exposure and/or compromise the integrity of the product.

## Textile Carded Programs

JSI is proud to partner with Maharam, Momentum, Spradling, Stinson, Ultrafabrics, Camira and Cortina Leather. Please refer to our website for our standard patterns, along with the current grade.

<https://www.jsifurniture.com/finishes-and-materials/textiles>

## Textile Grade-In Programs

For the the convenience of our specifiers, we offer an extensive graded in program. Please reference our website for the most up to date informatmion on our graded in program.

<https://www.jsifurniture.com/resources/textile-partner-info/overview/>

For additional specifciations on the pattern or to order memo samples, please contact the textile suppliers directly:

Arc Com [www.arc-com.com](http://www.arc-com.com)  
 Camira [www.camirafabrics.com](http://www.camirafabrics.com)  
 Designtex [www.designtex.com](http://www.designtex.com)  
 Maharam [www.maharam.com](http://www.maharam.com)  
 Mayer [www.mayerfabrics.com](http://www.mayerfabrics.com)  
 Momentum [www.themomgroup.com](http://www.themomgroup.com)  
 Spradling [www.spradlingvinyl.com](http://www.spradlingvinyl.com)  
 Stinson [www.cfstinson.com](http://www.cfstinson.com)  
 Ultrafabrics [www.ultrafabricsllc.com](http://www.ultrafabricsllc.com)  
 Cortina Leather [www.cortinaleathers.com](http://www.cortinaleathers.com)

Any textile not graded in or pre-approved for COM/COL will require application test approval prior to order entry and shipment of fabric or leather to JSI. For current JSI grades and application status by series visit [jsifurniture.com](http://jsifurniture.com) Resources > Graded-In + COM; [Graded-In + COM](#).

Indicate on purchase order if JSI is to order the fabric.

Grades and availability of fabric are subject to change without notice. Changes could include but are not limited to price increase, discontinued patterns, discontinued colors, etc. See [jsifurniture.com](http://jsifurniture.com) for up to date information.

Many textiles have repeats and the additional yardage required has been factored in for textiles ordered through the JSI Carded and Grade-In Programs. We reserve the right not to match textiles with a horizontal or vertical repeat greater than 17". Additional charges may apply for textile being applied with special instructions.

Some fabric thickness or stiffness may cause issue with proper upholstering of tackable wall panels or upholstery privacy screens. Please contact customer service with concerns on the fabric thickness for these items.

## COM/COL Address

JSI  
 Attn: COM/COL Department  
 Receiving B  
 Dock 71  
 201 East Martin St.  
 Orleans, IN 47452

Tag: Dealer Name / Purchase Order #

## General COM Fabric/COL Hide Policy

Refer to the COM/COL Price Columns for list prices.

All yardage requirements listed in the price list are based upon 54" plain non-directional material. Additional yardage may be required based on fabric repeat and matching.

All square footage requirements for COL are based on an average hide size of 50 square feet.

Contact Customer Service for any of the following conditions:

- + approval of COM/COL to be used (see policy on the next page)
- + fabric repeats greater that 3"
- + fabric less than 54" wide
- + leather hides smaller than 50 square feet
- + special application requirements request

When requesting information from Customer Service on COM/COL please supply the following information:

- + model number and quantity of the product the COM/COL will be applied
- + COM/COL textile supplier's name
- + name of pattern and color of the textile
- + any special application request

Visit [jsifurniture.com](http://jsifurniture.com) Resources > Graded-In + COM to see if the textile has already been approved. If there is no record for this particular textile then a Memo Sample will be required.

JSI takes no responsibility when additional materials must be ordered.

## COM Fabric Repeat Guide

Roll Width	Plain Fabric	1" - 5" Repeat	6" - 10" Repeat	11" - 15" Repeat	16" - 20" Repeat	21" - 30" Repeat	31" - 40" Repeat	41" - 50" Repeat
54"	0%	10%	15%	20%	25%	30%	40%	50%
53" to 51"	15%	20%	25%	30%	35%	40%	50%	60%
50" to 48"	30%	35%	40%	45%	50%	55%	70%	90%
47" to 36"	60%	65%	70%	75%	80%	85%	100%	120%

The percentage represents the additional fabric yardage that needs to be added to the COM yardage. Contact Customer Service for repeats greater than 50".

All COM/COL must meet applicable codes and regulations, including TB117-2013. By selecting COM/COL, customer certifies that the material meets such codes. JSI assumes no responsibility for the applicable codes and regulation regarding flammability rating and safety rating of any COM/COL.

JSI cannot be held responsible for receipt of defective fabrics, as we apply all COM as first quality goods.

We can take no responsibility for tailoring, wear-ability or application of COM/COL textiles. Any warranty claims for the COM/COL Textile materials will fall to the original vendor of the textile, not JSI.



### COM Fabric/COL Hide Process for JSI Seating

General COM Fabric and COL Hide Policy also apply.

JSI will approve or disapprove COM/COL on all products. An approval of a textile from JSI makes no claim that performance, durability or tailoring of COM/COL will result in satisfactory upholstery. Every effort will be made to meet customer's expectation, but fabrics/leathers have unforeseen inherent characteristics that may limit JSI's ability to deliver a well tailored product.

### Approval COM Textile/COL Hide Process for Seating

#### Follow the Steps Below:

1. Send a Memo Sample of the COM/COL (recommended memo be at least 4" x 4")

JSI  
 Attn: COM/COL Approval Department  
 201 East Martin Street  
 Receiving B, Dock 71  
 Orleans, IN 47452

2. Call our Customer Service Department at 812-482-3204 to request an electronic version of approval form.

Please send sample to:  
 JSI  
 Attn: COM/COL Approval Depart.  
 201 East Martin St.  
 Receiving B, Dock 71  
 Orleans, IN 47452

Please forward a copy of this form  
 to your JSI CSR for record keeping

### Guide Order Form for COM and COL

① **Order Information:**

Quote #: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

Customer Service: \_\_\_\_\_

Dealer Name/Project Name: \_\_\_\_\_

Contact: \_\_\_\_\_

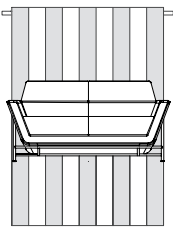
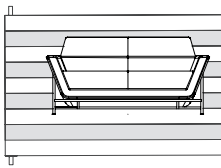
Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Model Number(s) Receiving COM / COL: \_\_\_\_\_

② **Select off the bolt application:** *(Check one of the boxes)*

Up the roll (standard on most seating)     Railroaded

③ **Additional information:**

\_\_\_\_\_

\_\_\_\_\_

④

**Attach sample here.**

JSI will review and test as needed all requests. You will be notified as soon as results are documented by our review personnel. JSI reserves the right to reject any COM/COL on our products. We will provide COM/COL explanation of any unapproved textile whenever possible.

## Custom Options

### Wood and Metal Laser Cut Backs

Many of our seating models are available with custom wood engraving or laser cut backs. University seals, logos, unique designs, or any type of graphic can be designed into the seating back for a custom creation. Copyright approval may be required. Consult JSI Customer Service for pricing and artwork specifications. Artwork must be submitted as a JPG or PDF file.



### Wood Laser Engraving and Cut Outs General Pricing

\* must order plain back when choosing these options

For Artwork 4" x 4" or Less	\$56 list per chair
For Artwork Less than 6" x 6"	\$99 list per chair
For Artwork Larger than 6" x 6"	Call For Pricing

For orders fewer than 50 pieces, add \$153 list per design, per order. This pricing reflects etching (leaving the wood dark). If additional painted colors are added to artwork please call customer service for pricing.

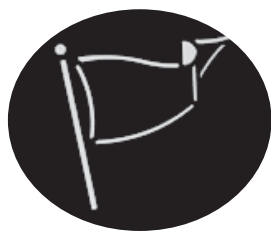
A \$134 list set-up fee applies.

### Metal Laser Cut Out General Pricing

\* must order plain back when choosing this option.

Contact Customer Service for pricing.

Examples shown below



## Care and Maintenance

### Care and Maintenance

#### Care of Upholstery Surfaces

Cleanability will vary based on the fabric type. For best results, a professional service is recommended. Dirt and crumbs may be gently brushed or vacuumed off. Spills should be wiped up immediately with a cloth. Vinyl textiles can be cleaned with warm soapy water and then wiped down with a warm damp cloth. For more details on any JSI carded fabric and vinyl, please visit our website at [jsifurniture.com](http://jsifurniture.com) or consult the back of the appropriate swatch card for cleaning codes and any specific instructions. For COM materials, consult with the individual textile manufacturer for cleaning codes and any specific instructions pertaining to your particular fabric.

#### Maintenance of Mechanical Parts

Clean any lint or debris from the moving parts of the base mechanisms. Mechanisms have been designed and tested to not require lubrication under normal conditions; however, lubricant can be used if needed.

#### Care of Wood Edges and Veneer Surfaces

Clean all surfaces frequently with water dampened soft cloth, moving the cloth with the grain direction. Immediately remove any liquids that come in contact with wood surfaces with a blotting action to absorb liquid. Buff dry. Lift objects to move them, never pull them across the finished surface. For an additional safeguard, use a protective surface pad. This will ensure a lasting finish by protecting your furniture from possible damage caused by pens, cups and sharp objects. Avoid exposure of furniture to extremes of heat and cold, or to wide humidity variances. Avoid exposure of furniture to strong sunlight. Avoid exposure of furniture to harsh solvents such as nail polish remover, acetates, etc., as it will cause finish deterioration. If using a protective glass top, place spacer pads under the glass top to allow the wood to breath.

#### Care of Metal Finishes

Wash you powder-coated item at least one every six months. Use soft rags only - No abrasives. For stubborn stains and grease marks, use soap and water mixture. Combine 1 gallon of water and 1 cup of the neutral detergent in the bucket. Mix it up by swirling one of the rags around in it. Wipe down the powder coat with a rag that has been dampened with the cleaning solution. Do not scrub, but use gentle, repetitive pressure to remove any built-up grime. Rinse the powder coat off with a rag dampened with clear, clean water. Do not spray it down, but rather wipe it off with the rag. You may need to do this several times to get all the soap off. Wipe the powder coat down with a clean dry rag. This will prevent streaking and spotting.

#### Care of Frosted Glass

Use a clean, dry lint free cloth to wipe the surface. Follow with warm water and a clean rag; no soap or chemicals. Wipe dry with a clean, dry lint free cloth. Cleaning the frosted side is not recommended, if desired to clean use the above method but do not spray the water on the frosted side, use a clean rag. Please allow 48 hours for the frosted side to dry and not to show cloudiness.

### Tempered Glass Information

JSI is aware of occasional occurrences of spontaneous glass breakage in various furniture products. Tempered glass makes it stronger and if it breaks, will cause it to break into many small pieces of "cubes" rather than sharp and potentially dangerous shards.

Glass breakage in furniture may occur for a variety of reasons. Tempered glass is particularly prone to breakage from damage (scratches, nicks, etc.) that may occur during shipping, handling, installation, use or maintenance. Exposure to rapid changes in temperature or concentrated temperature zones may also cause breakage.

Tempered glass may also break due to a specific type of imperfection or "inclusion" that occurs within the glass when manufactured. When this condition exists glass breakage may occur without any obvious cause. This is often referred to as "spontaneous" breakage but is a very isolated occurrence in the glass industry.

#### Care of Dry Erase Boards

Erase after every use to eliminate ghosting. Clean weekly with a Dry Erase Cleaner. Avoid the use of orange and red Dry Erase Markers. Follow manufactures cleaning instructions for the eraser. If ghosting or staining remains use a small amount of rubbing alcohol on a clean, soft towel to remove.

#### Care of Solid Surface

Although liquids cannot penetrate Solid Surface, it is best to wipe up spills as they occur. Generally, a damp microfiber cloth used with a standard household kitchen spray should remove most stains.

For most residues, all you need to clean your Solid Surface countertops is a warm soapy water, ammonia-based household cleaner or a dedicated countertop cleaner. Do avoid window cleaners; however, as they can leave a waxy build-up that dulls the surface. Always clean using a circular motion.

Film will build up on countertops if water is left to dry on the surface. This film will dull the countertop surface, making the finish appear blotchy and uneven. To prevent film build-up, it is very important to wipe the countertop completely dry immediately after spills and cleaning.

Some color of Solid Surface may require more frequent cleaning to maintain a uniform finish. Darker colors tend to require more attention than lighter colors. Over time, even with proper care, your countertop will acquire a sheen. Dark colors may show light scratches more readily.



## Specification Tools

JSI products are manufactured to order and provide a multitude of options to address your individual customer needs. As you process your order do not forget to include all the necessary information to allow the order entry process to be completed. Please see the order checklist at the beginning of every series.

JSI Customer Service edits every order for complete information. If details are not included with the purchase order, Customer Service will contact you to answer these questions. If information is not completed in a timely manner it will delay the entry process and could effect your product delivery date. To avoid delay in order entry and potential delay in delivery of your order, please double check the line items to ensure all selections have been completed.

To ensure completion of details on your purchase order, electronic catalogs and specification tools have been developed to aid in the process. These electronic tools include:

**20-20 GIZA Studio and 20-20 CAP Studio** software offers state-of-the-art design, specification, photo-realistic rendering and three-dimensional visualization capabilities for configurable products in the commercial interior design markets. 20-20 GIZA Studio and 20-20 CAP Studio are available for all JSI Casework and Seating products, in 2D and 3D graphics and the Specifier Catalog. Updates are made monthly reflecting any changes that occurred. To be sure the most up to date information is provided on orders, users of this software program are responsible to update their catalogs.

**CET Designer, by Configura** is an all-in-one software solution for space planning and configuration of products. The intuitive workflow guides you through entire process from idea to reality - supporting every step of the sales process

**ProjectMatrix, Inc.** offers a full software solution for the contract furniture industry. Their software can help you create space plans to specifications for ease of specifying our JSI Casework and Seating product lines. Updates are made monthly reflecting any changes that occurred. To be sure the most up to date information is provided on orders, users of this software program are responsible to update their catalogs.

**GSAdvantage** is a Federal Government electronic catalog site offered to assist GSA customers in specifying and pricing JSI product. Listed at this site are all contract items and prices under GSA Contract # GS-28F-0030U.

Our JSI website [jsifurniture.com](http://jsifurniture.com) provides many tools to assist in the design and order selection. Included in the site are downloadable images, typicals, product symbols, brochures, contact information, price lists, sales representative locations, warranty and environmental information.

# GSA Terms and Conditions



**Contract Holder**  
Contract # GS-28F-0030U

**In addition to the standard terms and conditions, the following terms and conditions apply to GSA contract.**

**Contract Number**  
GS-28F-0030U

**Contract Period**  
June 24, 2013 - June 24, 2023

**Statement of Intended Use**  
The furniture covered by special item number 33721 Office Furniture shall comply with the requirements defined in purchase description 3QSAB 09-608. All furniture offered under this SIN shall be GSA Chassis Grade 1, 2, 3 or NA, GSA Drawer Grade 1, 2, 3, 4 or NA, Design A B or C, as defined in 3QSAB 09-608.

**Description of Special Item Number SIN #33721**

**Cooperative Purchasing**  
No

**Set Aside**  
No

**FSC/PSC Code**  
7125

**NAICS** 337211 Wood Office Furniture Manufacturing 1000 employees

Includes all furniture placed in an office, such as chairs, desks, etc. In addition, ancillary services are included, however services performed shall not be the primary purpose of the work ordered.

**Lowest Price Model**

SIN #	Model Number	Net Price
33721	VS-LBRKT-20	\$28.03

**Maximum Order**  
\$250,000 net

**Geographic Coverage**  
48 contiguous states and Washington D.C.

**Point of Production**  
Jasper, Dubois County, Indiana  
Orleans, Orange County, Indiana

**Discount**  
Discount 61.6%\* off list.

\*Discount for Walden and Wellington is 61.71% off list.

**Discount Quantity**  
Walden and Wellington only  
\$300,000 to \$350,000 Net = 0.5%  
\$350,001 to \$400,000 Net = 1%  
\$400,001 to \$450,000 Net = 1.5%

**Prompt Payment Terms**  
1% 15 - net 30 days from date of invoice.

**Government purchase cards are accepted at or below the micro-purchase threshold**

**Government purchase cards are accepted above the micro-purchase threshold**

**Foreign Terms**  
Not applicable.

**Time of Delivery**  
30-75 days after receipt of order, 90 days maximum.

**Expedited Delivery**  
Contact Customer Service 800-457-4511

**Overnight and 2-day Delivery**  
Not applicable.

**Urgent Requirements**  
Contact Customer Service 800-457-4511

**F.O.B. Points**  
F.O.B. destination, freight prepaid and allowed to 48 contiguous states and Washington D.C. excludes special delivery requirements.

# GSA Terms and Conditions

## Ordering Address

Jasper Seating Company, Inc. d/b/a JSI  
Attn: Participating Dealer  
225 Clay Street  
Jasper, IN 47546  
Fax: 812-482-1548  
Phone: 800-457-4511  
Email: orders@jaspergroup.us.com

## Order Procedures:

Per contract

## Payment Address

JSI  
225 Clay Street  
Jasper, IN 47546

## Warranty Provision

Limited Lifetime

## Export Package Charges

Quoted on project-by-project basis.

## Terms of Government Commercial Credit Card Acceptance

Accepted.

## Rental, Maintenance, and Repair

Not applicable.

## Terms and Conditions of installation

12% of net purchase order for installation services up to \$250,000.00 of net purchase price.

## Terms and conditions of repair parts, etc.

See warranty.

## List of service and distribution points

Contact Customer Service 800-457-4511.

## List of participating dealers

Contact Customer Service 800-457-4511.

## Preventive Maintenance

N/A

## Environmental Attributes

GreenGuard Certified and recycled wood waste and fabric remnants

## Section 508 Compliance.

N/A

## DUNS #

00-636-7767

## CCR and SAMS Registration

Jasper Seating Company, Inc. is registered  
Cage Code #31881  
Federal ID #35-0420370

## Product Modifications

We willingly accept customers' modifications to standard products. See product modification information by series at the start of each series under the "Product Modification" sections. If there is a modification you desire that is not listed in this section, please call Customer Service for a modification quote/price

## Acceptance, Modification, Assignment

By placing this order for furniture, material or other products (sometimes collectively referred to as "goods"), customer agrees to these terms and conditions which shall prevail over inconsistent provisions in any other form or document of customer. No change or modification shall be applicable unless set forth in writing and signed by company. Neither this order nor any interest therein shall be assigned by customer except with the prior written consent of company.

## Payment

Customer agrees to pay to company the amount indicated on the invoice, 1% 15 days, net 30 days from date of invoice (U.S. funds only), for goods ordered. Interest will be charged after 30 days from the date of invoice at the rate of one and a half percent (1.5%) per month. International sales will require additional payment arrangements. No goods shall be sold on consignment or conditional sales basis. Payment for the goods delivered hereunder shall constitute acceptance thereof.

## Attorneys' Fees

Customer shall be responsible for all expenses and cost in connection with the enforcement by company of these terms and conditions and the cost of collection (including the fees of any collection agencies to whom the customer's account may be referred), plus reasonable attorneys' fees (which attorneys' fees shall not be less than 25% of the amount due, unless a lower amount is specified by applicable law).

## Remedies

The remedies herein reserved shall be cumulative, and additional to any other or further remedies provided in law or equity. No waiver of a breach of any provision of these terms and conditions shall constitute waiver of any other breach or of such provision.

## Insolvency

Company may forthwith cancel this order in the event of the happening of any of the following or any other comparable event: insolvency of the customer, the filing of a voluntary petition in bankruptcy, the filing of any involuntary petition to have customer declared bankrupt provided it is not vacated within thirty (30) days from the date of filing, the appointment of a receiver or trustee for customer provided such appointment is not vacated within thirty (30) days from the date of such appointment, or the execution by customer of an assignment for the benefit of creditors.

# GSA Terms and Conditions

## Limitation of Liability

The Company shall not under any circumstances be liable to the customer, owner of the goods or any third party for special, indirect, incidental, or consequential damages, including, without limitation, loss of profits or revenues, loss or damage to other property or equipment, cost of capital or of purchased or replacement goods, or expense, delay, or inconvenience cause by or arising from the purchase, sale, use, repair or inability to use the goods or by any performance or non-performance under, or breach of, these terms and conditions. The Company's sole liability for any defective goods shall be its repair or its replacement pursuant to the express warranties set forth above, or if amended, as applicable at the time of manufacture or repair of the goods. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusion may not apply to all customers. Any action resulting from any breach on the part of company as to the goods or services delivered here under must be commenced within one year after the cause of action has occurred.

## Returns and Allowances

Reasonable touch-up and deluxing is the dealer's responsibility. The Company will not make allowances for trip or delivery charges, but will only make allowance for actual work performed to correct manufacturing defects. Allowances maybe authorized only by a company officer. It is the responsibility of the field sales representative to inspect any defective merchandise and make suggestions and recommendations as to the proper disposition. Field personnel cannot obligate or bind the company by definite agreement, without final authorization by a company officer. Company will not accept automatic charge backs which do not have prior authorization. All defects must be called to the company's attention upon arrival at the customer's "ship to" destination. To initiate any type of claim or request for parts, it is imperative to have the model number or fabric number, which may be located on the tag attached to the frame of the unit. Authorization for return to the company via a return goods authorization. Company will not issue credit allowances for any repairs without company's prior consent. Under no circumstances shall the company accept COD (cash on delivery) returns, and any such shipment will be refused.

## Security Agreement

The Company may require and customer shall grant a security interest in goods sold pursuant to any credit the company may extend to the customer.

## Governing Law

All disputes between the parties, whether or not arising out of these terms and conditions, will be governed by the laws of the state of Indiana. Customer agrees to submit to the jurisdiction of and agrees all lawsuits relating to any disputes between the customer and the company will be brought only in a state court located in Dubois County, Indiana or the United States District Court for the Southern District of Indiana. The customer hereby waives the right to a trial by jury in any action, proceeding, claim, or counterclaim whether in contract or tort, at law or in equity, arising out of or relating in any way to these terms and conditions and all other disputes between the parties.

## Mitigation

If the company repossesses the goods prior to payment by the customer of all amounts due hereunder, the company may sell the goods, as is, where is, free and clear of all rights of the customer at either public or private sales, and apply the net proceeds (after deducting expenses of repossession and sale) to the obligation of customer hereunder. The customer may dispose of the goods in any commercially reasonable place and manner and the customer waives any notice of time, place and manner of sale.

## Integration

This order for goods, including these terms and conditions, along with any credit application, invoice, statement, dealer contract, acknowledgment, bill of lading (and any exhibits, addenda or amendments thereto) of which this order may be a part, constitutes the sole and complete agreement between the company and the customer with respect to the purchase of the goods.

## Dimensions/Specifications/Finishes

All dimensions are approximate and may vary due to the upholstery technique of each craftsman. If exact dimensions are required, it is necessary for the customer to state such specifications with the order. Detailed specifications sheets are available for each series of goods, and customer should consult the company's customer service department for these specification sheets. Company reserves the right to make changes in dimensions, style, or specifications if company believes these changes will improve the goods' quality or appearance. Company reserves the right to substitute hardwoods due to availability at production. Due to the natural characteristics of wood, environmental effects, and material upgrades, the company cannot guarantee exact finish matches on existing goods previously ordered from company. If an exact match to customer's existing goods is required, it must be specified so that the proper procedures can be followed to ensure an acceptable finish. Company will accept no liability for the finish if this procedure isn't followed. Company reserves the right to make changes in a finish formula if company believes the change will improve the quality or appearance of company's goods.

## Company's Performance of Its Obligation

The production and delivery of the goods to the extent delayed or hindered or prevented from the performance by reason of natural disasters, acts of god, strikes, lockouts, labor troubles, inability to procure materials, casualties, failure of power, restrictive governmental laws or regulations, riots, insurrections, acts of terrorism, war or other reason of a like nature not the fault of the company shall excuse for the period of the delay the company's performance and the period for the performance shall be extended for a period equivalent to the period of such delay.