Inwood

OFFICE INVIRONMENTS

Inwood Office Invironments warrants its products to be free from defects in materials and workmanship given normal use and proper care, for a period of ten (10) years of single shift service.

Specific components are warranted to be free from defects in materials and workmanship for the following periods of time from the date of initial shipment:

electrical components	two (2) years
pneumatic cylinders	three (3) years
control mechanisms	three (3) years
casters	three (3) years

Fabrics will be covered only by the warranty of the original manufacturer.

Inwood tenders this warranty only to original purchasers acquiring our products through those parties specifically authorized by Inwood to sell our products. Repair and/or replacement, at our option, will be made on any part or parts found to be defective within the terms of the warranty. The warranty shall not include any labor or shipping costs for replacement of any such parts or materials.

This warranty does not cover

- Damage(s) caused by a transportation company
- Damage(s) resulting from user modification, alterations, misuse, abuse or negligent use of our product
- Damage(s), defect(s), or product failure(s) due to customers request for modifications to product design, product dimensions, product arrangement or normal product specifications
- Natural variations in color, grain, or texture of wood and other covering materials over which Inwood has no control
- Wearing or cuts to covering materials
- Customer's Own Materials (COM)

Inwood does not make any other warranties except as expressly set forth above, either expressed or implied, including any warranty of merchantability or fitness for any particular purpose. Inwood shall not be liable for consequential or incidental damages under this warranty.

Further, Inwood makes no warranties, expressed or implied, for improper assembly and/or installation of its products.

order procedure

Inwood does not accept orders verbally. Orders may be faxed, e-mailed or mailed directly to:

Inwood Office Invironments PO Box 646 Jasper, IN 47546 Fax: 812.482.9732 E-mail: inwood@inwood.net

All orders from authorized & credit-approved Inwood Office Invironments dealers must be in writing and must include the following information:

Date

Purchase Order Number Bill to Address Ship to Address Special Shipping Instructions (delivery notification, special ship dates, ship complete or split shipments, and tags if applicable) Complete Model Numbers (include finish & fabric numbers) Net Price Requested Delivery Date (if applicable)

order confirmation

All complete orders will be entered and acknowledged promptly with approximate shipping date(s), transit times, and other pertinent information. This acknowledgement is the final agreement between

Inwood and the customer, superseding all previous communications regarding the order. NOTE It is the customer's responsibility to check the acknowledgment for accuracy. Please advise Inwood immediately of any discrepancies.

changes and cancellations

Because many of our casegood products and all of our seating products are made to order, we must limit customer changes and cancellations. We regret that changes and cancellations are not possible once production has begun. Production normally begins 48 hours after receipt of order. Orders for standard casegood products with in-stock finishes may be cancelled for a 30% restocking fee. Any non-stock finish is considered made to order and cannot be changed or cancelled.

delivery information

Shipments are FOB destination for the 48 contiguous states. Orders are priced by destination zone as listed by state.



zone 1 🗌

Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Illinois, indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Virginia, West Virginia and Wisconsin.

zone 2 🔲

Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

Orders of less than 500 lbs will be assessed a handling charge of \$100.00 net per order. Inwood reserves the right to select the most appropriate carrier and routing on all shipments. Any charge arising from failure to receive a shipment, rerouting while in transit or carrier storage charges are not included in prices shown and will be billed to the 'sold to' account on the order.

Any order requiring special delivery services will incur additional charges at the time of invoicing. All such requirements must be noted on the purchase order. These are services that are billed to Inwood by the freight company or require the usage of specialized carriers, and not included in the standard price of the product. Examples of such services include:

- delivery notification or call ahead requests
- \$10 Net Charge
- ¬ inside delivery minimum \$100 Net Charge
- ¬ non dock deliverv
- minimum \$100 Net Charge
- weekend delivery (friday after 4:00pm-sunday night) minimum \$500 Net Charge
- residential delivery
- Customer Service may assist you in determining your special delivery requirements and any additional charges that may apply
- ¬ fuel surcharges
- We will continue to do our best to absorb the increased cost from our transportation vendors; however, if the price

of fuel increases above the normal rates, it may require us to pass on the increased costs. We will address this situation with a fuel surcharge rather than a price increase so that we can eliminate it as appropriate.

Contact Customer Service if you are unsure if your order requires one or more of the above services. We will make every attempt to avoid additional charges by giving options on what we can do within our standard delivery prices.

All prepaid shipments by Inwood Office Invironments will be on carriers of our choice. If you choose to order product FOB Factory, please specify the carrier you require. Product will ship Freight Collect and Inwood's responsibility will cease upon delivery to the carrier.

order postponements and delivery changes

Changes may be made to delivery address no later than 5 days before the acknowledged ship date of an order. Contact Customer Service for charges which may be incurred for delivery charges within 5 days of the acknowledged ship date. If it becomes necessary to postpone an order after production has begun, the order will be completed, stored and invoiced to the customer with normal terms. Storage fees of \$2.00 per 100 lbs or \$5.00 minimum per day will occur on all orders that are not picked up or released for shipment after 10 working days from the acknowledged ship date.

claim process for merchandise damage/shortage/carrier delay

All products produced by Inwood are carefully inspected and properly packed prior to shipment. All shipments are delivered to the transportation company in good condition. If you receive a shipment that has damage, product shortage, or delivery has been delayed by the carrier, the following steps must be taken:

- Before signing for any merchandise, make notation of all visible damage, shortages, and/or time of truck arrival on the freight bill (bill of lading).
- Contact Inwood Customer Service within 15 calendar days of goods receipt to report issue. Legal title to merchandise passes to the buyer upon acceptance by the carrier. We will work with you to file any necessary claims when reported to us within the 15 day time frame.
- Retain all packing materials/cartons for inspection by the carrier agent.

Failure to make any claims against Inwood Office Invironments within 15 days shall constitute acceptance of the merchandise and a waiver of any errors or shortages discovered upon inspection.

repairs and returns

No repairs or returns will be considered without first obtaining our written permission. Such requests must be made in writing within 15 days of the invoice. Authorization must be obtained from Customer Service prior to repairs being made if Inwood is expected to pay these charges. Charges will be approved only after an estimate has been provided. Credit will be issued only after receipt of repair bills.

Made to order items are not returnable. This includes upholstered seating, special items, special finishes, and any non-stock finish. Authorized returns of stock items will be charged a minimum 30% restocking fee. All returns are subject to an attempted pick-up charge of \$200. Please insure that all goods are packed and tagged correctly before calling Inwood for pick up. All RMA's (Return Materials Authorization) will expire within 30 days of notification. Once expired, a new authorization is required for any return. Upon receipt of returned goods, Inwood will inspect and assess responsibility for any defects. If damage of the merchandise was caused by abuse, alteration, or unauthorized repair, we may offer to repair the merchandise for a fee. The final responsibility for determining damage remains with Inwood.

All merchandise must be shipped freight prepaid or we will not accept. All merchandise being returned must be properly packed and protected to insure that no further damage is incurred during transportation back to Inwood.

special construction agreement

When requested that Inwood Office invironments Inc. modify, change or alter its standard product in order to meet the specific needs of Customer, Inwood shall exercise its best efforts to modify its standard product to incorporate the modifications and changes requested by Customer. Inwood Office Invironments disclaims any warranty with respect to the modifications or changes requested by Customer and its standard warranty shall not apply to said modifications or changes. Customer shall have no right to rescind its order of this product after production of the product has begun. Customer assumes the risk of the use of Inwood Office invironments product containing the modifications or changes requested by Customer. In no event shall the product containing the modifications or changes requested by Customer be returnable to Inwood Office invironments.

replacement parts

Contact Inwood Customer Service for item numbers and pricing on replacement parts.

dimensions

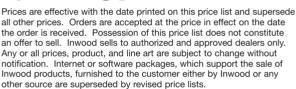
All dimensions referenced in this book are nominal.

terms

1% 15 days, 30 days net.

Payments are accepted in US Dollars. Payment is also accepted by Visa & Mastercard credit cards, and is posted prior to shipment. When payment is made with a credit card, no additional discounts may be taken.





minimum order \$10 US Dollars list price.

standard special upcharges

Inwood Office invironments provides the following standard special modifications to its product. Simply specify the request and add the associated price to list.

to make standard top size shorter or narrower	\$248
to change file drawer pedestal in desks, credenzas	
and modular cabinets to box drawers	\$218
to change 2 box drawers in desk to file drawer	\$140
to change position of file drawer in desks	\$106
to add locks where not standard	
¬ box, file drawer or center drawer	\$56
¬ hinged door, single	\$56
¬ hinged door, double	
to key items alike from factory per unit	
to add extra lock per set (including set of keys)	
extra set of keys (two)	
to add grommets in any special location	
to move standard placement of grommet on unit	
grommets (cover only)	
to add extra shelf for bookcase	
to make shelves solid wood (per shelf)	
for typing height return	\$197
for non-standard Inwood pulls	A- 4
(to change to another series per unit)	\$/1
special finishes (6 item minimum)	
¬ non-Inwood finishes	
¬ standard Inwood finishes	15%



pilot 900 series specifications

materials:

All wood is thoroughly air and kiln dried to a moisture content not to exceed 8% at the time of assembly.

veneers:

All exposed surfaces are plain sliced Curupixa. Veneers are carefully slip-matched and balanced. All drawer fronts, doors, end panels, and modesty panels are vertical grain.

top work surfaces:

Wood veneer tops are 1 1/4" thick MDF, covered with a 1/40" thick Curupixa veneer work surface. The top core material is a 45 lb medium density fiberboard, with a knife edge detail on all four edges.

modesty panels:

Vertical veneers on exposed surfaces and a 45 lb density particle board core.

drawers:

pilot 900 Drawer fronts are 3/4" thick. Drawer edges are veneered on top and sides with matching wood veneer. Drawer bottoms are framed on four sides and stapled from the bottom side. Box drawers have a high-grade Hafele metal ball-bearing drawer suspension. File drawers have a high-grade hafele metal ball bearing full progressive suspension and are equipped with metal rods for hanging file folders. All drawers have smooth quiet operation.

locking:

Each pedestal has its own lock and is keyed alike on each unit. Each unit is equipped with two keys.

finish:

Polyester UV cured finish, available in Cherry only.

instructions for pilot product are available online and within product cartons

online instructions

Inwood Office Invironments makes available the complete library of product instructions for 900 series Pilot office furniture. Please visit inwood.net and click the instructions link to review the downloadable PDF documents. Any issues? Assistance is only a phone call away. Call 1-800-786-6121 or 1-812-482-6121 for Inwood customer service. Our customer service representatives can talk you through most issues. Need professional service? We would be happy to suggest an authorized dealer or service technician within your area.

pdf instruction documents for pilot 900 series product

Please see the link "DESK SHELL" for the following product models: \neg F974-88M-WQ

- ¬ D974L-88M-WQ
- ¬ D974R-88M-WQ
- ¬ F968-88M-WQ
- ¬ D968L-88M-WQ
- ¬ D968R-88M-WQ
 ¬ F974-88M-WR
- ¬ D974L-88M-WR
- ¬ D974R-88M-WR
- ¬ F968-88M-WR
- ¬ D968L-88M-WR
- ¬ D968R-88M-WR

The link "CREDENZA SHELL" for the following product models:

- ¬ CR974-88M-WQ
- ¬ C974L-88M-WQ
- ¬ C974R-88M-WQ
- ¬ CR974-88M-WR
- ¬ C974L-88M-WR
- ¬ C974R-88M-WR

The link "RETURN" for the following product models:

- ¬ R953L-88M-WQ
- ¬ R953R-88M-WQ
- ¬ R948L-88M-WR
- ¬ R948R-88M-WR

The link "BRIDGE" for the following product models:

- ¬ B941-88M-WQ
- ¬ B948-88M-WR

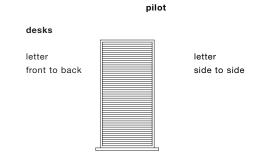
The link "OVERHEAD STORAGE UNIT" for the following product models: $\neg~$ OU972-88M

The link "TABLES" for the following product models:

- ¬ R099642-88M-W
- ¬ RTO99642-88M-W

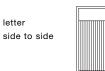
all pilot product ships in an 88M mahogany on cherry finish ready to assemble.

all 74 inch pilot desks feature 30 inch deep pedestals- all other pilot 900 series product pedestals have 24 inch pedestal depths.



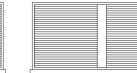


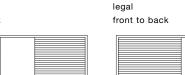
pilot



lateral files



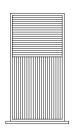








letter/legal combination

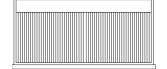


legal side to side

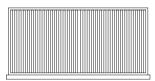


letter side to side





legal side to side





unit identification (type) & top dimension - finish - cockpit or rectilinear configuration

pilot

900 series

	model number	description	d	w	h	freight	list \$ zone 1	list \$ zone 2
	F974-88M-WQ	executive desk knife edge cockpit configuration file/file pedestal box/box/file pedestal	38	74	29	class 125 cwt 340 lb cu ft 26	2,163	2,336
	F974-88M-WR	executive desk knife edge rectilinear configuration file/file pedestal box/box/file pedestal	38	74	29	class 125 cwt 340 lb cu ft 26	1,928	2,082
	F968 - 88M - WQ	executive desk knife edge cockpit configuration file/file pedestal box/box/file pedestal	38	68	29	class 125 cwt 260 lb cu ft 19	1,819	1,965
HE	F968 - 88M - WR	executive desk knife edge rectilinear configuration file/file pedestal box/box/file pedestal	38	68	29	class 125 cwt 260 lb cu ft 19	1,680	1,814
	CR974 - 88M - WQ	credenza knife edge cockpit configuration left and right file/file pedestal	25	74	29	class 125 cwt 230 lb cu ft 19	1,880	2,030
	CR974 - 88M - WR	credenza knife edge rectilinear configuration left and right file/file pedestal	25	74	29	class 125 cwt 230 lb cu ft 19	1,615	1,744
	D974R - 88M - WQ	single right pedestal desk knife edge cockpit configuration right file/file pedestal	38	74	29	class 125 cwt 258 lb cu ft 16	1,399	1,511
	D974R - 88M - WR	single pedestal desk knife edge rectilinear configuration right file/file pedestal	38	74	29	class 125 cwt 258 lb cu ft 16	1,164	1,257
	D974L - 88M - WQ	single left pedestal desk knife edge cockpit configuration left file/file pedestal	38	74	29	class 125 cwt 258 lb cu ft 16	1,399	1,511

all pilot product ships in an 88M mahogany on cherry finish ready to assemble

dual pedestal desk & credenza, "I" & "u" units, lateral files and overhead......single pedestal desk & credenza and returns

....\$150\$75

model number D974L - 88M - WR	description single left pedestal o knife edge rectilinear configurat left file/file pedestal
D968R - 88M - WQ	single pedestal desk knife edge cockpit configuratior right file/file pedesta
D968R - 88M - WR	single pedestal desk knife edge rectilinear configurat right file/file pedesta
D968L - 88M - WQ	single pedestal desk knife edge cockpit configuratior left file/file pedestal
D968L - 88M - WR	single pedestal desk knife edge rectilinear configurat left file/file pedestal
R953R - 88M - WQ	single pedestal retur knife edge cockpit configuratior right box/box/file per FOR USE WITH COCKPIT DI D974R-88M-WQ AND D968
R948R - 88M - WR	single pedestal retur knife edge rectilinear configurat right box/box/file per For USE WTH COCKPIT DI D974R-88M-WR AND D9684
R953L - 88M - WQ	single pedestal retur knife edge cockpit configuration left box/box/file pede FOR USE WITH COCKPIT DI D974R-88M-WQ AND D968
R948L - 88M - WR	single pedestal retur knife edge rectilinear configurat left box/box/file pede For USE WITH COCKPIT D. D974R-88M-WR AND D968H

edge

pulls

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available at an upcharge for pilot:



ıl desk	d 38	w 74	h 29	freight class 125	list \$ zone 1	list \$ zone 2
ration al			20	cwt 258 lb cu ft 16		
ion stal	32	68	29	class 125 cwt 204 lb cu ft 16	1,164	1,257
rsk ration stal	32	68	29	class 125 cwt 204 lb cu ft 16	1,025	1,207
isk ion al	32	68	29	class 125 cwt 204 lb cu ft 16	1,164	1,257
rsk ration al	32	68	29	class 125 cwt 204 lb cu ft 16	1,025	1,207
turn jon pedestal T DESKS 868R-88M-WQ	22	53	29	class 125 cwt 142 lb cu ft 11	1,150	1,242
turn ration pedestal T DESKS M68R-88M-WR	24	48	29	class 125 cwt 142 lb cu ft 11	960	1,037
turn edestal T DESKS 968R-88M-WQ	22	53	29	class 125 cwt 142 lb cu ft 11	1,150	1,242
turn ration edestal <i>T DESKS</i> <i>G68R-88M-WR</i>	24	48	29	class 125 cwt 142 lb cu ft 11	960	1,037



unit identification (type) & top dimension - finish - cockpit or rectilinear configuration

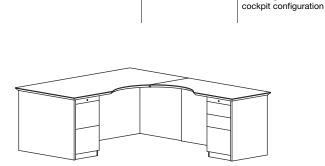
pilot

900 series

model number

M974R - 88M - WQ

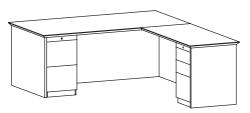
model number	description	d	w	h	freight	list \$ zone 1	list \$ zone 2
B941 - 88M - WQ	bridge knife edge cockpit configuration open kneespace USE ONLY WITH 74" COCKPIT DESKS AND 74" CREDENZAS	24	41	29	class 85 cwt 70 lb cu ft 4	450	486
B948 - 88M - WR	bridge knife edge rectilinear configuration open kneespace use only with 74" rectilinear DESKS AND 74" CREDENZAS	24	48	29	class 85 cwt 70 lb cu ft 4	340	367
C974R - 88M - WQ	single pedestal credenza knife edge cockpit configuration right box/box/file pedestal	25	74	29	class 125 cwt 174 lb cu ft 12	1,265	1,366
C974R - 88M - WR	single pedestal credenza knife edge rectilinear configuration right box/box/file pedestal	25	74	29	class 125 cwt 174 lb cu ft 12	1,000	1,080
C974L - 88M - WQ	single pedestal credenza knife edge cockpit configuration left box/box/file pedestal	25	74	29	class 125 cwt 174 lb cu ft 12	1,265	1,366
C974L - 88M - WR	single pedestal credenza knife edge rectilinear configuration left box/box/file pedestal	25	74	29	class 125 cwt 174 lb cu ft 12	1,000	1,080
OU972 - 88M	72" wide overhead storage unit knife edge one wire management grommet	15	72	40	class 125 cwt 118 lb cu ft 6	885	956
2FD936 - 88M - W	two drawer lateral file knife edge detail	21	36	29	class 125 cwt 139 lb cu ft 16	1,135	1,226



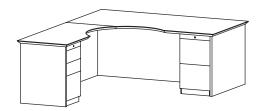
model number description M974R - 88M - WR executive right "I" unit knife edge rectilinear configuration

description

knife edge





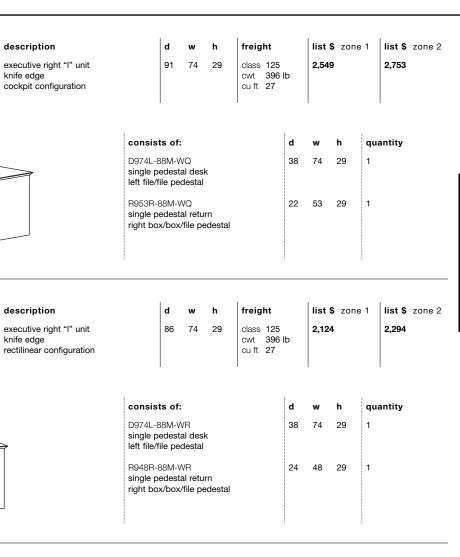


pilot 900

edge Р pilot all 74 inch pilot desks feature 30 inch deep pedestals- all other 900 series pilot pedestals have 24 inch pedestal depths all pilot product ships in an 88M mahogany on cherry finish ready to assemble

pulls available at an upcharge for pilot:

dual pedestal desk & credenza, "I" & "u" units, lateral files and overhead	\$150
single pedestal desk & credenza and returns	\$75



	d	w	h	freight	list \$ zone 1	list \$ zone 2
unit tion	91	74	29	class 125 cwt 396 lb cu ft 27	2,549	2,753

consists of:	d	w	h	quantity
D974R-88M-WQ single pedestal desk right file/file pedestal	38	74	29	1
R953L-88M-WQ single pedestal return left box/box/file pedestal	22	53	29	1



unit identification (type) & top dimension - finish - cockpit or rectilinear configuration

dual pedestal desk & credenza, "I" & "u" units, lateral files and overhead...... single pedestal desk & credenza and returns

...\$150\$75

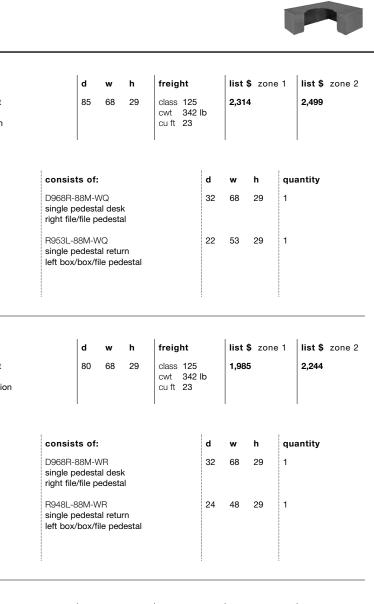
pilot

900 series

model numberdescriptionM974L - 88M - WRexecutive left "I" unit knife edge rectilinear configuration	d w h freight list \$ zone 1 list \$ zone 2 86 74 29 class 125 cvvt 396 lb cu ft 27 2,124 2,294	model numberdescriptionM968L - 88M - WQexecutive left "I" unit knife edge cockpit configuration	d w h freight list \$ zone 1 list \$ zone 1 85 68 29 class 125 cvvt 2,314 2,499 cu ft 23 23 2,314 2,499
	consists of:dwhquantityD974R-88M-WR single pedestal desk right file/file pedestal3874291R948L-88M-WR single pedestal return 		consists of:dwhquantityD968R-88M-WQ single pedestal desk right file/file pedestal3268291R953L-88M-WQ single pedestal return left box/box/file pedestal2253291
model numberdescriptionM968R - 88M - WQexecutive right "I" unit knife edge cockpit configuration	d w h freight list \$ zone 1 list \$ zone 2 85 68 29 class 125 cwt 342 lb cu ft 23 2,314 2,499	model numberdescriptionM968L - 88M - WRexecutive left "!" unit knife edge rectilinear configuration	d w h freight list \$ zone 1 list \$ zone 1 80 68 29 class 125 1,985 2,244 cwt 342 lb cu ft 23 2
	consists of:dwhquantityD968L-88M-WQ single pedestal desk left file/file pedestal3268291R953R-88M-WQ single pedestal return right box/box/file pedestal2253291		consists of:dwhquantityD968R-88M-WR single pedestal desk right file/file pedestal3268291R948L-88M-WR single pedestal return left box/box/file pedestal2448291
model numberdescriptionM968R - 88M - WRexecutive right "I" unit knife edge rectilinear configuration	d w h freight list \$ zone 1 list \$ zone 2 80 68 29 class 125 cwt 312 lb cu ft 23 1,985 2,244	model numberdescriptionUM974R - 88M - WQexecutive right "u" unit knife edge cockpit configuration	d w h freight list \$ zone 1 list \$ zo 104 74 29 class 125 cwt 504 lb cu ft 33 3,114 3,363
	consists of:dwhquantityD968L-88M-WR single pedestal desk left file/file pedestal3268291R948R-88M-WR single pedestal return right box/box/file pedestal2448291		consists of:dwhquantityD974L-88M-WQ single pedestal desk left file/file/ pedestal3874291B941-88M-WQ bridge with open kneespace2441291C974R-88M-WQ single pedestal credenza right box/box/file/ pedestal2574291
pedestals have 24	ks feature 30 inch deep pedestals- all other 900 series pilot nch pedestal depths os in an 88M mahogany on cherry finish ready to assemble		

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unit identification (type) & top dimension - finish - cockpit or rectilinear configuration

pilot

900 series

model number

RO99642 - 88M - W

RTO99642 - 88M - W

model number UM974R - 88M - W	description R executive right "u" unit knife edge rectilinear configuration	dwhfreight1117429class 12cwt50cu ft33	25 04 lb	list \$ zo 2,504	one 1 list \$ zone 2 2,704	
		consists of: D974L-88M-WR single pedestal desk left file/file/ pedestal B948-88M-WR bridge with open kneespace C974R-88M-WR single pedestal credenza right box/box/file/ pedestal	d 38 24 25	 w h 74 29 48 29 74 29 	quantity 1 1	
model number UM974L - 88M - W	description executive left "u" unit knife edge cockpit configuration	dwhfreight1047429class 12cwt51cu ft33	25 04 lb	list \$ zo 3,114	one 1 list \$ zone 2 3,363	
		consists of: D974R-88M-WQ single pedestal desk right file/file pedestal B941-88M-WQ bridge with open kneespace C974L-88M-WQ single pedestal credenza left box/box/file pedestal	d 38 24 25	w h 74 29 41 29 74 29	quantity 1 1	
model number UM974L - 88M - W	description R executive left "u" unit knife edge rectilinear configuration	dwhfreight1117429class12cwt50cu ft32	25 04 lb	list \$ zc 2,504	one 1 list \$ zone 2 2,704	
		consists of: D974R-88M-WR single pedestal desk right file/file/ pedestal B948-88M-WR bridge with open kneespace C974L-88M-WR single pedestal credenza left box/box/file/ pedestal	d 38 24 25	 w h 74 29 48 29 74 29 	quantity 1 1	

dual pedestal desk & credenza, "I" & "u" units, lateral files and overhead......single pedestal desk & credenza and returns

...\$150\$75

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description 96" x 42" rectangular table top knife edge detail	d 42	w 96	h 29	freight class 85 cwt 208 lb cu ft 11	list \$ zone 1 1,100	list \$ zone 2 1,188
BASES INCLUDED						
96" x 42" racetrack table top knife edge detail	42	96	29	class 85 cwt 205 lb cu ft 11	1,290	1,393
BASES INCLUDED						