



HiQ™

Delivery Document Overview

Thank you for choosing HiQ™ height-adjustable benching! To help you get started (and know what to expect), we've put together this handy overview.

Please note that your order will arrive in multiple boxes. We've worked hard to ensure you'll be able to confirm you've received everything you ordered — as well make the installation process as simple as possible. Let's jump in.

The Product

Below is an example of a typical order. Note that the three listed part numbers are automatically generated when configured in ChairBuilder+ or other ordering software, such as CAP, CET, etc. Full descriptions and part numbers can be found in the price list, ChairBuilder+, and other software tools.



1 Tops

Laminate tops in Gray Elm finish for six back-to-back seat positions:

3291.BB.SP6.TBT5.TE5.TZ2358.GR2.TL51.GP00

Product Line Seat Orientation # of seats Column Type Edge Type Top Size Laminate Grade Laminate Finish Grommet Location

2 Bases

Height-adjustable bases in White finish for six back-to-back seat positions with vertical and horizontal cable management plus power harnesses, receptacles, and infeed:

3292.BB.SP6.TBT5.HC02.TZ2358.CT01.VC01.VCC03.PIC72.SDUP.FEK00.BF02

Product Line Seat Orientation # of seats Column Type Controller Type Top Size Cable Trough Type Vertical Cable Manager Type Cable Manager Finish Power Infeed Type Duplex Type End Panel Type Paint Finish

3 Screens

Center screens for six seat positions in Grade 2 fabric

3293.BB.SP6.DT701.DS2460.TZ2358.FG2.BF02

Product Line Seat Orientation # of seats Screen Material Screen Size Top Size Fabric Grade Paint Finish

*Example includes optional accessories

The Paperwork

We have updated our system to help you efficiently validate that all items you ordered have been received upon delivery. See below for a preview of the three types of packing slips you will receive with each HiQ™ order.

SitOnIt • Seating
Example LLC
8415 Harbor Ave.
Cypress, CA 90630
USA

Bingo Sheet
Order No 2654513
Your PO MBTA_P02_1

Ship To
EXEMPLE INC
525 MARTINE BLVD
BUENA PARK, CA 90620
USA

P1	P2	P3	P4	P5	P6
P8	P9	P10	P11	P12	P13
P15	P16	P17	P18	P19	P20
P22	P23	P24	P25	P26	P27
P29	P30	P31	P32	P33	P34
P36	P37	P38	P39	P40	P41
W0.1	W0.2	W0.3	W0.4	W0.5	W0.6

Bingo Numbers	
P4	P5
P11	P12
P18	P19
P25	P26
P32	P33
P39	P40
W3.2	W4.1

Total Count 51

Bingo Sheet

The “Bingo Sheet” summarizes the total number of boxes or pallets that you have received as well as designates a unique “Bingo Number” for each individual box or pallet.

SitOnIt • Seating
Example LLC
8415 Harbor Ave.
Cypress, CA 90630
USA

Bingo Detail
Order No 2654513
Your PO MBTA_P02_1

Bingo #	Item	Description	Long Part #	Qty	Line Tag
P25	80-014155	WIRE MANAGEMENT CABLE CARRIER ASSEMBLY, BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P26	88-012571402	HAB. 8-10 DUPLEX RECEPTACLE CIRCUIT 3, WHITE	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	3	Floor 1
P26	88-012571402	HAB. 8-10 DUPLEX RECEPTACLE CIRCUIT 4, WHITE	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	3	Floor 1
P26	88-012571402	HAB. 8-10 DUPLEX RECEPTACLE CIRCUIT 2, WHITE	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	3	Floor 1
P26	88-012571402	HAB. 8-10 POWER JUMPER	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	2	Floor 1
P26	08613	INSTRUCTIONS, HAB ASSEMBLY	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P27	88-013268	HAB. POWER HARNESS 3 DUPLEX, 80W	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P28	88-013268	HAB. POWER HARNESS 3 DUPLEX, 40W	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P29	88-013268	HAB. KIT, POWER BEAMFRAME 10', BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P30	88-013035	HAB. KIT, THROUGH 72", BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P31	88-013035	HAB. KIT, THROUGH 72", BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P32	88-013489	HAB. COLUMN LH, RH AND END PIPE, MT, BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P33	88-013489	HAB. COLUMN LH, RH AND END PIPE, MT, BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P34	88-012472	HAB. CROSS BEAM KIT, BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 2

Bingo #	Item	Description	Long Part #	Qty	Line Tag
P25	80-014155	WIRE MANAGEMENT, CABLE CARRIER, ASSEMBLY, BLACK	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	1	Floor 1
P26	88-012571-02	HAB. 8-10 DUPLEX RECEPTACLE, CIRCUIT 2, WHITE	3292.BB.SP6.TBT5.TZ2358.BF02.PI.C72.CT01.VC01.VCC03.HC02.SDU.P	3	Floor 1

Total Count 51

Bingo Detail

The “Bingo Detail” lists each Bingo # and includes descriptions and long part numbers that tie back to original order.

SitOnIt • Seating
Example LLC
8415 Harbor Ave.
Cypress, CA 90630
USA

Order Line Detail
Order No 2654513
Your PO MBTA_P02_1

Ship To
EXEMPLE INC
525 MARTINE BLVD
BUENA PARK, CA 90620
USA

Order Line	Item	Description	Ordered	Shipping	Shipped	Remaining
1.00	HAB_TABLE_TOP_2531	HAB_TABLE_TOP_2531	6	6	0	0
	Long Part # 3291.BB.SP6.TBT5.TZ2358.GR2L.TS1					
	Tag Floor 1					
	Bingo #s: 201					
2.01	11-011183	10-24, 3/8L, SKT 1/8, BTN, MS, BK/OX	1	1	0	0
	Long Part # 3292.BB.SP6.TBT5.TZ2358.BF02.PJC72.CT01.VC01.VCC03.HC02.SDUP					
	Tag Floor 1					
	Bingo #s: P19					
2.02	11-011712	HOSE CLAMP, 13/16" ID, STAINLESS STEEL	1	1	0	0
	Long Part # 3292.BB.SP6.TBT5.TZ2358.BF02.PJC72.CT01.VC01.VCC03.HC02.SDUP					
	Tag Floor 1					
	Bingo #s: P19					
2.03	11-011712	HOSE CLAMP, 13/16" ID, STAINLESS STEEL	1	1	0	0
	Long Part # 3292.BB.SP6.TBT5.TZ2358.BF02.PJC72.CT01.VC01.VCC03.HC02.SDUP					
	Tag Floor 1					
	Bingo #s: P19					
2.04	88-013489-02	HAB. KIT, THROUGH 72", BLACK	1	1	0	0
	Long Part # 3292.BB.SP6.TBT5.TZ2358.BF02.PJC72.CT01.VC01.VCC03.HC02.SDUP					
	Tag Floor 1					
	Bingo #s: P19					
2.05	88-013489-02	HAB. KIT, THROUGH 72", BLACK	1	1	0	0
	Long Part # 3292.BB.SP6.TBT5.TZ2358.BF02.PJC72.CT01.VC01.VCC03.HC02.SDUP					
	Tag Floor 1					
	Bingo #s: P19					
2.06	88-013489-02	HAB. KIT, THROUGH 72", BLACK	1	1	0	0
	Long Part # 3292.BB.SP6.TBT5.TZ2358.BF02.PJC72.CT01.VC01.VCC03.HC02.SDUP					
	Tag Floor 1					
	Bingo #s: P19					

Order Line Detail

The “Order Line Detail” lists order information including part numbers, part descriptions, and tagging information. It also indicates which “Bingo #” each line item is linked to. This document also correlates to the dealer purchase order (PO).

Note: some order lines include “parent” and “children” information (i.e. 2.01, 2.02 indicate multiple “children” parts for single “parent” long part#).

The Packaging

Your product will arrive in multiple boxes. Each box will have a descriptive label on the outside that details order information, tag designation, and contents (if the box includes multiple items). The two types of labels are:

SitOnIt • Seating®

Ship To **EXEMPLIS**
Your PO **VISTA_PO_1**

Order **2654513** Line **2.05**

Product **80-012469-02**

Long Part # **3292.BB.SP6.TBT5.TZ2358.BF02.PIC72.CT01.VC01.VCC03.H**

Description **HAB, COLUMN LH, RH AND END PIPE KIT, WHITE**

Tag **Floor 1**

Qty **1** Qty Ordered **6**

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Single Item

Each box includes a label. See below for example of a label on a box that includes one single item.



SitOnIt • Seating®

Ship To **EXEMPLIS**
Your PO **VISTA_PO_1**

Order **2654513** Line **Multi**

Line	Qty	Qty Ordered	Product / Description / Item Tag
2.01	1	1	11-011183 3292.BB.SP6.TBT5.TZ2358.BF02.PIC72.CT01.VC01.VCC03.HC02.SDUP 10-24, 3/8L, SKT1/8, BTN, MS, BK/OX, PCH Tag: Floor 1
2.02	1	1	11-011712 3292.BB.SP6.TBT5.TZ2358.BF02.PIC72.CT01.VC01.VCC03.HC02.SDUP HOSE CLAMP, 13/16" ID, STAINLESS STEEL Tag: Floor 1
2.09	1	1	88-010144 3292.BB.SP6.TBT5.TZ2358.BF02.PIC72.CT01.VC01.VCC03.HC02.SDUP 8-10 POWER INFEEED, CONDUIT, 72"x8" Tag: Floor 1
2.10	3	3	88-011738-02 3292.BB.SP6.TBT5.TZ2358.BF02.PIC72.CT01.VC01.VCC03.HC02.SDUP HAB, 8-10 DUPLEX RECEPTACLE, CIRCUIT 1, WHITE Tag: Floor 1
2.11	6	6	88-012114 3292.BB.SP6.TBT5.TZ2358.BF02.PIC72.CT01.VC01.VCC03.HC02.SDUP
Total Units			12

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Multiple Items

Each box includes a label, but some boxes include multiple items. See below for example of a label on a box that includes multiple items.

