SitOnIt • Seating®



HiQ^{TM}

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

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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

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3 Screens

Center screens for six seat positions in Grade 2 fabric

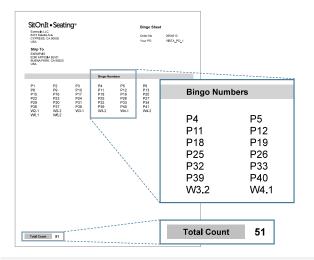
3293.BB.SP6.DT701.DS2460.TZ2358.FG2.BF02

Product Line Plate Scient Received to Size Product Line Plate Scient Received to Size Plate Plate Size Plate S

*Example includes optional accessories

The Paperwork

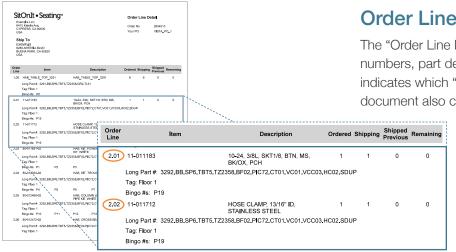
We have updated our system to help you efficiently validate that all items you ordered have been received upon delivery. See below for a preview of the three types of packing slips you will receive with each HiQ™ order.



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.





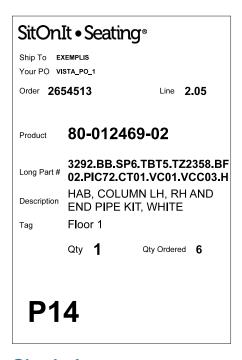
Order Line Detail

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

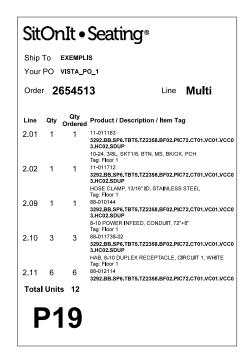
Your product will arrive in multiple boxes. Each box will have a descriptive label on the outside that details order information, tag designation, and contents (if the box includes multiple items). The two types of labels are:



Single Item

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





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.

