

Important information about delivery of *biomorph* products

biomorph
interactive desk

- *biomorph* desk parts are shipped from our various factories directly to you, therefore parts will arrive at different times. Find your model below so you will know what to expect at delivery time.
- All cartons must be carefully inspected upon delivery and any visible damage noted on the delivery receipt before the driver leaves. Any damage, visible or concealed, must be reported immediately. No damage claims may be made after 10 days from delivery of shipments. Properly reported, damaged parts will be repaired or replaced within 10 days of damage claim providing items are in stock.
- Deliveries will only be made in weekday hours to ground floor premises, please notify us if an inside delivery is required. (there will be extra charges) Some crates are heavy and will require help receiving. Small crates and cardboard boxes are shipped by UPS.
- Other surfaces ordered at the same time will be included with the desk surfaces. Add-ons, cabinets, lights and chairs may arrive in different shipments. Any items backordered will be shipped after initial stock shipments, unless requested otherwise.
- Please make sure you have received all parts listed below before attempting assembly.

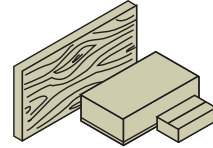
multi desk/maxo desk/pro desk



standard or crank version – three deliveries:

- one large wooden crate
- one large cardboard box
- one small cardboard box

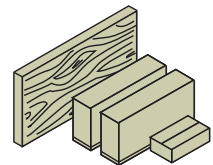
1. large wooden crate — multi: 80" x 55" x 4" – 170 lbs / maxo: 98" x 58" x 4" – 270 lbs (very heavy!) / pro: 80" x 55" x 5" – 190 lbs marked "biomorph," containing desktops and large brackets. via truck.
2. large cardboard box — 67" x 11" x 35" – 80 lbs marked "SIS #5775 or #5102," containing frame. via truck.
3. small cardboard box — 30" x 26" x 8" – 22 lbs marked "7000D Swinglift," containing keyboard surface mechanism, assembly instructions & hardware. via UPS. *open first!*



electric version – three deliveries:

- one large wooden crate
- one large cardboard box
- two long cardboard boxes

- 1 & 3 plus:
2. two long cardboard boxes — 37" x 13" x 8" – 60 lbs each and one 48" x 2" dia. tube – 8 lbs marked "Mayline," containing frame. via truck.



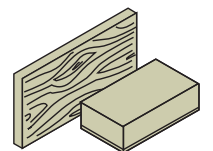
personal desk/level desks/utility tables



two deliveries:

- one wooden crate
- one large cardboard box

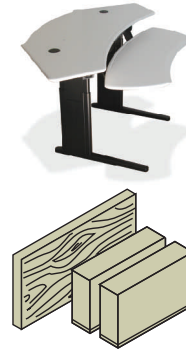
1. wooden Crate — 75" x 28" x 4" – 89 lbs marked "biomorph," containing desktops, assembly instructions & hardware. via truck. *open first!*
2. large cardboard box — 35" x 28" x 12" – 75 lbs marked "SIS #5220 or #5101 or #5240," containing frame. via truck.



Important information about delivery of *biomorph* products (cont'd)

biomorph
interactive desk

flexo desk



two deliveries:

- one wooden crate
- two large cardboard boxes

1. wooden Crate — 75" x 28" x 4" – 89 lbs marked "biomorph," containing desktops, assembly instructions & hardware. via truck. *open first!*
2. two large cardboard boxes — 35" x 28" x 12" – 75 lbs marked "SIS #5220/5101/5240," containing frame. via truck.

exo/exo It desk



two deliveries:

- two medium cardboard boxes

1. 45" x 30" x 3" – 65 lbs marked "biomorph," containing desktops, assembly instructions. via UPS. *open first!*
2. 27" x 12" x 25" – 43 lbs marked "SIS #1240," containing frame and hardware. via UPS.

X02 desk

X02 base unit – two deliveries:

- two medium cardboard boxes



1. 40" x 30" x 3" – 43 lbs marked "biomorph X02 Frame Only," containing frame and hardware. via UPS. *open first!*
2. 39" x 25" x 2" – 35 lbs marked "biomorph X02 Surface Only," containing desktop. via UPS.

X02 base unit with keyboard surface – three deliveries:

- four medium cardboard boxes



- 1 & 2 plus:
3. 19" x 10" x 5" – 8 lbs marked "biomorph X02," containing keyboard surface mechanism. via UPS.
4. 35" x 15" x 2" – 20 lbs marked "biomorph X02," containing keyboard surface. via UPS.

Important information about warranty of *biomorph* products

A NOTE ABOUT YOUR NEW *biomorph* DESK

We have taken great care to design and manufacture the very best product possible. The materials we use are the very finest available and the wood surfaces in particular are manufactured as a fine furniture product. Consequently, they should be treated as such. Maple and other wood finishes have natural characteristics that are unique to each desktop. We use the most durable finish available to seal the surfaces, but they should not be confused with a laminate product. Although you should expect years of service from these desks, please treat the surfaces with care and use coasters for hot drinks. They will clean easily with any non-abrasive household cleaner or soap and water.

WARRANTY

There is a five (5) year warranty on all Biomorph and SIS HFT Inc. products including the worm gear and chain mechanism. Limited to cost of replacement. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence or abuse. Waterloo Inc. warrant their keyboard mechanism to be free of

RETURNS AND RESTOCKING

No claims may be made after 15 days from receipt. No merchandise may be returned without written consent of GSE Ltd. in the form of a return goods authorization and shipping instructions. Parts are only returnable if damaged or incorrect, otherwise a restocking fee applies as follows: Previously assembled desks w/original packing materials- 50% of net invoice price plus round trip freight charges; Opened unassembled parts w/ original packing- 35% of net invoice price plus round trip freight charges; Unopened packaging- 25% of net invoice price plus round trip freight charges. Post-payment pre-shipment cancellations 5% of invoice charged. Refunds will be made after receipt and inspection of goods in our warehouse. No merchandise is to be sent to the New York city address without prior written consent. Any unauthorized shipments will be refused and returned at the owners expense.

CANCELLATION

Orders may not be canceled without the written consent of GSE Ltd. Restocking charges may be incurred.

CONSTRUCTION CHANGES

In the interest of manufacturing better products, design changes may be effected without notice. Prices and conditions are subject to change without notice.

Ground Support Equipment (US) LTD.

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