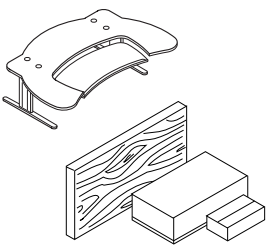


Important information about purchasing *biomorph* products

- *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
- The wooden crates and large cardboard boxes are shipped by truck. The trucking company will call before delivery to let you know when to expect them. Deliveries will only be made in weekday hours to ground floor premises, please notify us if an inside delivery is required (there may 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
- You will need a power screwdriver (or an electric drill w/ a phillips head) to open the wooden crates and install the desktops. Open all items carefully to avoid damage of enclosed products. Do not destroy or discard packaging until you are sure that you have received the correct product and it is in perfect condition

multi desk



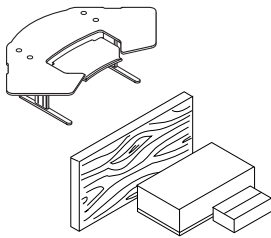
STANDARD OR CRANK VERSION -Three deliveries

- 1 Large wooden crate 80"x 55"x 4"- 170 lbs marked "biomorph", containing desktops and large brackets
- 2 Large cardboard box 67"x 11"x 35"- 80 lbs marked SIS #5775 or #5102, containing frame
- 3 Small cardboard box 30"x 26"x 8"- 22 lbs marked 7000D Swinglift, containing keyboard surface mechanism assembly instructions, & hardware. **Open first!**

ELECTRIC VERSION -Three deliveries

- 1 Large wooden crate 80"x 55"x 4"- 170 lbs marked "biomorph", containing desktops and large brackets
- 2 Two long cardboard boxes 37"x 13"x 8"-60lbs each and one 48"x 2"dia. tube-8 lbs marked Mayline, containing frame
- 3 Small cardboard box 30"x 26"x 8"- 22 lbs marked 7000D Swinglift, containing keyboard surface mechanism assembly instructions, & hardware. **Open first!**

pro desk



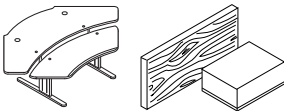
STANDARD OR CRANK VERSION -Three deliveries

- 1 Large wooden crate 80"x 55"x 5"-180 lbs marked "biomorph", containing desktops and large brackets
- 2 Large cardboard box 44"x 13"x 36"- 86 lbs marked SIS #5750 or #5101, containing frame
- 3 Small cardboard box 30" x 26" x 8"-22 lbs marked "biomorph", containing keyboard surface mechanism assembly instructions, & hardware. **Open first!**

ELECTRIC VERSION -Three deliveries

- 1 Large wooden crate 80"x 55"x 5"-180 lbs marked "biomorph", containing desktops and large brackets
- 2 Two long cardboard boxes 37"x 13"x 8"-60lbs each and one 48"x 2"dia. tube-8 lbs marked Mayline, containing frame
- 3 Small cardboard box 30" x 26" x 8"-22 lbs marked "biomorph", containing keyboard surface mechanism assembly instructions, & hardware. **Open first!**

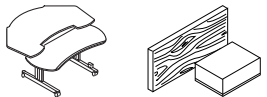
personal desk



Two deliveries

- 1 Wooden Crate 75"x 28"x 4"-89 lbs marked "biomorph", containing desktops, assembly instructions, & hardware. **Open first!**
- 2 Large cardboard box 35"x 28"x 12"-75lbs marked SIS #5220, containing frame

exo desk/exo It desk



Two deliveries

- 1 Wooden crate 45"x 30"x 3"-65 lbs marked "biomorph", containing desktops, assembly instructions. **Open first!**
- 2 Medium cardboard box 27"x 12"x 25"-43 lbs marked "SIS" #1216, containing frame and hardware

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 material or manufacturing defects for one year from date of shipment, limited to cost of replacement.

Returns and Restocking 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- 30% of net invoice price plus round trip freight charges; Unopened packaging- 20% of net invoice price plus round trip freight charges. 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., 11 Broadway, , New York, NY 10004 tel 888 302-DESK fax 212 809-4324 email info@biomorphdesk.com