



MAYLINE® GROUP

White Glove Delivery & Assembly Service

For an additional charge of 10% of list, your entire order will be delivered by a uniformed two-person crew to the destination of your choice, fully assembled, and all packaging associated with the product will be removed.

Minimum charge is \$200 (\$100 for Seating).

Seating is charged on a per chair basis.

Mayline is "at your service."

Product Lines Included:

· REAL Office (all lines)	· Plan Files (all lines)	· Seating (\$100 minimum)
· File Harbor	· Meeting & Training Tables	
· Talon	· CSII	<u>All Seating:</u>
· Mailflow Systems	· Mailflow-To-Go	1-9 qty...\$35/ea
· VariTask (all lines)	· Small Office/Home Office (all lines)	10-24 qty...\$30/ea
		25-49 qty...\$25/ea
		50+ qty...\$20/ea

White Glove Delivery & Assembly Service Includes:

- Product inspection prior to delivery
- Delivery by a uniformed two-person crew to virtually any zip code within the 48 contiguous states. Canada (bordering provinces of the US and within 100 miles of major metropolitan areas), Alaska and Hawaii by quote only.
- Complete product assembly and placement
- Removal of all packaging from premises
- Standard freight policy still applies

Assembly Service Information:

- Delivery and Installation within 3 weeks after receipt of order
- Upon receipt of product at installers site, the customer will receive a call within 5 business days to schedule installation
- Most installers are closed Mondays but are open Tuesday through Saturday for your convenience
- **Wall Mounting is not available nor provided by the installation company**
- POD's are available within 48 hours after installation of product

Additional Charges May Apply:

- \$200 surcharge for zip codes in remote locations (see website for details)
- \$50 surcharge for zip codes beginning with 100 through 104, and 110 through 116 (area includes Manhattan, Bronx, Staten Island, Brooklyn, Queens, and Western Nassau County)
- \$25 charge for each flight of stairs over two flights (12 steps per flight)
- \$100 charge for specific delivery appointment times (4 hour appointment window is standard)
- \$50 charge for refusal prior to delivery
- Refusals will be charged the normal delivery rate
- Storage charges after 15 days will be billed at \$20 per piece for every 15 days

Contact Customer Service at 800-822-8037, ext. 222 (Elena Brunner) or ext. 204 (Michelle Wright) or visit the Online Resource Center on our homepage at www.mayline.com.