

WOOD SPECIES

C&A furniture is manufactured from a variety of fine hardwood veneers and solids, such as Red Oak, American Walnut, Cherry and Maple. Veneer panels are laid-up with "plain sliced" faces. Solids are carefully matched up to veneers for consistency.

Laminate inlay on tops are available for 7% up-charge.

FINISH

C&A **hand-rubbed finish** brings out the beauty of our fine hardwoods and will protect the furniture for years to come with minimum maintenance. C&A uses a semi-filled, satin finish as standard on all products. Our fully catalyzed finish is resistant to marring, abrasion, impact, water marking and most common solvents.

COLORS:

RED OAK is available in three (3) standard colors:

- 100-O White Wash Oak
- 110-O Honey Oak
- 140-O Medium Oak

Walnut is available in two (2) standard colors:

- 170-W Traditional Walnut
- 180-W Black Walnut

Mahogany on Cherry is available in two (2) standard colors:

- 941-M Regal Mahogany
- 942-M Wine Mahogany

Cherry is available in seven (7) standard colors:

- 200-C Colonial Cherry
- 201-C Warm Cherry
- 202-C Classic Cherry
- 203-C Dark Red Cherry
- 204-C Natural Cherry
- 205-C Light Cherry on Cherry
- 206-C Mocha Cherry

Maple is available in two (2) standard colors:

- NM Natural Maple
- WWM White Wash Maple

All prices in this catalog reflect furniture produced in Red Oak, Walnut, Cherry or Maple and in standard finish as described. Custom color is available for an up-charge of \$85.00 net. C&A Representative will determine whether a match can be made for the custom color.

FINISH DISCLAIMER

Light finishes when exposed to ultra violet rays may darken and change color. This is especially noticeable when a desk pad and/or other permanent items are placed on desk tops and then moved for cleaning. This is not a defect in the finish.

HARDWARE

C&A uses fully concealed European style hinges on all doors. Adjustable leveler "feet" are used on all furniture.

Power grommets are 3 1/2" D with two power outlets and two universal phone/data connections. All grommets are optional. When placing an order, please remember to specify the size and the location of the grommet.

OTHER SPECIFICATIONS

All pieces (credenzas, hutches, bookcases) have fully finished backs. Pencil drawers are standard on all desks. Hutches and bookcases have 3/4" backs.

PEDESTALS

All drawer pedestals use 18" with full extension and steel ball bearing drawer slides for smooth action and long life. Box drawers have one adjustable Plexiglas divider. Drawer glides are over extended for ease of accessibility. They accept "Pendaflex" type suspended folders, letter and legal size, from side to side.

Front to back set up is available for \$20.00 net up-charge for lateral file drawers. File drawers include new set up which can be configured front to back and side to side.

All drawers are made with 1/2" thick 9 ply birch plywood (industry standard 5 ply), dovetail construction and with 3/4" thick bottom. Reinforced 1/2" bottom is available upon request and at additional charge of \$10 net per drawer. Drawers are fully finished.

Maximum weight for box drawers is 75lbs and 150lbs for file and lateral file drawers.

All storage pedestals have adjustable shelves.

Locks may be added as an option to any pedestal. One lock is standard on all desks. In Traditional, Harvard, Yale, Popular and Select series, all pedestals are locked.

Desk and credenza modesty panels match the height of the pedestals specified.

Pedestal configurations indicated in the catalog may be reversed simply by reversing the Pedestal Codes, at no additional cost. Example: CD to DC. Pedestal configuration is determined from the user's side.

PEDESTAL DESCRIPTION CODE

1 Box Drawer over File Drawer	A
3 Box Drawers	B
2 File Drawers	C
2 Box Drawers over File Drawer	D
4 Box Drawers	E

Enclosed Storage – 3/4" Profile	S1
Enclosed Storage – Full Profile	S2
Lateral File	LF
Open (Empty Compartment)	O
Enclosed Storage – for computer storage and printer paper slot.	P

ORDERING INFORMATION

To insure accuracy with your order, please use our ordering procedures and model number codes in describing the product. If you have questions on procedures or coding, contact your C&A representative for assistance.

DATA REQUIRED

- Quantity**
- Model Number Base** (Describes style series, size and pedestal configuration from left to right).
- Option Codes** (Add, with parentheses around each option, to Model Number Base).
- Finish Number and Wood Species Code** (Complete Model Number by adding after Option Codes),
- Custom Features Information** (Describe custom features in writing after completed Model Number. Contact your C&A representative for pricing).

CALCULATING PRICE

The prices in this catalog are base prices for products in Maple, Red Oak, Walnut or Cherry with standard color and finish.

When specifying equipment options, add the cost of the option to the base price. **IMPORTANT: Cost of equipment options should be added after any up charges for optional wood species, custom color or custom finish are calculated.**

Calculate and add the up-charge percentage before adding the cost of any equipment options to the base price.

MAINTENANCE

C&A products are formulated with state-of-the art materials. Reasonable care is required. Periodic dusting, use of a desk pad, and use of protective pads under business machines are appropriate minimum maintenance.

For regular maintenance of your fine finish, we recommend dusting with clean, damp cloth. Always dust and polish with the grain and wipe dry.

Some plastic, vinyl, or rubber feet on office equipment and accessories may cause staining of the finish due to plasticizer migration or seepage from the feet. This being a condition beyond our control, we cannot accept responsibility for such stains. Please check with your equipment or accessory supplier to preclude this problem. We highly recommend that the finish be protected by placing felt or similar pads under the feet of all equipment before placing it on the furniture.

EQUIPMENT OPTIONS

To order options, add the desired Option Code, in parentheses, to the Model Number base. Enter the codes in any order after the Pedestal Codes. Add the cost of the option to the base price.

Pencil drawers are standard equipment on all desks.

OPTION	CODE	PRICE
Lock	(LL) Lock left (LR) Lock right (LC) Lock center	68. 68. 68.
Small Grommet (1- $\frac{1}{2}$ ' diameter)	(G1L) Grommet Left (G1R) Grommet Right (G1C) Grommet Center	29. 29. 29.
Large Grommet (3' diameter)	(G2L) Grommet Left (G2R) Grommet Right (G2C) Grommet Center	29. 29. 29.
Adjustable Keyboard Arm	(AKB)	398.
Pencil drawer	(PD)	197.
Power Grommet (3- $\frac{1}{2}$ ' diameter)	(PG)	389.
Flip chart for Visual Aid Board		70.
Casters		29.
Handles/pulls		29.
Access Door		332.
H3 Hutch Lights		239.
Pull Out Shelf		196.
Regular Shelf		106.
Master Key		27.
Replacement Key		11.
Key and Core		13.
File Bars for Lateral Files		21.
Glass Shelves		122.

MODEL NUMBER

B S - 3 6 7 0 - C D (LR) (G1L) 110-0

Series _____
The Style group from which product is selected.

Size _____
Depth x Width. Depth is front to back. Width is left to right.

Left Pedestal _____
Determined from user's side. Code indicates 2 file drawers. Pedestal configuration may be reversed by reversing Pedestal Codes in Model Number. No additional charge.

Right Pedestal _____
Determined from user's side. Code Indicates 2 box drawers over file drawer. Pedestal configuration may be reversed by reversing Pedestal Codes in Model Number. No additional charge.

Option #1 _____
Code indicates lock on right hand pedestal. Add Option Code(s) after Pedestal Codes. See page 2 for selection and prices.

Option #2 _____
Code indicates small grommet on the left from user's side.

Finish _____
The Number Code indicates color of stain and C & H standard, semi-filled, satin finish. Always list Finish Code after Option Codes (if any). See page 2 for Custom Finishes or colors.

Wood Species _____
Code Indicates Red Oak. Enter as shown at the end of Model Number. See next page for alternate Wood Species.