

OFFICE ACCESSORIES CATALOG
OCT '09 - REVISED DEC '10



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

MISSION STATEMENT

As a business, Correctional Industries is committed to maintain and expand offender work training programs which develop marketable job skills, instill and promote positive work ethics, and reduce the tax burden of corrections.

04	KEYBOARD PLATFORM & ARM COMBOS
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Height Range
 ↑ 2.25"
 8.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 -15°

SWING KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- Two retractable 9"W mouse trays allow for left or right-handed mousing
- Built in mouse cord clips and mouse guards
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system

Model Number	Track Length	Platform Size	Price
LEADER1	21.75"	19"W x 11.75"D	\$198.00
LEADER1-G	21.75"	19"W x 11.75"D	\$209.00



Height Range
 ↑ 2.25"
 8.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 -15°

SWAP KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- 9"Dia Ultra mouse tray installs on left or right side of platform without tools
- Built in mouse cord clips and mouse guards
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system

Model Number	Track Length	Platform Size	Price
LEADER5	21.75"	19"W x 11.75"D	\$195.00
LEADER5-G	21.75"	19"W x 11.75"D	\$206.00



Height Range
 ↑ 2.25"
 8.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 -15°

STRAIGHT KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- Continuous palm support for left or right-handed mousing
- Built in mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system

Model Number	Track Length	Platform Size	Price
LEADER6	21.75"	27"W x 11.25"D	\$184.00
LEADER6-G	21.75"	27"W x 11.25"D	\$195.00



Height Range
 ↑ 2.25"
 8.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 -15°

DIAGONAL KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- Continuous palm support for left or right-handed mousing
- Built in mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system

Model Number	Track Length	Platform Size	Price
LEADER8	21.75"	27"W x 11.25"D	\$184.00
LEADER8-G	21.75"	27"W x 11.25"D	\$195.00

SIT/STAND SWING KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- Two retractable 9"W mouse trays allow for left or right-handed mousing
- Built in mouse cord clips and mouse guards
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system



Height Range
 ↑ 8.25"
 ↓ 14.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 ↻ -15°

Model Number	Track Length	Platform Size	Price	
LSS1	Sit/stand, leather like foam palm pad	23"	19"W x 11.75"D	\$235.00
LSS1-G	Sit/stand, gel foam palm pad	23"	19"W x 11.75"D	\$246.00

SIT/STAND SWAP KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- 9"Dia Ultra mouse tray installs on left or right side of platform without tools
- Built in mouse cord clips and mouse guards
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system



Height Range
 ↑ 8.25"
 ↓ 14.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 ↻ -15°

Model Number	Track Length	Platform Size	Price	
LSS5	Sit/stand, leather like foam palm pad	23"	19"W x 11.75"D	\$233.00
LSS5-G	Sit/stand, gel foam palm pad	23"	19"W x 11.75"D	\$244.00

SIT/STAND STRAIGHT KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- Continuous palm support for left or right-handed mousing
- Built in mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system



Height Range
 ↑ 8.25"
 ↓ 14.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 ↻ -15°

Model Number	Track Length	Platform Size	Price	
LSS6	Sit/stand, leather like foam palm pad	23"	27"W x 11.25"D	\$222.00
LSS6-G	Sit/stand, gel foam palm pad	23"	27"W x 11.25"D	\$233.00

SIT/STAND DIAGONAL KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Lever free spring assisted height adjustment
- Continuous palm support for left or right-handed mousing
- Built in mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Teflon coated steel track
- Connect-It! tool free fastening system



Height Range
 ↑ 8.25"
 ↓ 14.25"
 ↓ 6.0"

Tilt Range
 ↻ +10°
 ↻ -15°

Model Number	Track Length	Platform Size	Price	
LSS8	Sit/stand, leather like foam palm pad	23"	27"W x 11.25"D	\$222.00
LSS8-G	Sit/stand, gel foam palm pad	23"	27"W x 11.25"D	\$233.00



Height Range

↑ 0.0"
6.0" ↓
↓ 6.0"

Tilt Range

+10°
-15°

VALUE KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Single knob controls height and tilt
- Teflon coated steel track
- Lever free spring assisted height adjustment
- Black leather-like palm support
- 1/4" Phenolic platform
- 9" Dia Swivel mouse tray
- Not compatible with the Connect-It system

Model Number	Track Length	Platform Size	Price	
VALUE2	Value platform/arm w/mouse tray	17"	19"W x 11"D	\$134.00



Height Range

↑ 0.0"
6.0" ↓
↓ 6.0"

Tilt Range

+10°
-15°

VALUE KEYBOARD PLATFORM & ARM COMBO

Standard Features

- Single knob controls height and tilt
- Teflon coated steel track
- Lever free spring assisted height adjustment
- In-line mousing
- Black leather-like palm support
- 1/4" Trimline platform
- Not compatible with the Connect-It system

Model Number	Track Length	Platform Size	Price	
VALUE3	Value platform/arm	17"	27"W x 11.25"D	\$134.00



SWING KEYBOARD PLATFORM W/MOUSE TRAY

Standard Features

- Two retractable 9"W mouse trays allow for left or right-handed mousing
- Built in cord clips and mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Connect-It! tool free fastening system

Model Number		Platform Size	Price
SWING	Leather like foam palm pad	19"W x 11.75"D	\$102.00
SWING-G	Gel foam palm pad	19"W x 11.75"D	\$113.00



SWAP KEYBOARD PLATFORM W/MOUSE TRAY

Standard Features

- 9"Dia Ultra mouse tray installs on left or right side of platform without tools
- Built in cord clips and mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Connect-It! tool free fastening system

Model Number		Platform Size	Price
SWAP	Leather like foam palm pad	19"W x 11.75"D	\$100.00
SWAP-G	Gel foam palm pad	19"W x 11.75"D	\$111.00



STRAIGHT KEYBOARD PLATFORM

Standard Features

- Continuous palm support for left or right-handed mousing
- Built in mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Connect-It! tool free fastening system

Model Number		Platform Size	Price
STRAIGHT	Leather like foam palm pad	27"W x 11.25"D	\$89.00
STRAIGHT-G	Gel foam palm pad	27"W x 11.25"D	\$100.00



DIAGONAL KEYBOARD PLATFORM

Standard Features

- Continuous palm support for left or right-handed mousing
- Built in mouse guard
- Accommodates rectangular and curved/internet keyboards
- Choice of removable foam or gel wrist pads
- Connect-It! tool free fastening system

Model Number		Platform Size	Price
DIAGONAL	Leather like foam palm pad	27"W x 11.25"D	\$89.00
DIAGONAL-G	Gel foam palm pad	27"W x 11.25"D	\$100.00

KEYBOARD ARMS



Height Range
 ↑ 2.25"
 8.25"
 ↓ 6.0"

Tilt Range
 +10°
 -15°

KEYBOARD ARM

Standard Features

- Lever free spring assisted height adjustment
- 360° arm rotation allows keyboard to move from side to side
- Track includes document holder that fits into front track stop
- Teflon coated steel track
- Connect-It! tool free fastening system

Model Number		Track Length	Price
A-LSTS	17" Keyboard arm	17"	\$116.00
A-LSTT	19.5" Keyboard arm	19.5"	\$116.00
A-LSTM	21.75" Keyboard arm	21.75"	\$116.00
A-LSTL	23" Keyboard arm	23"	\$127.00



Height Range
 ↑ 8.25"
 14.25"
 ↓ 6.0"

Tilt Range
 +10°
 -15°

SIT/STAND KEYBOARD ARM

Standard Features

- Lever free spring assisted height adjustment
- 360° arm rotation allows keyboard to move from side to side
- Track includes document holder that fits into front track stop
- Teflon coated steel track
- Connect-It! tool free fastening system

Model Number		Track Length	Price
A-LSSS	17" Sit/stand keyboard arm	17"	\$143.00
A-LSST	19.5" Sit/stand keyboard arm	19.5"	\$143.00
A-LSSM	21.75" Sit/stand keyboard arm	21.75"	\$143.00
A-LSSL	23" Sit/stand keyboard arm	23"	\$143.00
A-LSSX	28" Sit/stand keyboard arm	28"	\$154.00



Height Range
 ↑ 0.0"
 6.0"
 ↓ 6.0"

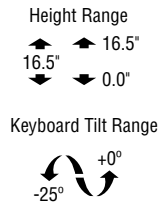
Tilt Range
 +10°
 -15°

VALUE KEYBOARD ARM

Standard Features

- Single knob controls height and tilt
- Teflon coated steel track
- Lever free spring assisted height adjustment
- 360° arm rotation allows keyboard to move from side to side
- Not compatible with the Connect-It system

Model Number		Track Length	Price
A-5730	Value keyboard arm	17"	\$72.00



ERGO DESIGN SIT/STAND MECHANISM

Standard Features

- Height adjustable to sit or stand positions
- Work surface and keyboard platform move as one unit
- User friendly adjustment
- Can be placed on virtually any fixed height worksurface
- Large work surface accommodates monitor and other work materials
- At time of delivery, CI will adjust unit for desired weight capacity (Inside Delivery fee required)
- Keyboard tray retracts under work surface when not in use
- Steel construction with durable powder coat finish

Model Number		Size	Price
2K16	Ergo sit/stand mechanism	36"W x 18.5"D	\$575.00



CORNER MAKER

Standard Features

- Corner maker converts a 90° corner into a useful diagonal worksurface
- Corner maker fits tables up to 1 1/2" thick
- Constructed from heavy-gauge steel
- Durable black powder-coated finish

Model Number		Corner	Price
CM17-BK	17"W Corner maker	17"W x 10"D x 1.5"H	\$55.00
CM21-BK	21"W Corner maker	21"W x 12"D x 1.5"H	\$62.00



PLASTIC PENCIL DRAWER

Standard Features

- Locking pencil drawer
- Mounts under work surface
- Built-in molded plastic pencil tray

Model Number		Size	Price
3CD	Plastic pencil drawer	18"W x 18"D x 2.75"H	\$54.00

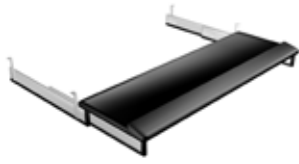


PENCIL TRAY

Standard Features

- Designed to fit either a wood or metal mobile pedestal
- Five compartments
- Black plastic

Model Number		Size	Price
CIPPENTRAY	Pencil tray (fits metal pedestal file)	13"W x 5.5"D x 1"H	\$5.00
CIWPPENTRAY	Pencil tray (fits wood pedestal file)	12"W x 5.5"D x 1"H	\$4.00



UNDERDESK SLIDING KEYBOARD DRAWER

Standard Features

- Sliding keyboard drawer mounts under work surface
- Keyboard tray is black molded plastic with molded palm rest

Model Number		Size	Price
KBD	Underdesk sliding keyboard drawer	21.25"W x 11.25"D x 2"H	\$72.00



ULTRA MOUSE TRAY

Standard Features

- 9"Dia clamp on mouse tray with optical mousing surface
- Six user adjustable height positions, plus swivel, tilt, and over-top
- Built in mouse cord clips and mouse guard
- Fits keyboard platforms up to 1/4" thick

Model Number		Size	Price
MT-ULTRA	Ultra mouse tray	9"Dia	\$49.00



LAPTOP ARM

Standard Features

- VESA standard compliant Quick-Connect mounting plates included
- Supports monitor weights ranging from 2 lbs to 11 lbs
- Snap on shroud for cable management keeps desk organized
- Swivel adjustment on arm base and mounting head
- Clamps easily to edge of work surface or mounts in grommet
- Constructed from heavy-gauge steel with lightweight slim profile
- Silver Finish

Model Number		Arm Length	Price
MA5000-1-L-C-LT	Laptop arm, clamp mount	23.75"	\$363.00
MA5000-1-L-G-LT	Laptop arm, grommet mount	23.75"	\$363.00



LAPTOP & MONITOR ARM

Standard Features

- VESA standard compliant Quick-Connect mounting plates included
- Supports equipment at a maximum weight of 34 lbs
- Snap on shroud for cable management keeps desk organized
- Swivel adjustment on arm base and mounting head
- Clamps easily to edge of work surface or mounts in grommet
- Constructed from heavy-gauge steel with lightweight slim profile
- Silver Finish

Model Number		Arm Length	Price
MA4000-2-AH-C-LT	Laptop/Monitor arm, clamp mount	21"	\$432.00
MA4000-2-AH-G-LT	Laptop/Monitor arm, grommet mount	21"	\$432.00



MONITOR ARM

Standard Features

- VESA standard compliant Quick-Connect mounting plates included
- Supports monitor weights ranging from 9 lbs to 20 lbs
- Snap on shroud for cable management keeps desk organized
- Swivel adjustment on arm base and mounting head
- Clamps easily to edge of work surface or mounts in grommet
- Constructed from heavy-gauge steel with lightweight slim profile
- Silver Finish

Model Number		Arm Length	Price
MA5000-1-L-C	Monitor arm, clamp mount	17"	\$226.00
MA5000-1-L-G	Monitor arm, grommet mount	17"	\$226.00
MA5000-1-XL-C	Extended monitor arm, clamp mount	19"	\$261.00
MA5000-1-XL-G	Extended monitor arm, grommet mount	19"	\$261.00

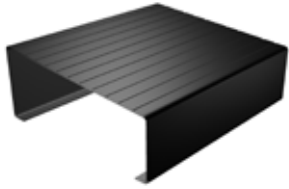


DUAL MONITOR ARM

Standard Features

- VESA standard compliant Quick-Connect mounting plates included
- Supports monitor weights ranging from 18 lbs to 33 lbs
- Snap on shroud for cable management keeps desk organized
- Swivel adjustment on arm base and mounting head
- Clamps easily to edge of work surface or mounts in grommet
- Constructed from heavy-gauge steel with lightweight slim profile
- Silver Finish

Model Number		Arm Length	Price
MA5000-2-S-C	Dual monitor arm, clamp mount	19"	\$356.00
MA5000-2-S-G	Dual monitor arm, grommet mount	19"	\$356.00



FOOT REST

Standard Features

- Steel construction
- 3"H front edge height
- Anti skid surface
- Rubber floor pads
- Choice of standard powder coat finish



Model Number		Size	Price
6241	Foot rest	14"W x 12"D x 5"H	\$30.00



HEIGHT ADJUSTABLE FOOTREST

Standard Features

- Tubular steel frame and durable textured platform
- As body position changes, the platform's rocking motion repositions feet
- Height adjustable from 4" to 16" in 1" increments
- Durable black powder coat finish

Model Number		Size	Price
QF-CRH	Height Adjustable Footrest	19"W x 13.5"D x 17"H	\$139.00



ROCKING FOOT REST

Standard Features

- Tubular steel frame and durable textured platform
- As body position changes, the platform's rocking motion repositions feet
- 3"H front edge height

Model Number		Size	Price
QF-CR3	Rocking foot rest	19"W x 14"D x 5"H	\$65.00



HAND TRUCK

Standard Features

- 1" tubular steel frame
- 12 gauge steel base plate
- Hand operated brake
- 10" diameter pneumatic wheels
- 500 pound capacity "safe" load
- Choice of standard powder coat finish



Model Number	Hand truck	Size	Price
6471	Hand truck	17"W x 19"D x 56"H	\$146.00

No Bids Required

Correctional Industries (CI) offers eligible customers quick and easy access to quality products and services through various authorities provided under the Revised Code of Washington (RCW 43.19.534, RCW 72.60.160, RCW 43.19.1906).

State Furniture Contract #14393

Products available: Office Systems Furniture, Desk Systems, Tables, K-12 Classroom Furnishings, Office Accessories, Remanufactured Office Systems, Ergonomic Seating, Task Intensive Seating, Institutional, Lounge Furniture, Storage and High Density Filing, Network Support (LAN) Furniture, Restoration/Re-upholstery Services, Computer Aided Design & Layout Services, Warehousing Services. For current contract and history information, log on to www.ga.wa.gov/pca/pcacont.htm.

State CI Umbrella Contract #10103

Products available: Sandbags, Validation Tabs, Sign Recycling, Sign Refurbishing, Sewing/Apparel, Shoes, Flat Goods, Mattresses and Covers, Engraving, Printing, Emergency Products, Signage (Wood and Aluminum), CAD Services, Temporary Housing, Storage Sheds, Embroidery, Screen Printing, Laundry Services, Agricultural Products and Services, Meat Cutting, Binders, Food Products, Environmental Services, Garments, Laundry, Dish washing, Floor Care, Cleaning Chemicals, Bed Linens, Towels. For current contract and history information, log on to www.ga.wa.gov/pca/pcacont.htm.

Eligible Contract Users

- Washington State agencies and political subdivisions of Washington and Oregon States
- Institutions of Higher Education (Universities, community and technical colleges)
- Federal Agencies
- Private contractors, when supplying government agencies
- Certified not-for-profit organizations
- Tribal/Indian Nation

Terms of Sale

For items found on contract #14393, listed pricing includes delivery within the state of Washington. Payment is due within thirty (30) days of receipt of invoice. Applicable prices are those in effect at the time of receipt of your order. All prices and specifications are subject to change without notice. For current pricing, visit www.washingtonci.com.

Quantity Discounts

CI offers an additional discount for volume purchasing as identified in contract 14393. CI reserves the right to give additional discounts at their discretion. The following items are excluded when determining quantity discounts: Sales Tax, Inside Delivery, Installation, Norix Products, High Density Filing and Storage Systems, Remanufactured Systems Furniture, Used "as-is" Office Furniture, Cell Furnishings, Custom Orders.

Warranty

Washington State Department of Corrections, Correctional Industries, warrants its products to be free of defects in material and workmanship from the date of the delivery. The warranty provides for repair and/or replacement free of charge to the customer at CI's discretion (which includes labor, materials, freight, and travel costs associated with the repair and/or replacement). The complete warranty for each item can be obtained by contacting Customer Service at 1.800.628.4738 or visit our web site at www.washingtonci.com.

Required For Ordering

Customer Information:

- Purchase order number
- Agency/organization name and mailing address
- Name and telephone number of contact at receiving location
- Shipping address
- Billing address, contact person, telephone and fax numbers
- Federal tax code
- Signature and title of the person authorized to issue the order

Product Information:

- Model number, Name/Description
- Color/Finish Choices
- Options and variations if applicable
- Quantity
- Price

Mail Orders:

CI Customer Service
Washington Corrections Center
PO Box 900, G Building
West 2321 Dayton Airport Road
Shelton, WA 98584

Please Send Payment to:

Correctional Industries
Accounts Receivable
PO Box 41116
Olympia, WA 98504-1116

Purchase Order Acknowledgments

CI will acknowledge orders in writing within ten (10) working days after receipt of an accurate and complete order. Order is not considered received until all information provided by the customer for the product, billing, and shipping data is complete and accurate. Orders are accepted by CI per terms on the acknowledgment.

If a confirming order is sent to CI, the order must be marked 'Confirming Order'. Original order sent via FAX. CI will not be responsible for any duplication of orders caused by unmarked hard copy, confirming orders or orders sent via FAX more than once.

Order Cancellation & Change Orders

The customer may cancel or change orders for standard contract items without penalty within five (5) working days from postmark date of order acknowledgment. After this period, CI may impose a twenty-five percent (25%) penalty of the item(s) being canceled and/or changed. Canceled installation is exempt from cancellation penalties. A one-hundred percent (100%) penalty is imposed for custom item(s) being canceled.

Returns

CI will not permit return of materials without written consent if materials shipped are as acknowledged. Any standard item(s) may be returned within five (5) working days after receipt provided the item is new and in unused condition. There will be a restocking charge equal to twenty-five percent (25%) of the purchase price (before taxes) and the customer will be responsible for the return freight cost.

Headquarters

Correctional Industries
801 88th Avenue SE
Tumwater, Washington 98501

Department of Corrections/Correctional Industries
PO Box 41115
Olympia, Washington 98504-1115
Phone: 1.800.628.4738
FAX: 1.888.535.0627

Showrooms

Please call your CI Account Executive (AE) or Customer Service at 1.800.628.4738 for directions, showroom hours and to set up an appointment.

Olympia Area: Headquarters Showroom
801 88th Avenue SE
Tumwater, Washington 98501

Spokane: Spokane Showroom
11919 W Sprague Ave, Bldg A-1
Airway Heights, WA 99001

Delivery

Schedule is determined after receipt of accurate and complete order.
Fast Fulfillment Program: 7 calendar days
Standard Orders: 60 calendar days
Custom Orders: 90 calendar days
Orders over \$100,000: 90 calendar days
Orders over \$250,000: negotiated

Inside Delivery

CI provides inside delivery as requested on an as-needed basis by the contract users. Inside delivery will be defined as the delivery of the item(s) to exact location requested including removal and disposal of packaging, and assembly if necessary. However, assembly may not take place at the time of delivery in the event of numerous items to assemble. Any orders requiring this service shall be clearly documented to so indicate. For inside delivery an additional charge of four percent (4%) will be charged.

Installation

As an optional service to the customer, CI will provide delivery and installation of products as identified and requested in writing on original or change order. Installation charge percentages will be calculated from the product cost, after discount and before taxes. For current installation rates, please check the contract at: www.ga.wa.gov/pca/pcacont.htm.

The customer reserves the right to install items with its own personnel or other third party(ies). The customer shall first receive prior approval from CI before using an outside third party for installation. CI shall provide detailed installation instructions. Improper installation by others shall void manufacturer's warranty.

Design and Space Planning Assistance

As an option to the contract users, CI will provide professional design, layout and space planning services. Services for budgetary and actual usage will include computer aided drawings with plan, two and three dimensional perspectives, renderings, concepts, a complete cost summary statement including a detailed bill of materials, installation package and product design if so requested and mutually agreed upon. CI can re-configure existing spaces, provide an accurate visual layout of intended surroundings so that customers can see where new offices will be located, what each room will look like and what new or additional furniture will be required – all before the customer makes their final decision and initial investment. This avoids costly mistakes and allows for adjustments, changes and modifications before any purchase orders are generated. Whether for budgetary or for actual purposes, CI will provide a cost estimate for each project before its commencement. Once started, a rate of \$55.00 per hour will be invoiced for this service.

If CI does the design and space planning services, CI will be completely responsible for all overages, shortages and/or any mistakes resulting from purchase orders based upon accepted drawings or packages containing drawings, bill of materials, layouts and renderings.

Re-configuration, Assembly and Disassembly

As an option to the contract users, CI provides internal office moves (includes disassembling, move within the same building, and reassemble) and/or re-configuration of CI's systems furniture. Cost to be determined for each project. Assembly and disassembly will not include electrical power connections which require a licensed electrician to perform the work. The customer may hire a separate contractor to do the electrical connections consistent with prevailing wage laws. Improper electrical connection and disconnections will void the manufacturer's warranty.

Repair and Replacement

Any labor charges for correcting a manufacturing problem must be submitted and approved before correction is undertaken, if the items are under warranty. Labor charges will not be paid if the estimate was not submitted and approved prior to labor being completed.

Re-delivery of Freight

When re-delivery of merchandise is required because the customer is not ready to accept merchandise, and no notification of this fact is given to CI at least two weeks prior to the scheduled ship date, the actual costs of freight, restocking and re-handling, will be billed to the customer. For re-delivery charges, please call your Account Executive or Customer Service at 1.800.628.4738.

Shipment Damage Claims

The consignee before acceptance should carefully inspect all shipments, and the delivery carrier should be requested to record any damage or shortage. Any time damaged or defective merchandise is discovered it should be brought to the immediate attention of a customer service representative at 1.800.628.4738. Concealed damage or shortages are to be reported within five (5) working days of receipt of merchandise. Damaged freight must be kept at the point of delivery in the original packing for inspection by CI. After obtaining a clear receipt for shipment, CI is no longer responsible for damage or shortages.

Shipment Shortage Claims

Shortage claims reported after ten (10) days beyond shipment date will not be honored.



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

Department of Corrections
PO Box 41115
Olympia, Washington 98504