

## Finale Order Check List:

### Specify:

- 1. Complete model number
- 2. Finish color
  - A. Wood Finish
  - B. Metal Finish
  - C. Glass Finish
- 3. Edge profile
- 4. Pull option
- 5. Product options
- 6. Accessories
- 8. Power and data (*Requires drawing of location*)
- 8. Sidemark information  
(i.e. *Key offices alike, Mike's Office*)
- 9. Ship to address - (*Contact name & phone number*)
- 10. Special delivery instructions (i.e. *Call before delivery, deliver to job site*)

### Examples:

1. **FN3672DD** | VCC | R4 | Bow | SN  
 (product) | (finish) | (edge) | (pull) | (pull color)

**Tackboard:** Vendor | Pattern | Color  
 INTERFACE | BAILEY | SHERMAN PEWTER

### 2. A. Wood Finish

#### Cherry

AUC	Autumn Cherry	LCC	Legacy Cherry
BRC	Brighton Cherry	MMC	Mystic Mahogany
CCC	Classic Cherry	NCC	Natural Cherry
ECC	Ember Cherry	VCC	Vintage Cherry

#### Maple

CMM	Caramel Maple	NMM	Natural Maple
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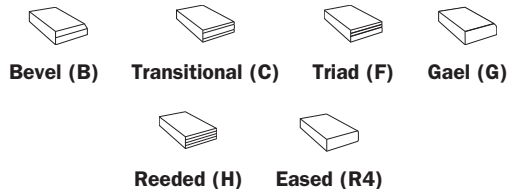


**B. Metal Finish - Column Base: Black or Silver**  
 (Bullet and P-Top)

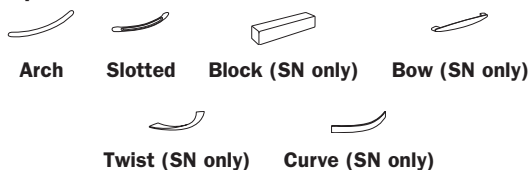


**C. Glass Finish - White or Mocha - Clear**  
 (for desks and magazine tables only)

### 3. Edge Profile:



### 4. Pull Options: Black or Satin Nickel

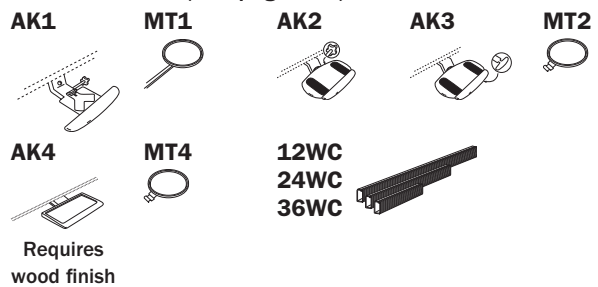


### 5. Product Options:

- High Pressure Laminate Top: No additional upcharge  
**(For standard matching wood grain laminates only)**
- Grommet: \$60 per grommet upcharge  
**(drawing for location and dimensions must be provided)**
- Sheen Modification: 15% upcharge **(For Top Only)**
- Special Finish: \$226 upcharge
- Change Veneer Species: 40% upcharge  
**(For oak or walnut)**
- Change Drawer Configuration (keeping same depth and width):  
 5% upcharge  
 (changing from box/box/file to file/file or from file/file to box/box/file)

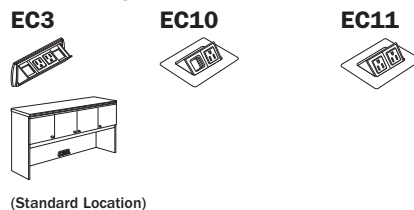
**All prices are list**

### 6. Accessories: (See page 306)



### 7. Power and Data: Available in Black or Silver

(See page 308)



**NOTE: Any specials or modifications must be accompanied by quote and approved drawing.**