

Swirve Order Check List:

Specify:

- 1. Complete model number
- 2. Finish color
 - A. Wood Finish
 - B. Metal Finish
- 3. Pull color
- 4. *Modesty panel options (where applicable)
- 5. Product options
- 6. Accessories
- 7. 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. SW3672DD | VCC | SN
(product) | (finish) | (pull color)

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

2. A. Wood Finish

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

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

3. Pull Colors:


- (BL) Black
- (SN) Satin Nickel

***4. Optional Wood Modesty Panels:**

Bullet, Keyhole and P-Top Modesty Panel Options:
(replaces column base)

 **Right Full Modesty Panel**

 **Left Full Modesty Panel**

 **Right 3/4 Modesty Panel**









 **Left 3/4 Modesty Panel**

5. Product Options:

- High Pressure Laminate Top: No additional upcharge
(For standard matching wood grain laminates only)
- Writing Shelves on Pedestal: \$170 upcharge
(per pedestal)
- 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, maple or walnut only)
- 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)

AK1 	MT1 	AK2 	AK3 	MT2 
AK4 	MT4 	12WC 24WC 36WC 		

Requires wood finish

7. Power and Data: Available in Black or Silver
(See page 308)

EC3 	EC10 	EC11 
		

(Standard Location)

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

*= Optional items may incur upcharge.

SWIRVE