CONFIGURATION GUIDE

2004 List Prices

Novikoff is proud to introduce the newest addition to our **Metaplan Desking Systems** line of fine wood office furniture. This *Reconfigurable and Fixed Units Configuration Guide* was developed to provide our most popular configurations in an easy-to-quote and easy-to-order format at price points below our best-selling **Metaplan Solutions** line. These units continue the Novikoff tradition of providing beautiful wood office furniture utilizing time-honored craftsmanship with luxurious, hand rubbed finishes.

Most configurations shown in this guide consist of handed units as well as modular, non-handed units which are reconfigurable from left-handed to right-handed units and vice versa for future needs. Choices of edge details, drawer pulls and a variety of finishes offer an unexpected palette for personalization. In addition, a full complement of accessories allow the design of highly individualized, efficient workspaces.

To assist in deciding which product is best suited for your needs, our fixed units offer a tremendous value if flexibility is less of an issue than price. If your future needs require adaptability to a changing environment, the reconfigurable units are an excellent choice for protecting your investment in fine office furniture. If your needs require products beyond the scope of this guide, please see our **Metaplan Specifications Manual** for the ultimate choice in "build-your-own" solutions. See pages 4 and 5 for a complete overview of the **Metaplan Solutions** product offering.

Each fixed unit in this guide is shipped with major components pre-assembled requiring minimal assembly at your site. Our reconfigurable desk and credenza shells are shipped pre-assembled with detached pedestals. Most of these units offer significant labor savings for you due to the ease of assembly over our **Metaplan Solutions** line.

There's more good news! Since each product in this guide is derived from the **Metaplan Solutions** product offering, each configuration will resemble past, present and future **Metaplan Solutions** purchases. You'll also appreciate the new ordering system. Each configuration, edge detail, drawer pull and finish is keyed to a simple number. Storage solutions, keyboard trays, power management packages, pencil drawers and hutches with optional tasklighting and tackboards are also numbered with the price next to the configuration or item.

We hope you will find this guide a useful tool in determining how to get the most value for your particular need. As always, should you need help or have questions regarding any Novikoff product or service, please contact your Sales Representative or Novikoff for assistance.

Edge Options



1500 Radius with Black Reveal



1600 Radius





1700Bevel with Black Reveal



1800 Reeded



1900 Transitional

Pull Options



B - Crescent Pull Chrome, Matte Black



C - Shaped Curve Satin Aluminum, Matte Black



D - Ridged Arc PullMatte Nickle, Chrome,
Polished Brass, Matte Black



E - Knob Pull Black or Matte Nickle, Chrome, Polished Brass, Matte Black



F - Linear Wood Pull Finish to Match, Black

Finish and Wood Species Options

*Images shown are a close representation of actual color.



114 Medium Oak Medium Sheen



125 Light Oak Medium Sheen



214 Gunstock Walnut Medium Sheen



nut



217 Heirlom WalnutMedium Sheen



218 Cordovan Walnut Medium Sheen



219 Windsor WalnutMedium Sheen



412 Natural MapleMedium Sheen



615 Champagne CherryMedium Sheen



617 Ginger Cherry Medium Sheen



619 Presidential CherryMedium Sheen

Notes:

Parts and components of configurations shown in this guide are not interchangeable with Metaplan Solutions. All Bullet and "P" Top configurations include a 10" high modesty panel.

= denotes added space for optional pedestals.

Power grommets are included where shown.

Pedestal Additions

The symbol indicates select configurations that can add either a Box Box over File or File over File pedestal for \$1029. The symbol indicates select configurations that can add a Lateral File pedestal for \$1397.

Box Box over File and File over File pedestals can be substituted for each other if required. Please request this substitution clearly on your purchase order. Otherwise, units will be shipped as shown.

How To Order

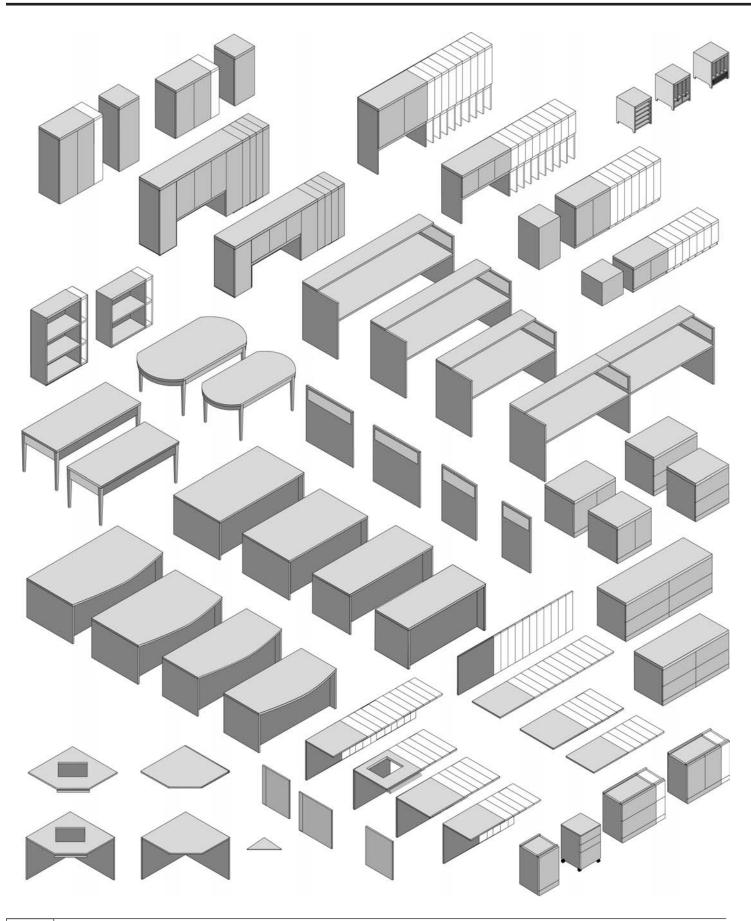
When placing an order from this Configuration Guide, please use the following options to complete the part number.

5 <u>12</u> LL3 <u>3</u>

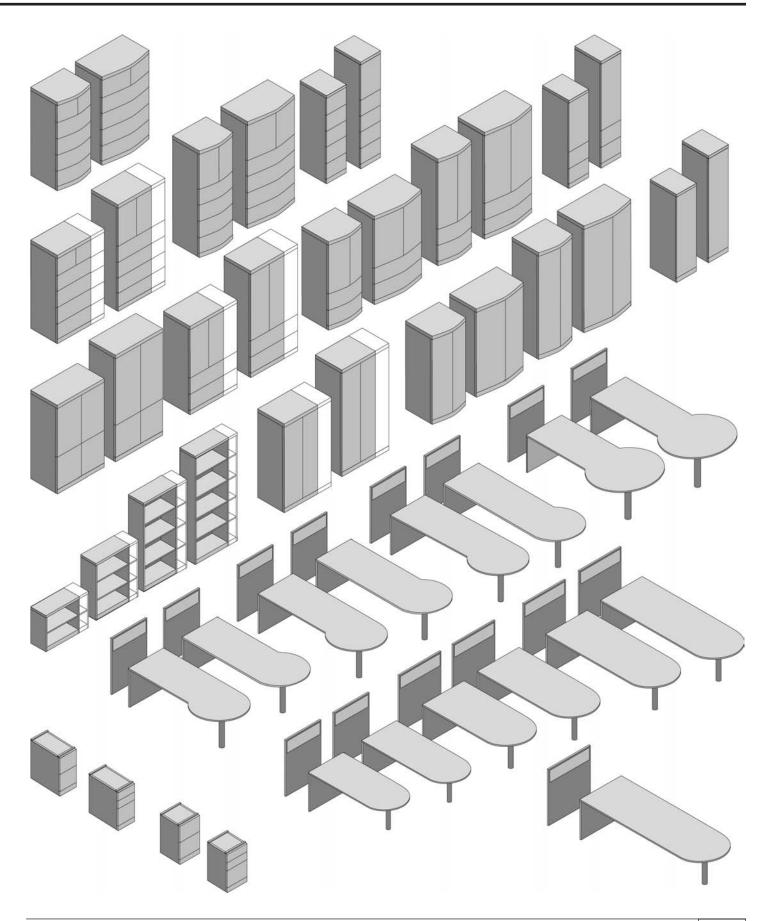
- ① Specifies Edge Details
- 2 Specifies Pull Options
- ③ Specifies F = Fixed or R = Reconfigurable <u>Example</u> order entry 59<u>B</u>LL3<u>F</u>

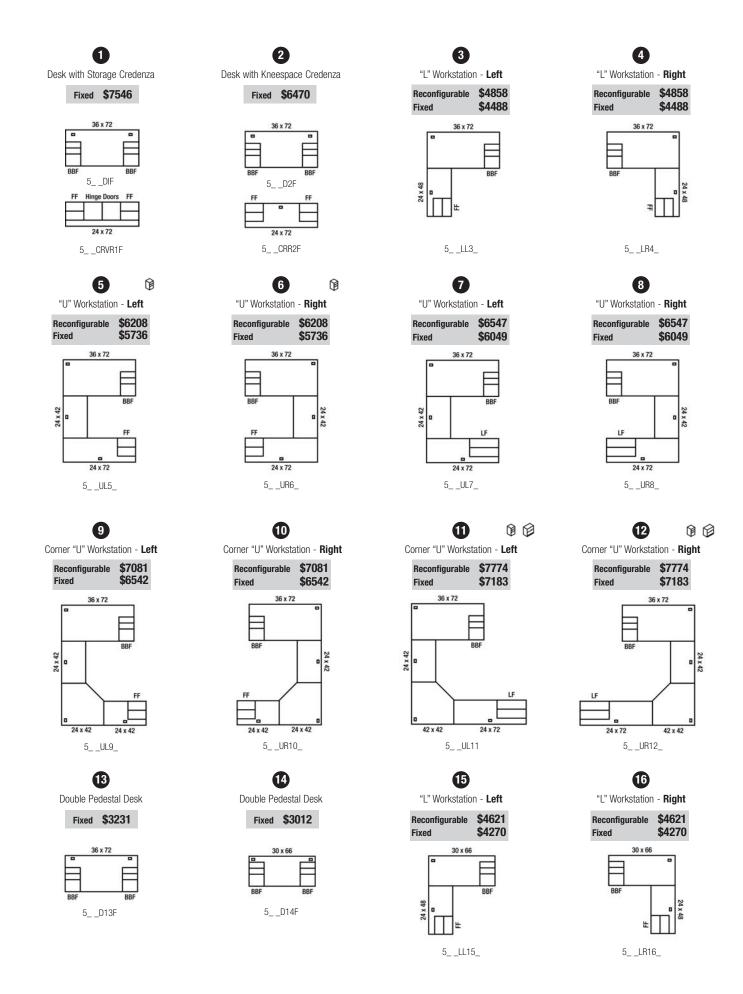
Please specify Wood Species, Finish Color and Drawer Pull Finish on purchase order.

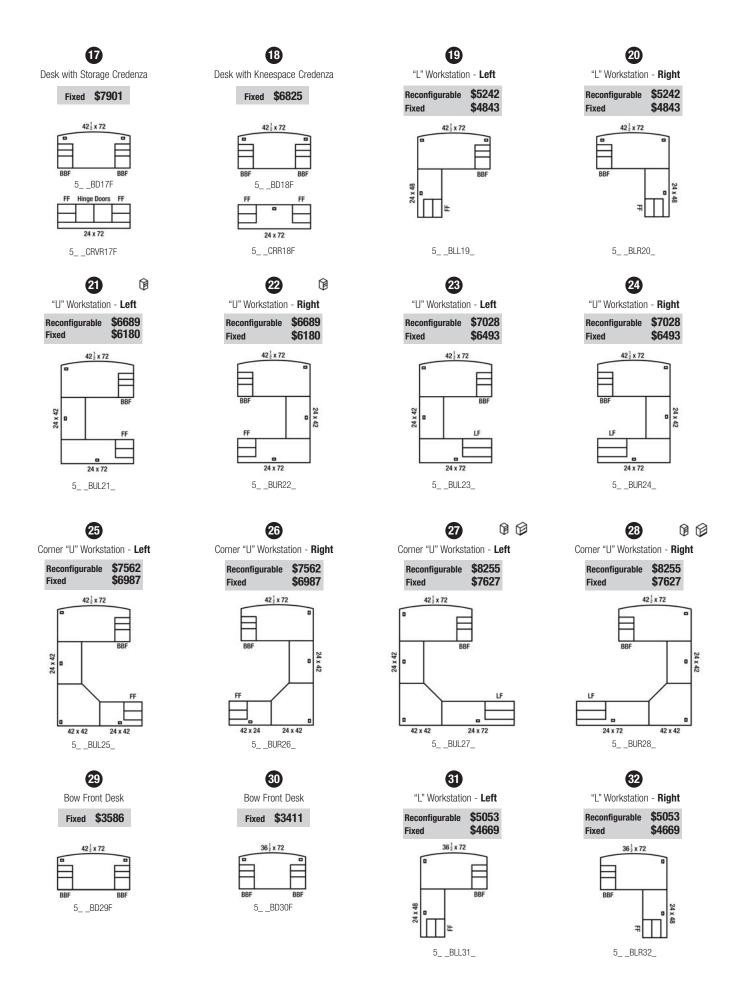
Fine Wood Office Furniture Since 1960 PAGE 3

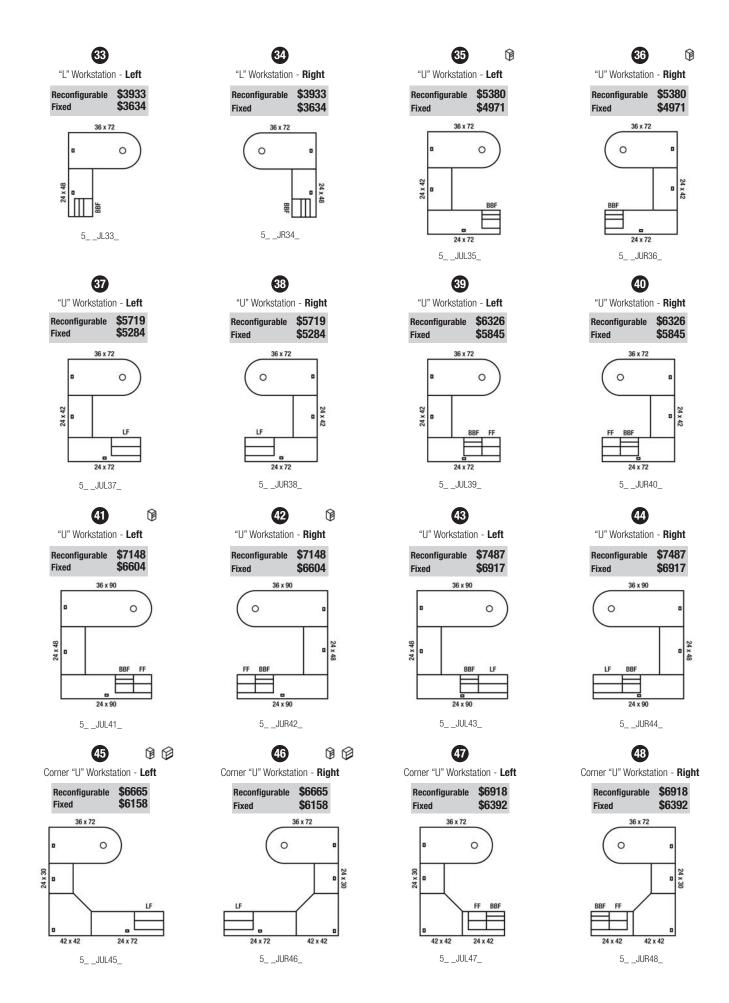


PAGE 4









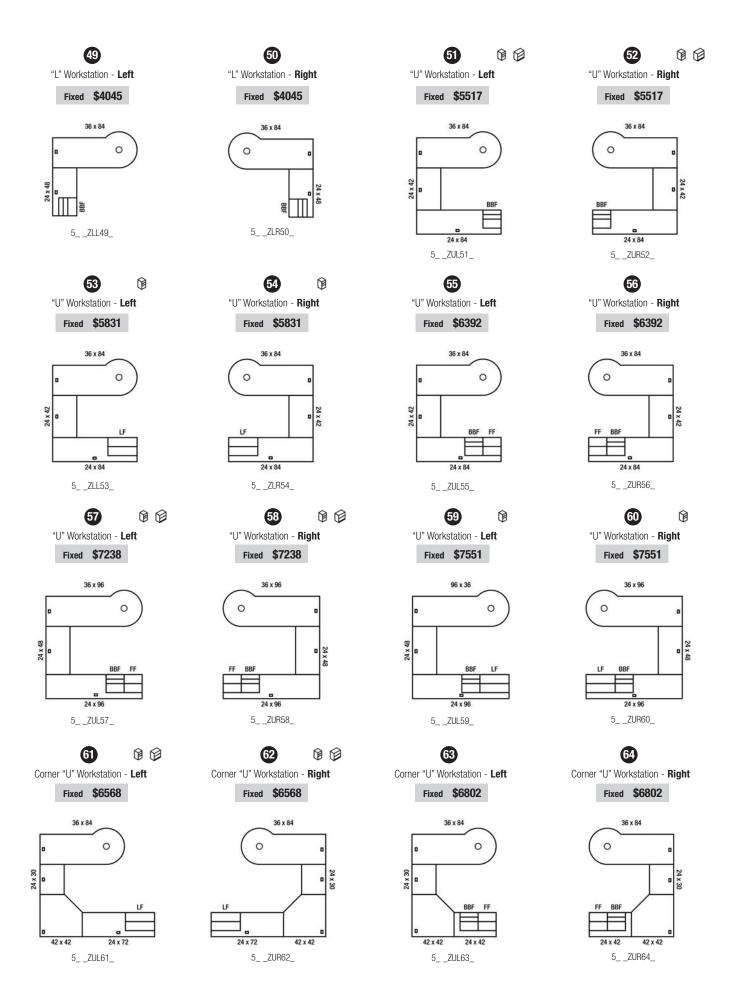




Table Desk w/ Two Box Drawers

Fixed **\$2298**



5_SRT72F

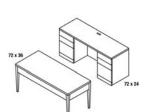


Table Desk with Kneespace Credenza

w/ Two Box Drawers

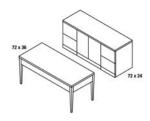
Fixed **\$5538**

5_ _CQQ72F (Credenza) 5_SRT72F (Desk)



67 Table Desk with Credenza w/ Two Box Drawers

Fixed **\$6613**

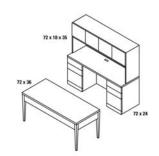


5_ _CRVR72F (Credenza) 5_SRT72F (Desk)



Table Desk with Kneespace Credenza and Hutch w/ Two Box Drawers

Fixed **\$7331**



5SH7235F (Hutch) 5_ _CQQ72F (Credenza) 5_SRT72F (Desk)



Racetrack Desk w/ Pencil Drawer

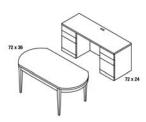
Fixed **\$2728**



5_S0T72F

Racetrack with Kneespace Credenza w/ Pencil Drawer

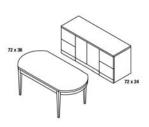
Fixed **\$5968**



5_ _CQQ72F (Credenza) 5_SOT72F (Desk)

Racetrack with Credenza w/ Pencil Drawer

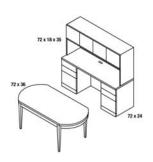
Fixed **\$7043**



5_ _CRVR72F (Credenza) 5_SOT72F (Desk)

Racetrack with Kneespace Credenza and Hutch w/ Pencil Drawer

Fixed \$7761

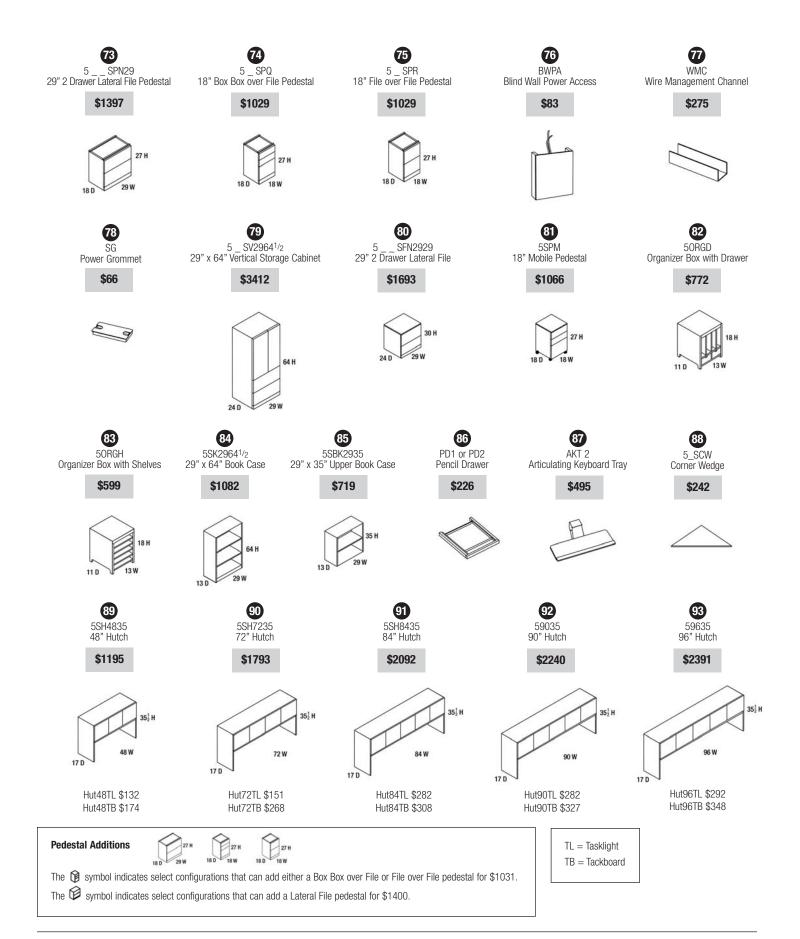


5SH7235F (Hutch) 5_ _CQQ72F (Credenza) 5_SOT72F (Desk)

Grommet Locations

Power grommets are included where shown. Additional grommets may be added. Please see accessories for pricing and details.

PAGE 10 www.novikoff.com



Drawer PD-1 fits all Rectangular and Bow Front Desktops and PD-2 Fits Bullet and P-Tops.

Accent tops are available for all hutches, bookcases and storage cabinets. Please see Metaplan Solutions catalog for details.

Box drawers come with an adjustable wood drawer divider. Lock is included.

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PAGE 11

Product Weight & Class

ITEM NO.	DESCRIPTION	WEIGHT (lbs.) - CTW	CLASS	ITEM NO.	DESCRIPTION	WEIGHT (lbs.) - CTW	CLASS
1	Desk	319	150	49	L - Desk	344	150
	Credenza	305	125	50	L - Desk	344	150
2	Desk	319	150	51	U - Station	594	150
	Credenza	266	125	52	U - Station	594	150
3	L - Desk	319	150	53	U - Station	620	150
4	L - Desk	319	150	54	U - Station	620	150
5	U - Station	610	150	55	U - Station	640	150
6	U - Station	610	150	56	U - Station	640	150
7	U - Station	610	150	57	U - Station	674	150
8	U - Station	610	150	58	U - Station	674	150
9	4 - Pc. U - Station	852	150	59	U - Station	624	150
10	4 - Pc. U - Station	852	150	60	U - Station	624	150
11	4 - Pc. U - Station	925	150	61	4 - Pc. U - Station	827	150
12	4 - Pc. U - Station	925		62	4 - Pc. U - Station	827	150
13		925 319	150	63	4 - Pc. U - Station	840	
13	Desk		150	64	4 - Pc. U - Station 4 - Pc. U - Station	840 840	150
1 '' 1	Desk	286	150				150
15	L - Desk	471	150	65	Desk	200	150
16	L - Desk	471	150	66	Desk	200	150
17	Desk	305	150		Credenza	266	150
	Credenza	305	125	67	Desk	200	150
18	Desk	350	150		Credenza	305	150
	Credenza	266	125	68	Desk	200	150
19	L - Desk	500	150		Credenza	266	125
20	L - Desk	500	150		Hutch	265	125
21	U - Station	640	150	69	Desk	220	150
22	U - Station	640	150	70	Desk	220	150
23	U - Station	660	150		Credenza	266	125
24	U - Station	660	150	71	Desk	220	150
25	4 - Pc. U - Station	873	150		Credenza	305	125
26	4 - Pc. U - Station	873	150	72	Desk	220	150
27	4 - Pc. U - Station	925	150		Credenza	266	125
28	4 - Pc. U - Station	925	150		Hutch	265	125
29	Desk	340	150	73	if shipped separate	91	100
30	Desk	320	150	74	if shipped separate	82	100
31	L - Desk	500	150	75	if shipped separate	82	100
32	L - Desk	500	150	75 76	if shipped separate	10	85
33	L - Desk L - Desk	450	150	77	if shipped separate	2	85
34	L - Desk	450	150	78	if shipped separate	1	85
35	U - Station	500	150	76 79	if shipped separate	295	125
36	U - Station U - Station	500	150	79 80	if shipped separate	165	125
36							
	U - Station	520	150	81	if shipped separate	100	100
38	U - Station	520	150	82	if shipped separate	24	100
39	U - Station	540	150	83	if shipped separate	20	100
40	U - Station	540	150	84	if shipped separate	100	125
41	U - Station	560	150	85	if shipped separate	76	125
42	U - Station	560	150	86	if shipped separate	20	85
43	U - Station	580	150	87	if shipped separate	30	85
44	U - Station	580	150	88	if shipped separate	30	85
45	4 - Pc. U - Station	733	150	89	if shipped separate	230	125
46	4 - Pc. U - Station	733	150	90	if shipped separate	305	125
47	4 - Pc. U - Station	680	150	91	if shipped separate	357	125
48	4 - Pc. U - Station	680	150	92	if shipped separate	388	125
				93	if shipped separate	346	125
						1	

Momentum Fabrics Available for Tackboards

FABRIC	GRADE	FABRIC	GRADE
Asteroid - T	1	Mirage - T	1
Balance - T	2	Multiplicity	1
Benefit - T	2	Network	2
Beverly - T	1	New Melrose - T	1
Bloomfield	2	Olivia	2
Burton	2	Oodle - T	2
Cantata	2	Optics - T	2
Chat	2	Pucker	2
Cheers	2	Rainbow - T	2
Chorus	2	Saucy - T	2
Ensemble - T	2	Sidekick - T	2
Entropy - T	2	Simmer - T	2
Factor - T	2	Snazzy - T	2
Fancy - T	2	Spellbound - T	2
Fireflies - T	2	Swoon - T	2
Hue - T	2	Transit	2
Innocence	2	Unison - T	2
Leaflet	2	Vibe - T	2
Melrose - T	1	Winslow - T	2
Merry - T	2		

PAGE 12 www.novikoff.com

Product Information

Veneer

All exposed exterior surfaces are select architectural grade A Cherry, Wanut, Maple, or Oak, plain sliced, balanced, centered and book matched. Grain direction on all vertical exterior panels runs top to bottom with "flame tip" of cathedraling at the top. Desk tops and horizontal work surfaces have grain running parallel to the long dimension.

Wood Finishes

The prices quoted are based on the following standard wood finishes:

- 1 Medium Oak (114)
- 2 Light Oak (125)
- 3 Gunstock Walnut (214)
- 4 Heirlom Walnut (217)
- 5 Cordovan Walnut (218)
- 6 Windsor Walnut (219)
- 7 Natural Maple (412)
- 8 Champagne Cherry (615) **9** Ginger Cherry (617)
- 10 Presidential Cherry (619)

Finishes are a minimum of 3 to 4 dry mills thick catalyzed lacquer over vinyl sealer. Stained finishes are sap stained, sealed and hand glazed to accent the grain pattern. Horizontal surfaces are hand buffed for a warm luster. All finishes pass the 10 and 20 lb. impact test, the 100% cross hatch, abrasion and marring tests and exceed 20 cycles of the hot and cold check test. The finish is chemically formulated to prevent marring due to plasticizer migration between plastic products and the finished surface. Complete finish test results are available on request.

Custom Design

Novikoff can alter products to suit your specific needs. For price quotations, contact your sales representative. Lead times and upcharges for custom design may vary.

Tackboards/Task Lighting

Tackboards and task lighting are optional with Hutch Units.

Fabric

Momentum Fabrics are included with all Tackboards, Standard is Momentum Grade 1 & Grade 2. (Refer to page 12)

Accent Tops

Accent tops for hutches, bookcases, and storage cabinets are available through Metaplan catalog.

Doors

Doors on Hutches are all hinged with touch latch operation. All single door cabinets are hinged on the right.

Desk Tops

Desk Tops are 1 1/2" thick with Veneer top & backer sheet. 1/20" solid hardwood side caps & 1/2" thick front and rear edge.

Drawer Construction

All drawers have 4 sides of 1/2" 7 ply laminated birch wood with dovetailed joints on all corners. 1/4" bottom is dadoed on all sides. Drawer fronts are 3/4" thick with edge banding on 3 sides. Drawer faces are of vertical spined veneer. Solid hardwood pencil tray is standard in center pencil drawers.

Drawer Slides

Load bearing potentials are 75 lbs. for pedestal box drawers and 150 lbs. for pedestal file drawers and all lateral file drawers. Steel extension slides contain steel ball bearings and nylon bearing retainers. All slides have cushioned in and out stops, drawer brake and positive stop when closed.

Locks

All drawer pedestals are standard with removable lock cylinders that allow them to be easily re-keyed in the field by use of a master key, available on request. Units are randomly keyed unless otherwise specified.

Box Drawer Dividers

All Box Drawers include an adjustable wood divider.

How To Order

When placing an order from this Configuration Guide, please use the following options to complete the part number.

5 ^{①②} LL3 ^③

- ① Specifies Edge Details
- ② Specifies Pull Options
- **Example**

order entry 59BLL3F

Please specify Wood Species and Finish Color on purchase order.

Terms and Conditions

Prices

All prices in this book are list prices and include cartoning, F.O.B. Fort Worth Texas. Installation, shipping and storage charges are not included.

Terms

1% 15 days from date of invoice, net 30 days, payable in Fort Worth, Texas. A service charge of 1.5% per month will be charged on past due accounts. Customer will be liable for all collection costs including attorney's fees on all delinquent accounts.

Orders

Orders from authorized Novikoff purchasers will be accepted upon proper credit approval and receipt of 50% deposit if required.

Deposits

A 50% deposit may be required prior to the manufacture and/or delivery of merchandise for a new account or custom design.

Delivery

Shipments are freight collect by carrier of our choice. Upon request, prepaid shipments will be invoiced on date of shipment and include a 10% handling charge.

Freight Classifications

125 Credenzas / Bookcases / Lateral Files 150 Desks

Claims

All Novikoff products are carefully inspected prior to shipment. Novikoff is not responsible for damage in shipment or in storage. Closely inspect all items upon receipt and note any obvious damage on delivery receipt. Both obvious and concealed damage must be reported in writing to the carrier within 10 days of delivery.

Storage

Requests for postponement of the delivery date must be made prior to the placement of orders in production. If the goods are completed or in process, they will be finished on schedule and shipped to the customer. It will be the customers responsibility to receive and store the goods until they are needed. Customers will be invoiced at the time of shipment and standard terms will apply. Novikoff does not accept responsibility for goods that are damaged in handling or storage.

Cancellations

Cancellations will not be accepted after an order has been released for production and/or special materials purchased.

Returned Goods

Returned goods will not be accepted without a written approval from Novikoff's Customer Service Manager.

Design

Novikoff reserves the right to make design changes and/or construction modifications without prior notice.

Customer Designs or Modifications

Any deviation from standard products must be submitted to the factory for a price quotation. A drawing with dimensions and pertinent information must be included with request. A 50% deposit is required on custom design or modification orders.

Limited Warranty

Novikoff warrants all merchandise that it manufactures to be free from defects in material or workmanship under normal use and care for five years of single shift service to the original purchaser effective August 1, 2003 and thereafter. Upon written request and proof of purchase, Novikoff's sole obligation is to repair or replace, at its option, any parts that prove to be defective. Labor is provided without charge by Novikoff for any warranty claims made during the first year of the warranty period. This warranty is exclusive and Novikoff does not authorize any person to create any other obligation or liability in connection with its furniture. This warranty does not cover the following:

- · Fabrics, vinyl, leather and other covering materials.
- Damage caused by carriers other than Novikoff carriers.
- Products that have been altered or repaired without written factory authorization.
- Products subjected to abuse, excessive heat, extremes in humidity, or direct
- Incidental or consequential damages.

Wood furniture is made of naturally variable raw materials. Differences in color, grain and wood texture are naturally occurring variations and are not within Novikoff's control, nor considered defects under this warranty.

PAGF 13 Fine Wood Office Furniture Since 1960

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 NOTES		

Fine Wood Office Furniture Since 1960 PAGE 15

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