

AdStock

AdStock is the marketing collateral fulfillment function of Steelcase Inc. The quickest way to obtain AdStock materials such as brochures, videos and swatches, is via in2.steelcase.com, click on AdStock. Search for an item, check inventory, place an order, and check shipping status quickly and easily on this website. For more information call AdStock at 800.784.0358. Please refer to the Dealer Access area of the Details website for a full current listing of marketing support materials available through AdStock.

Specials

Whether adapting an existing Details product or developing a totally unique concept, we're here to help. For application information or to specify a product, submit a request on in2 using the Specials RFQ E-Quote process.

Please note: To ensure accurate pricing and timely delivery, a valid quote number is required on every order.

Field Marketing—here for the asking!

Have a question? Need more information? Need the name and number of the Details Sales Representative closest to you? Call our fast, friendly support line at 888.783.3522, Option 1 for lineone, Option 7 for details, or email info@details-worktools.com.

They'll be happy to answer all of your questions including product specification and application information.

Electronic Data Interchange

Through the Electronic Data Interchange (EDI), Dealers and Details can engage in two-way electronic communication. There's no paperwork, no re-entering of data for product orders and no hassles. The EDI service is established through a third-party network that can be set up quickly and easily. The most commonly used forms are already available on the system. To learn more about EDI, contact Hedberg support at 860.758.9010.

Website

The Details website – <http://details-worktools.com> – is an information packed one-stop resource for almost anything and everything about Details. You'll find product information, a full library of downloadable brochures, research documents, videos, news articles, contact information, and more. Bookmark the site and rest assured it will help you and your customers have a better day at work.

Mock-Ups

Sometimes showing the customer a sample of the product is all it takes to close the sale. This Dealer program lets you order single units at a nominal cost. If you have a need for this service, contact the Steelcase Solutions

Fulfilled Team (SFT) at 888-783-3522. Use the following In2 address to look up Reps by Regional Assignment.

<http://in2.steelcase.com/ordermanagement/content/whotocall/mureps.asp>.

Photo Catalog

Do you want to include photos as part of a presentation or response for a proposal? All available photos can found on [in2>SalesResources>Photos](#). Once you're on the site simply use the search engine to find what you need. You can then download the images – medium rez or high rez – at no charge.

Terms & Conditions

Availability

Details products are available through any authorized Steelcase/Details Dealer. All Details products ship with all necessary parts. Contact your local Steelcase/Details Dealer for specific terms and conditions regarding ordering procedures, cancellations, freight costs, expedited services, handling charges and the return policy.

Warranty

Please refer to the Details website (details-worktools.com) for the most current warranty information.

Order Changes and Cancellations

All orders are subject to acceptance by Seller. An acknowledgment copy of the order will be returned to the Buyer to confirm all order information and final prices. To view the complete Order Change and Cancellation policy, please go to the following In2 site, <http://in2.steelcase.com/ordermanagement/content/changepolicy-comm.asp>. Details reserves the right to disallow requests for changes or cancellations on orders for standard products after ten (10) days from the receipt of the order. Orders requiring special construction or special materials are subject to additional charges and are not subject to cancellation. Details has the right to back-order any items unless purchase order specifically states shipment complete. Changes/Cancellations must be communicated by Dealer to the Steelcase Solutions Fulfilled Team (SFT) at 888-783-3522.

Dealer Return Policy

Authorized Details Dealers may return unused standard product in its original carton up to ninety (90) days after the date of purchase. Special product is not returnable. Before making a return, you MUST call the Steelcase Solutions Fulfilled Team (SFT) at 888-783-3522. Attach the completed RGA Form to the product to be returned. The RGA number, purchase order number, invoice number and the date of purchase must be included in the shipping documentation.

COD shipments and/or shipments without the completed RGA Form will be refused and returned at shipper's expense. Product must be returned in its original carton and in sellable condition. All product is subject to a return goods inspection. Details reserves the right to deny credit due to the condition of the product, including the determination of user damage or abuse, and/or alterations to the original product design. All returned product is subject to a MINIMUM restocking charge of 25% of the net price.

For product received by Dealer or Dealer's customer in damaged or defective condition or to return a product within the terms of Details warranty, call the Steelcase Solutions Fulfilled Team (SFT) at 888-783-3522 to arrange for a call tag, RGA and shipment back to Details. The terms and conditions herein apply only to the continental 48 states. Orders outside the continental United States will be handled on a case-by-case basis.

Standard Product

Products listed in this Details SpecGuide are considered standard products.

Lead-time

Details standard product leadtime is available online at In2.Steelcase.com.

If you have any questions about your order, please contact the Steelcase Solutions Fulfilled Team (SFT) at 888-783-3522.

Specials

A custom product is a non-standard Details product. It may be an adaptation of an existing Details product or the development of a totally unique concept.

Lead-time

Lead-times vary from 4 to 10 weeks depending on the complexity of the product's design, specifications and quantities ordered. Lead-times begin at the time a sample is approved (if required) and are exclusive of transit times. Early notification will provide a better opportunity for Details to ensure that we can meet your needs.

Delivery and Freight

A) All shipments within the 48 contiguous United States, except those designated to ports of embarkation, will be shipped FCA factory, freight prepaid and allowed regardless of weight. Details may select the most appropriate mode of shipment from the manufacturing point of its choice. Special shipping methods or handling will be subject to an additional charge.

B) All shipments outside of the 48 contiguous United States to the Zone 1 Caribbean areas designated in the Details Standard Price and Product Manual will be shipped FCA factory, as modified, freight prepaid, and allowed to port of embarkation. All charges beyond the point of embarkation are collect.

C) All shipments to Alaska and Hawaii will be shipped FCA factory; freight prepaid, and allowed to port of embarkation. Details reserves the right to select shipping method and the port of embarkation. All charges beyond the point of embarkation are collect.

D) If Dealer or Dealer's Customer receives a shipment in damaged condition, they shall note the damage on the carrier's freight bill(s) and not reject the shipment. Concealed damage must be reported to the transportation company within 15 days of delivery date. Damages noted on delivery receipt must be filed directly with the delivering carrier within nine (9) months from the date of the bill of lading. If a shipment is delivered on Steelcase trucks, claims for transportation damage must be filed directly with Steelcase.

Title; Risk of Loss

A) Except as provided in Subsection (B) below, title and risk of loss or damage shall pass from Details to Dealer upon delivery to the carrier.

B) Where shipment is by Steelcase truck, title and risk of loss shall pass to the Dealer or Dealer's Customer upon delivery to either of them, or to a designated storage site designated by either of them, or to the Dealer upon delivery to another carrier for delivery. If the product is to be placed in storage by Details, title and risk of loss shall pass immediately to Dealer upon Details placing the product in storage.

C) For international shipments, title and risk of loss or damage shall pass from Details to Dealer upon arrival, but before customs clearance, at the foreign (non-U.S.) (a) port of entry (for ocean shipments), (b) airport (for air shipments), or (c) first point of entry within the foreign jurisdiction for overland shipments.

Index (arranged by Product)

19" Platform	35	Jules Keyboard Platform	32	Series 5, Rectangular Bi-level Worksurfaces	84
19" Platform w/ Articulating Mouse	35	Jules Keyboard Platform-Slatwall Mounted	11	Series 5, Taper Flat Worksurfaces	85
26" Platform	34	Kyburn Footpad	104	Series 7, 90° Boot Worksurfaces	97
Airtouch, 90° Corner Series 9000 Universal Systems Wksfs	79	Landscape Legal Tray, 15"	8	Series 7, 90° Corner Worksurfaces	96
Airtouch, 90° Corner Universal Systems Wksfs	79	Landscape Letter Tray, 12"	8	Series 7, 90° Equal Worksurfaces	96
Airtouch, 90° Corner Universal Tables	78	Large Slatwall/SlatRail Mounted CPU Cradle	46	Series 7, 90° Extended Worksurfaces	96-97
Airtouch, 90° Corner Bi-level Universal Systems Wksfs	79	LED with Bracket	55	Series 7, 90° Taper Worksurfaces	97
Airtouch, 90° Corner Bi-level Universal Tables	78	Lift and Lock Assemblies, 5"	41	Series 7, 120° Equal Worksurfaces	97
Airtouch, 120° Equal Universal Systems Wksfs	79	Lift and Lock Assemblies, 7"	42	Series 7, 120° Extended Worksurfaces	97
Airtouch, 120° Equal Universal Tables	78	Lift and Lock Mechanism Only, 5"	37	Series 7, Base Only	103
Airtouch, Rect. Series 9000 Universal Systems Wksfs	79	Lift and Lock Mechanism Only, 7"	37	Series 7, Rectangular Worksurfaces	96
Airtouch, Rectangular Universal Systems Wksfs	79	Lift and Lock w/ Track, 5"	31	Series 9000 Systems Furniture Worktool Packages	12
Airtouch, Rectangular Universal Tables	78	Lift and Lock w/ Track, 7"	31	Sit-to-Walkstation	105
Airtouch, Rectangular Bi-level Universal Systems Wksfs	79	Light-Duty Monitor Arm	53	SlatRail	7
Airtouch, Rectangular Bi-level Universal Tables	78	Markerboard	10	SlatRail Brackets	7
Binder Holder	8	Mechanism Track Only, 18"	37	Slatshelf Dividers	9
c:scape Brackets, SlatRail	7	Mechanism Track Only, 20"	37	Slatshelf Labels	9
c:scape Brackets, Slatwall	6	Mechanism Track Only, 22"	37	Slatshelf Underline light mounting hardware	9
Cable Rings	10	Mechanism Track Only, 23"	37	Slatshelves	9
Cableway	45	Mechanism Track Only, 26"	37	Slatwall Brackets	6
Cableway, Horizontal Mounting Brackets	45, 106	Mini Shelf	10	Slatwall Tiles	6
Cableway, Universal Clamps	45, 107	Mini SOTO Extended LED Light	23	Slider Keyboard Platform	32
Chart/File Holder	9	Mini SOTO LED Light	23	Slider Mousing Surface Palm Rest	38
Classic Rectangular Keyboard Platform	34	Mobile Collapsible Laptop Support	44	Small Slatwall/SlatRail Mounted CPU Cradle	46
Coat Hook	11	Modesty Screens	106-107	SOTO Cableway	13, 45
Context Slatwall Stanchions	6	Monitor Blocks	43	SOTO Diagonal File Box	15
Corner Filler	43	Office in a File	8	SOTO Display Shelves	14
CPU Trolley	47	On Post and Beam Brackets, Slatwall	6	SOTO Extended LED Light	23
Cushioned Replacement Pad	38	Panel Mount Brackets, SlatRail	7	SOTO Landscape Letter Box	15
dash LED Light	22	Panel Mount Brackets, Slatwall	6	SOTO LED Light	22-23
Deeper Adjustable Palm Rest	37-38	PaperFlo Manager	8	SOTO Personal Box	15
Diagonal Keyboard Platform, 17"	33	Pelican Installation Bar	11	SOTO Pile Box	15
Diagonal Keyboard Platform, 21"	33	Pelican Pencil Drawer	11	SOTO Rail	13
Double Square Dish	8	Pen/Pencil Cup	10	SOTO Shelves	13
Elsa	24	Personal Shelf	9	SOTO Storage Box Set of 3	15
Enviro Keyboard Platform	36	Personal Underline	24	SOTO Tool Box	15
Extended Foam Palm Rest	37-38	Pisa	25	SOTO Utility Box	15
Eyesite Dual Display Support	49	Pole Mount, Double Arm	53	SOTO II Cable Clip	17
Eyesite Dual Laptop Support	51	Pole Mount, Single Arm	53	SOTO II Functional Screen	17
Eyesite Modular Assemblies	52	Portrait Letter Tray, 10"	8	SOTO II Launch Pad	16
Eyesite Modular Components	52	Positionable Palm Rest	37-38	SOTO II Launch Pad Divider Screen	16
Eyesite Mounting Options	52	Post and Beam Fence Interface Brackets, SlatRail	7	SOTO II Mobile Caddy	16
Eyesite Single Display Support	49	Power/Data w/ C-clamp	108	SOTO II Personal Hook	17
Eyesite Single Laptop Support	51	PowerPincher w/ Occupancy Sensor	25, 108	SOTO II Personal Pocket	17
Eyesite Static One-Over-One Display Support	50	Privacy Screens	106-107	SOTO II Divisio Screens	14
Eyesite Triple Display Support	50	Radius Keyboard Platform, 18"	33	SOTO/c:scape Modesty Screens	14
Flat Panel Monitor Arm Brackets	53	Series 3, 90° Boot Worksurfaces	70	SOTO/c:scape Personal Screens	14
Flat Top Hanger	11	Series 3, 90° Corner Worksurfaces	68	Standard Adjustable Palm Rest	37-38
Foot Rest	43	Series 3, 90° Equal Worksurfaces	68	Standard Monitor Arm	53
Freestanding In-Line Document Support	43	Series 3, 90° Extended Worksurfaces	68	Standard Foam Palm Rest	37-38
Freestanding Palm Rest	43	Series 3, 90° Equal Worksurfaces	69	Stella Extended Assemblies	40
Freestanding SlatRail Stanchions	7	Series 3, 120° Equal Worksurfaces	71	Stella Extended Mechanism Only	37
Freestanding Slatwall Stanchions	6	Series 3, 120° Extended Worksurfaces	71	Stella Extended w/ Track	30
Full-width, Fixed-height Palm Rest	37-38	Series 3, Base Only	101	Stella Standard Assemblies	39
Full-width, Height-adjustable Palm Rest	37-38	Series 3, Bubble Jetty Worksurfaces	72	Stella Standard Mechanism Only	37
FYI C-clamp Replacement Bracket	55	Series 3, Bullet Worksurfaces	67	Stella Standard w/ Track	30
FYI for Sync, Handle	55	Series 3, Concave Worksurfaces	67	Tackstrip	10
FYI for Sync, Hardware Pack	55	Series 3, P-Table Worksurfaces	70-71	Telephone Caddy	9
FYI for Sync, Lower/Upper Application	55	Series 3, Rectangular Worksurfaces	66	Universal Shelf	10
FYI for Sync, Slatwall/SlatRail Mount	55	Series 3, Rectangular Bi-level Worksurfaces	66	Utility Hook	10
FYI Modular Options	55	Series 3, Taper Flat Worksurfaces	67	Vertical Cable Manager	45, 108
FYI Mounting Options	55	Series 5, 90° Boot Worksurfaces	88	Vertical Locking CPU Cradle	46
FYI Single Flat Panel Monitor Arm	54	Series 5, 90° Corner Worksurfaces	86	Vertical Non-Locking CPU Cradle	46
FYI Single Flat Panel Monitor Arm w/ Mounting Brackets	54	Series 5, 90° Corner Bi-level Worksurfaces	86	Vertical Processor Sling	47
FYI Single Flat Panel Monitor Arm w/o Mounting Brackets	55	Series 5, 90° Equal Worksurfaces	86	Vertical Processor Sling, FrameOne / c:scape	47
FYI Slatwall/SlatRail Brackets	55	Series 5, 90° Extended Worksurfaces	87	Walkstation	105
FYI Through Mount Replacement Bracket	55	Series 5, 120° Equal Worksurfaces	89	Wall Mount Brackets, SlatRail	7
FYI Tilt/Pan Only	55	Series 5, 120° Extended Worksurfaces	89	Wall Mount Brackets, Slatwall	6
FYI Upper Arm	55	Series 5, Base Only	102	Wall Mount Support for monitor arm	53
FYI Wall Mount Brackets	55	Series 5, Bubble Jetty Worksurfaces	90	Wastebasket	11
Glove Box	9	Series 5, Bullet Worksurfaces	85	Wire Manager	108
Green-Gel Palm Rest, 19" and 26"	37-38	Series 5, Concave Worksurfaces	85	Work Tags	10
Hanging Brackets	10	Series 5, P-Table Worksurfaces	88-89		
Heavy-Duty Monitor Arm	53	Series 5, Rectangular Worksurfaces	84		