

# CHAIR PRICE REQUEST FORM

OCCUPATIONAL ENVIRONMENT, HEALTH AND SAFETY PROGRAM  
501 STANYAN STREET ♦ SAN FRANCISCO, CA 94117-1898 ♦ 415.831.2780 P ♦ 415.831.2098 F



**DIRECTIONS:** Fill out the form below and fax to Alan Kent at The Chair Place (fax 415-278-9741; ph. 415-278-9640).  
**Note:** The purpose of this form is to document your chair needs and to solicit a price quote from The Chair Place. This form is *not* a substitute for the department's purchasing requisition forms. Once you have received a written price quote from The Chair Place, you must still fill out a requisition form and attach a copy of the written price quote to it along with a copy of this form. Requestor is responsible to ensure that the chair is delivered.

NAME OF PERSON SELECTING AND GETTING CHAIR		
NAME OF QUOTE REQUESTOR (IF DIFFERENT FROM ABOVE)		
PHONE NUMBER	FAX NUMBER	DATE OF REQUEST

Steps	Instructions	Ordering Information
1. <b>Chair Model Information</b>	<ul style="list-style-type: none"> <li>Look for a tag attached to the chair that you have selected. The tag contains the name and model number of the chair.</li> <li>Record this information in the next column →</li> </ul>	<input type="checkbox"/> Model #6854; Rebel II Task Chair <input type="checkbox"/> Model #4814; Medium Back Task Chair <input type="checkbox"/> Model #5874; High Back Mgr Chair
2. <b>Arm Rest Selection</b>	<ul style="list-style-type: none"> <li>Arm rests are optional. Decide if you would want arm rests or not. All of the demonstration chairs are shown with arm rests.</li> </ul>	<input type="checkbox"/> NO, I do not want arm rests. <input type="checkbox"/> YES, I want arm rests.
3. <b>Fabric Color Selection</b>	<ul style="list-style-type: none"> <li>There are several color options available with this fabric. Besides the colors on the demonstration chairs, two other colors (demo swatch on wall) are also available.</li> <li>Record your selection in the next column →</li> </ul>	<b>Fabric Type:</b> <input checked="" type="checkbox"/> Fortune Grade B  <b>Color:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Black</li> <li><input type="checkbox"/> Peacock (blue)</li> <li><input type="checkbox"/> Port (red)</li> <li><input type="checkbox"/> Charcoal (grey)</li> <li><input type="checkbox"/> Teal (green)</li> </ul>
4. <b>Special Ordering Options</b>	<p>There are three additional special chair features that you might consider:</p> <ul style="list-style-type: none"> <li><b>Casters</b>—The chairs come standard with casters (wheels) that are intended for use on carpeted surfaces. If you are going to use the chair on a hard surface, you should order casters for use on hard floors.</li> <li><b>Cylinder Height Range</b>—Many of the chairs can be ordered with shorter or taller cylinder heights. If you are very short or very tall, the seat heights on the chairs may not go low or high enough for your needs.</li> <li><b>Seat Slider</b> The seat slide option allows the seat depth to be changed depending on the needs of the employee. This is a good option to consider if this chair is going to be used for a multi-user workstation. However, be advised this option will slightly raise (1/2") the chair</li> </ul>	<input type="checkbox"/> I do <i>not</i> have any special ordering requirements  <b>Check (if appropriate) one or more special ordering option(s):</b> <input type="checkbox"/> I want to order casters for <u>hard</u> (uncarpeted) floors. <input type="checkbox"/> I want to order a chair with a <u>shorter</u> cylinder height range (80mm). <input type="checkbox"/> I want to order a chair with a <u>taller</u>

Steps	Instructions	Ordering Information
	height.	cylinder height range (125mm). <input type="checkbox"/> I would like the seat slider option.

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**DISTRIBUTION: Fax copy to Alan Kent, The Chair Place, 415-278-9741**