

# TERMS + CONDITIONS // CUSTOMIZATION, SCS, QUICK-SHIP

## CUSTOM SIZES OR MODIFICATIONS:

While maintaining design integrity, Arcadia's product modification and custom capabilities illustrate our commitment to providing value as solutions to the customers' needs. As part of our normal production schedule, Arcadia can furnish special sizes, finishes or other modifications upon request. Each request is individually reviewed to determine if any upcharge is required.

Orders requesting special sizes, or modifications different from those published in this price list, must be authorized by Arcadia.

## SCS CERTIFICATION:

As a matter of corporate philosophy, Arcadia is committed to intelligent environmental policies and practices. Standard recycling procedures and ecologically sensible policies and practices have been implemented throughout all aspects of our operations/facilities, and as it relates to new product development and project management. Furthermore, we insist on a similar operational philosophy from our vendor-partners.



In accordance with our ongoing efforts to develop and manufacture products that positively contribute to healthy environments, Arcadia has completed testing for Indoor Air Quality certification across several product categories achieving SCS Indoor Advantage Gold (highest certification available for Indoor Air Quality) for the majority of seating models and select tables. With SCS Indoor Advantage Gold certification, we not only meet the criteria of BIFMA M-7.1 and X-7.1 (low-emitting office furniture systems and seating) but also the LEED-Commercial Interiors EQ 4.5 credit for Indoor Air Quality of office furniture.

For a complete list of products achieving SCS certification, please visit the Arcadia website at [www.arcadiacontract.com](http://www.arcadiacontract.com).



## QUICK-SHIP PROGRAM:

Designed to provide a full range of products within a condensed time frame, the Quick-Ship Program features a select variety of Arcadia products that are available to ship within fifteen (15) business days\*. Specify from among a host of Quick-Ship fabric options to simplify the ordering of products and fabrics at one time (refer to the Quick Ship fabric card to make your selection).

Customer's Own Material (COM) is also available on the program. Flexibility has been an Arcadia trademark from the beginning and accepting COM, even for Quick-Ship, is no exception (ten-day lead time subsequent to receipt of COM fabric).

Products available on the Quick-Ship program will be designated with the QS logo throughout this price list. Please refer to the Quick-Ship Program brochure for additional information, quantity maximums and available options.

\*For table models and orders specified with quick-ship fabrics, lead-time is fifteen (15) business days from purchase order approval. For seating models specified with COM, lead-time is ten (10) business days after receipt of fabric. No minimum quantities are required, however, please observe maximums where noted. Quick-Ship purchase orders must be designated as such and must be placed separately from standard lead-time purchase orders. No split purchase orders allowed.