















































































































































































































































































































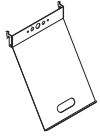






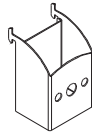


**K-AAE0**



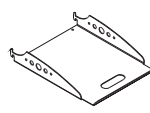
Paper Easel

**K-AP0**



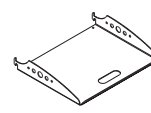
Pencil Holder

**K-AAL**



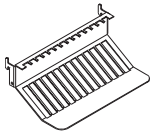
Paper Tray

**K-AATT**



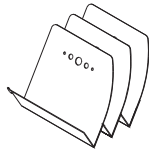
Phone Tray

**K-AAM0**



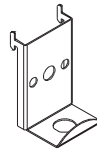
Media Organizer

**K-AA3D**



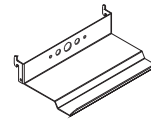
Document Sorter

**K-AAH0**



headset Holder

**K-AAPT**



Pen/Clip Tray

**ORDERING OPTIONS**

Use the following checklist to customize the finishes on your order:

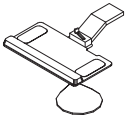
- 1. metal color

ITEM NO.	PRICE	H	W	D	LBS.	FT <sup>3</sup>
K-AAE0	57	-	-	-	2.5	0.1
K-AP0	68	-	-	-	0.7	0.1
K-AALT	72	-	-	-	3.2	0.1
K-AALG	75	-	-	-	3.2	0.1
K-AATT-09	70	-	-	-	2.5	0.1
K-AATT-13	73	-	-	-	2.8	0.1
K-AAM0	62	-	-	-	2.7	0.1
K-AA3D	138	-	-	-	2.5	0.1
K-AAH0	49	-	-	-	2.5	0.1
K-AAPT	57	-	-	-	3.2	0.1

**DETAILS**

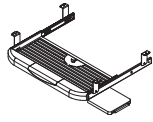
- 1. Work organizers facilitate paper management and storage and easily hang on to accessory screens.

### T-KAS0



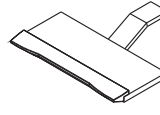
Articulating Keyboard Tray

### T-KRMP



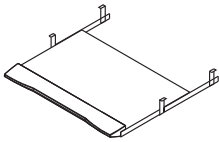
Retractable Keyboard Tray

### T-KAS0-25



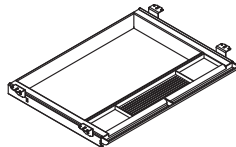
Laminate Keyboard Tray

### T-KRS0



Retractable Laminate Keyboard Tray

### T-ADPP



Plastic Pencil Drawer

#### ORDERING OPTIONS

Use the following checklist to customize the finishes on your order:

1. laminate color (laminate trays only)

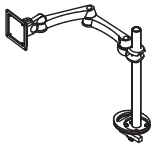
ITEM NO.	PRICE	H	W	D	LBS.	FT <sup>3</sup>
T-KAS0-2011-L	471	-	20	11	3.00	0.83
T-KAS0-2011-R	471	-	20	11	3.00	0.83
T-KRMP-2211	57	-	22	11	2.00	0.90
T-KAS0-2510	383	-	25	10	15.00	0.94
T-KRS0-2516	107	-	25	16	12.00	1.34
T-ADPP	46	2.8	21	16	2.00	0.62

#### DETAILS

1. Trays available in black only:  
T-KAS0-2011-L/R  
T-KRMP-2211

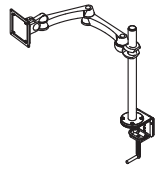
## T-AFMA-G

Monitor Arm, Gomet Mount



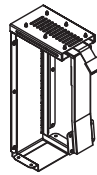
## T-AFMA-C

Monitor Arm, Clamp Mount



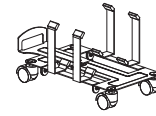
## T-ACPU

CPU Holder, Fixed Mount



## T-ACPU-M

CPU Holder, Mobile



### ORDERING OPTIONS

Use the following checklist to customize the finishes on your order:

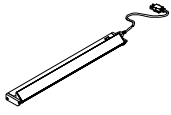
1. monitor arms are available in silver only

ITEM NO.	PRICE	H	W	D	LBS.	FT <sup>3</sup>
T-AFMA-G	254	16.0	5-20	-	10.00	0.80
T-AFMA-C	254	16.0	5-20	-	10.00	0.80
T-ACPU	161	18.0	8.5	11.5	8.00	1.01
T-ACPU-M	176	4.3	15.5	9	8.00	0.34

### DETAILS

1. Monitor arms have 3-Dimensional adjustability.
2. CPU Holders are adjustable and only available in black.

## T-ELU



Task Light

### ORDERING OPTIONS

Use the following checklist to customize the finishes on your order:

1. task light is finished in silver only

ITEM NO.	PRICE	H	W	D	LBS.	FT <sup>3</sup>
T-ELU-24	114	1.1	24	3.5	3.50	0.16
T-ELU-36	128	1.1	36	3.5	3.50	0.27
T-ELU-48	136	1.1	48	3.5	3.50	0.38

### DETAILS

1. the task light is mounted with magnets underneath an overhead cabinet or shelf to provide focused lighting within the workstation
2. 160° swiveling lamps allows the user to position the light where it is needed
3. the task light is equipped with a fluorescent T5 tube and electronic ballast to reduce energy consumption

terms, conditions & warranty

# terms and

## prices

Prices listed herein are for the Metropolis Collaborate product line. Prices are subject to change without notice. Not included in the list prices are special packaging, freight, unloading, unpacking and installation. Possession of this price list does not constitute an offer to sell. Only orders received from authorized Tayco dealers will be processed.

## payment

Terms of payment are net 30 days from date of invoice, upon credit approval.

Remit payment to:

630 Kipling Avenue, Toronto, Ontario, Canada M8Z 5G1

## order placement and confirmation

Tayco requires that all orders be in writing and accompanied by an Order Cover Sheet to avoid errors. When placing orders, please refer to products by their product code and Tayco quotation number, if applicable. Specify all applicable finishes and clearly indicate the total net value of the order on the Purchase Order. Also note the "ship to" address if it is different from the "bill to" address.

Orders should be faxed to:

(416) 252-4467 or (888) 291-0127

You can also e-mail it to: [purchaseorders@tayco.com](mailto:purchaseorders@tayco.com)

## order acknowledgement

Upon receiving a Purchase Order, Tayco will fax an Order Acknowledgement indicating the shipping schedule and a description of the goods ordered. It is the responsibility of the Purchaser to verify the Order Acknowledgement for accuracy.

## order changes

All changes to a Purchase Order must be made in writing and are subject to approval by Tayco. Please note: changes may affect the lead-time and may be subject to additional charges. Once production has begun, no changes will be accepted.

## order cancellation

All cancellations must be made in writing and are subject to approval by Tayco. Orders in production will incur a minimum charge of 50% (of net) for cancellation. Once production has begun, cancellations will not be accepted.

## specifications

Detailed specifications are available upon request. Tayco reserves the right to make changes in materials, dimensions, style or specifications if the changes will improve an item's quality or appearance.

## storage

In the event that the Purchaser requests postponement of delivery beyond the acknowledged shipping date (after the goods have become a "work in progress", or at a time when Tayco is about to make shipment), the Purchaser must exercise one of two options:

- Immediately transfer the goods to a storage facility of the Purchaser's choice at the risk and expense of the Purchaser. Such transfer to storage shall be deemed as delivery to the Purchaser for all purposes, including invoicing and payment.
- Store the product at Tayco for up to 30 days. Storage fees will be incurred five days after the order is ready for shipment. The storage rate is \$25 per day up to a maximum of \$10,000 net, for orders greater than \$10,000 net, the storage rate will be \$50 per day. On the 31st day after manufacturing completion, the order must be shipped or the Purchaser must make arrangements for the storage of goods.

All goods are payable from the date Tayco has finished manufacturing.

## order delays

Tayco's Order Acknowledgement will state a shipping date, which is Tayco's best estimate at the time the order is acknowledged. However, Tayco shall not incur any obligation or liability to the Purchaser for failure to ship by the specified date unless Tayco has agreed to an unequivocal, firm shipping date in a separately signed written document, executed by authorized personnel at Head Office. Tayco holds no liability for any

failure to deliver or any delay in delivering or performing any obligation due to any cause outside the reasonable control of Tayco, including but not limited to, fire, flood, bad weather, war, terrorism, civil disturbance, riot, act of government, government regulation, governmental restriction on export or import, currency restriction, labor dispute, strike, plant shutdown, unavailability of materials, equipment failure or failure of supplier, carrier or subcontractor to deliver on time or otherwise perform.

## back charges

Tayco will not accept charges for expenses incurred by the Purchaser in expediting shipments, for the repair of damage caused by others or for delay of any shipment. Deductions from invoice payments are not permitted unless authorized in writing by Tayco.

## assembly

Some assembly is required. Desks that include filing or storage, as well as hutches, ship assembled. Desk shells (without filing or storage), bridge desks and tables require assembly.

## freight terms

All goods are sold F.O.B. Tayco, Toronto, Canada, unless otherwise quoted. All shipments are LTL (less than truckload) dock-to-dealer dock, Monday through Friday, 8 a.m. to 5 p.m. The following services may be arranged for an extra charge: delivery after hours on Canadian or U.S. holidays or weekends, residential or inside delivery, delivery to government buildings or schools, use of special equipment (tailgate, pump-truck), delivery to an end user, delivery by appointment or within specific time requirements. Special requests must be noted on the Purchase Order. Tayco will provide customers with an anticipated date of delivery. Every effort is made to adhere to the prescribed delivery date; however, neither Tayco nor the carrier will guarantee or be held responsible in any manner for delays or deviation from the planned delivery date. Drivers are not responsible or permitted to assist in the off-load of product. Tayco is not responsible for any costs incurred for late deliveries, including labor or other charges resulting from unforeseen delays.

## freight claims

Tayco is not responsible for damage that occurs in transit or in storage. The carrier signs for all goods received in good order from Tayco. It is the Purchaser's responsibility to examine goods upon receipt and file any claims with Tayco. Any damages or shortages must be noted on the bill of lading prior to signing for the delivery. Any claims against Tayco for apparent defects, errors or shortages must be made by the Purchaser, in writing, within five (5) working days after delivery. Failure by the Purchaser to make any claim against Tayco within five days shall constitute acceptance of the goods and waive the right to claim any apparent defects, errors or shortages.

## termination

If at any time Tayco is reasonably led to believe that its interests are imperiled, Tayco may, without prejudice, terminate any order immediately or may defer shipment until the situation is remedied to Tayco's satisfaction. Reasons for order termination include, but are not limited to, the following: default in payment of any sum due to Tayco, breach of any

of the terms and conditions of an order or other contract with Tayco, a material change in ownership or form of the purchasing organization or if at any time the Purchaser's financial condition becomes unsatisfactory to Tayco.

## packaged cubic footage

The cubic footage listed in this price book is calculated for single item orders and should be used only as a guide in estimating shipping costs. When shipping multiple items, the cubic footage per item will be reduced, as Tayco packs orders to reduce space and freight costs. Please consult with Customer Service if more accurate (order-specific) information is required.

## return merchandise

It is not Tayco's policy to accept returned product. In extenuating circumstances the return of product may be approved by Tayco. The Purchaser must request a Return Authorization Form from Tayco. All such returns must be shipped freight prepaid including duty and brokerage fees unless otherwise indicated by Tayco. Standard items are subject to a minimum restocking charge of 50% of the net value of the returned items. COD (cash on delivery) returns will not be accepted.

## repairs

Liability for the repair of items will be limited to repair or replacement. Tayco will not issue credit allowances for any repairs without Tayco's prior written consent.

## replacement parts

Replacement parts will be processed as a priority. Please consult with Customer Service for prices and include product codes and descriptions with your Purchase Order.

Tayco products included in our standard offering are covered by a limited lifetime warranty to the original customer. Tayco warrants that its products are defect-free in design, materials and workmanship under normal use and care. Upon inspection, Tayco reserves the right to repair, correct or exchange at our option any product that is defective in material or workmanship. Value of exchanged products will be of equal value or better of the original item.

# warranty

## limitations to the warranty include:

- Keyboard trays and mechanisms are warranted for three years from the date of delivery.
- Moving parts, which include slides, glides and casters, are warranted for five years from the date of delivery.
- Seating upholstery and fabrics are warranted for five years from the date of delivery.
- Flat-screen monitor arms are warranted for three years from the date of delivery.
- Electrical components are warranted for 10 years from the date of delivery.

## this warranty does not include:

- Ballast and light bulbs;
- Customer's own material of any kind;
- Product damage caused by improper installation, accident, negligence, natural disaster, insufficient or excessive electrical supply, environmental conditions or any unauthorized repair or modification;
- Product damage caused by a carrier or transportation of the product from one location to another;

# arranty

## fabrics

To remove dust particles, lightly vacuum the fabric surface. Spills and fluid should be immediately blotted. For minor fabric stains and marks use water-based fabric solvent, applying light pressure, to lift the dirt and stain. Any use of water and soaps may harm the fabric, causing water stains and damage to the fabric's contents. Do not scrub the fabric with bristle or vacuum brushes as the fabric may pill or tear and the appearance may be permanently affected. Professional steam cleaning is recommended.

## laminates

Dust laminated surfaces for regular maintenance. Clean any dirt or stain with a damp cloth. Do not use an excessive amount of water, abrasive cleaners, acids or alkalis and do not scratch or scrape surfaces. For persistent stains and marks use a commercial cleaner, such as Cabinet Magic® or Countertop Magic®, both manufactured by Magic American Corporation.

## acrylic glazing (frosted)

Dust regularly to keep surfaces free of dust particles. Clean any dirt or stain with a damp cloth. Dry the area using a dry paper cloth. The use of fiber cloths or rags is not recommended as loose particles and debris remaining on the cloth may scratch or harm the acrylic surface. Do not use other chemical cleaners or window cleaners as their chemical compositions may alter and/or permanently affect the surface appearance.

## painted metals

Tayco's painted metal products are powder-paint-coated. To clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Dry with a clean, dry cloth. To avoid scratching and damaging the painted surface, do not use hard bristled brushes or abrasives.

## glass countertop

To clean countertop use a lint free damp cloth and wipe.

THE USE OF HARSH CLEANERS AND CHEMICALS MAY PERMANENTLY ALTER THE PRODUCT FINISH APPEARANCE AND WILL VOID ANY WARRANTY.

tayco.  
work well.™

office furniture  
in your comfort zone.  
[www.tayco.com](http://www.tayco.com)



WORK WELL IS A TRADEMARK OF TAYCO PANELINK LTD. ALL RIGHTS RESERVED.  
THE GREENGUARD INDOOR QUALITY CERTIFIED MARK IS A REGISTERED  
CERTIFICATION MARK USED UNDER LICENSE THROUGH THE GREENGUARD  
ENVIRONMENTAL INSTITUTE.  
SEPTEMBER 2009 | REVISION 0 | TPL-MKT-02-666