

## **Introduction**

Raising the benchmark in design, comfort and flexibility, Encore is a leading provider of contemporary, options-oriented seating and table products for a host of applications, ranging from corporate offices to educational institutions, hospitality, healthcare facilities and more.

With a focus on flexibility and personalized attention, we strive to provide innovative solutions for ever-changing requirements and deliver outstanding service for our customers every time, offering standard lead-times of 6 weeks, an extensive Quick-Ship program, as well as partnerships with some of the most widely recognized textile manufacturers in the industry.

Sharing strong organizational ties to our parent company, Arcadia, we are able to draw upon an established knowledge base of product design, engineering, sales and service, all the while maintaining competitive pricing and a comprehensive warranty on all products.

This price list contains all relevant instructions, conditions of sale and shipping information to facilitate the ordering process. Additionally, our client services staff and Sales Representatives are available to assist with any questions you may have.

## **Prices**

The prices indicated in this price list are for standard Encore products. This price list supersedes any previous price lists or supplemental price lists. We reserve the right to modify prices without prior notification.

## **Terms**

Net 30 days to credit approved accounts. The customer will be liable for any costs incurred in attempting collection of past due amounts, including collection and/or attorney fees. Past due accounts are subject to a 1% late charge for each month after 30 days.

## **Credit**

A line of credit may be established upon acceptance of satisfactory references, including the completion and signing of our Credit Application Form. All new customers are required to remit 50% of the invoice amount with the placement of the purchase order, with the remaining balance due prior to merchandise release for shipment.

## **Order Acknowledgement**

Order acknowledgement will be made for each order and indicates final production specifications. Customers should review the acknowledgement, notwithstanding any variance in terms and conditions set forth on the customer's order form.

Orders will not be acknowledged or entered for production until all specification information is complete. Upon final acceptance of the order by the factory, order will be scheduled for production. Please be advised that receipt of any COM/COL or custom finish approval must arrive a minimum of 15 working days prior to the scheduled shipment date or the actual ship date may be extended by approximately 5-10 working days. Contact client services for exact shipping lead times.

## **Ordering Procedures**

To avoid unnecessary order entry delays, please be sure each order specifies the following information:

1. Quantity
2. Model number
3. Item description
4. Size (as applicable)
5. Finish (wood and/or metal finish)
6. Fabric (including any special instructions)
7. Options (list with each specific product)
8. Drawing for modular seating configurations
9. Shipping destination, contact name and phone number
10. Purchase order number
11. Special instructions, if any

## **Order Changes and Cancellations**

Encore must approve all order changes. Additions or changes to acknowledged orders may be subject to rescheduling of order. Cancellations, partial or otherwise, may be subject to cancellation charges or restocking fees. Contact client services for applicable charges.

### Claims

**For your protection it is imperative that you read this notice.**

The merchandise you receive has been inspected at our factory to ensure that it is of the highest quality and in perfect condition prior to being shipped.

Reference this page and check the following upon receipt of merchandise.

1. Any items/cartons missing? Be sure that you have received the same number of cartons as appears on the delivery receipt. Make note of the cartons missing on the delivery receipt before you sign it.
2. Any items damaged? No matter how slight, all damage to items/cartons should be noted on delivery receipt before you sign. Do not sign or accept merchandise until you have checked all cartons thoroughly. Do not refuse shipments that may be or appear to be damaged.
3. Immediately after delivery, all cartons should be opened and all merchandise inspected for damage. Items may be damaged in transit, even though outer cartons do not show damage.
4. If any damage is found, contact Encore client services in writing immediately. Please include photos whenever possible, as well as the order information on the printed ticket under the chair seat and/or table-top.
5. All cartons must be saved until the freight carrier has made an inspection.
6. If incorrect merchandise is received, please contact client services.

### Returns

Encore must pre-approve and issue a Return Authorization prior to any product being returned to the factory. Any unauthorized returns, should they appear at our factory, are automatically refused and they become the responsibility of the shipper and the carrier involved. Please contact client services before returning any merchandise.

In order to resolve the problem at hand as rapidly as possible, please include all information pertinent to the problem. The most pertinent information required is:

1. Reason for return
2. Invoice number and/or sales order number
3. Product code numbers for affected product(s)

Upon receipt of your request, we will issue proper return authorization or furnish you with instructions in order to settle this matter to your complete satisfaction.

### Product Design

We reserve the right to alter or discontinue certain product designs and/or materials without notice to facilitate improvements in design, construction and functionality.

**Shipping Information**

Products shipped via the Encore freight program are for normal delivery only and do not include expedited shipping, inside delivery, lift gates, installation, unpacking or the removal of cartoning materials. Any request for carrier “pre-delivery” notification should be noted on the original purchase order. Encore reserves the right to ship via the most appropriate carrier and/or routing on all shipments. If the customer specifies a carrier, other than a pre-approved carrier, freight will ship collect or 3rd party bill at the customer’s expense via the designated carrier. Any additional costs related to post shipment issues such as reconsignment charges, storage charges, etc., will be the responsibility of the customer.

**Freight Program**

All products are shipped F.O.B. La Palma freight prepaid and allowed.

The freight program guarantees the product will be delivered freight prepaid to the designated consignee based on a minimum shipment value of \$4,000 NET. If the value of the shipment does not meet the minimum requirement, a freight surcharge per shipment will be assessed based on the destination territory as listed below.

Please contact client services for minimum shipment values and corresponding surcharges on Canadian shipments. Shipments outside the contiguous U.S. and Canada are shipped to the point of embarkation free of charge as long as the shipment meets the minimum requirement; otherwise, the freight surcharge applies. All subsequent freight charges beyond the point of embarkation will be at the customer’s expense, shipped collect.

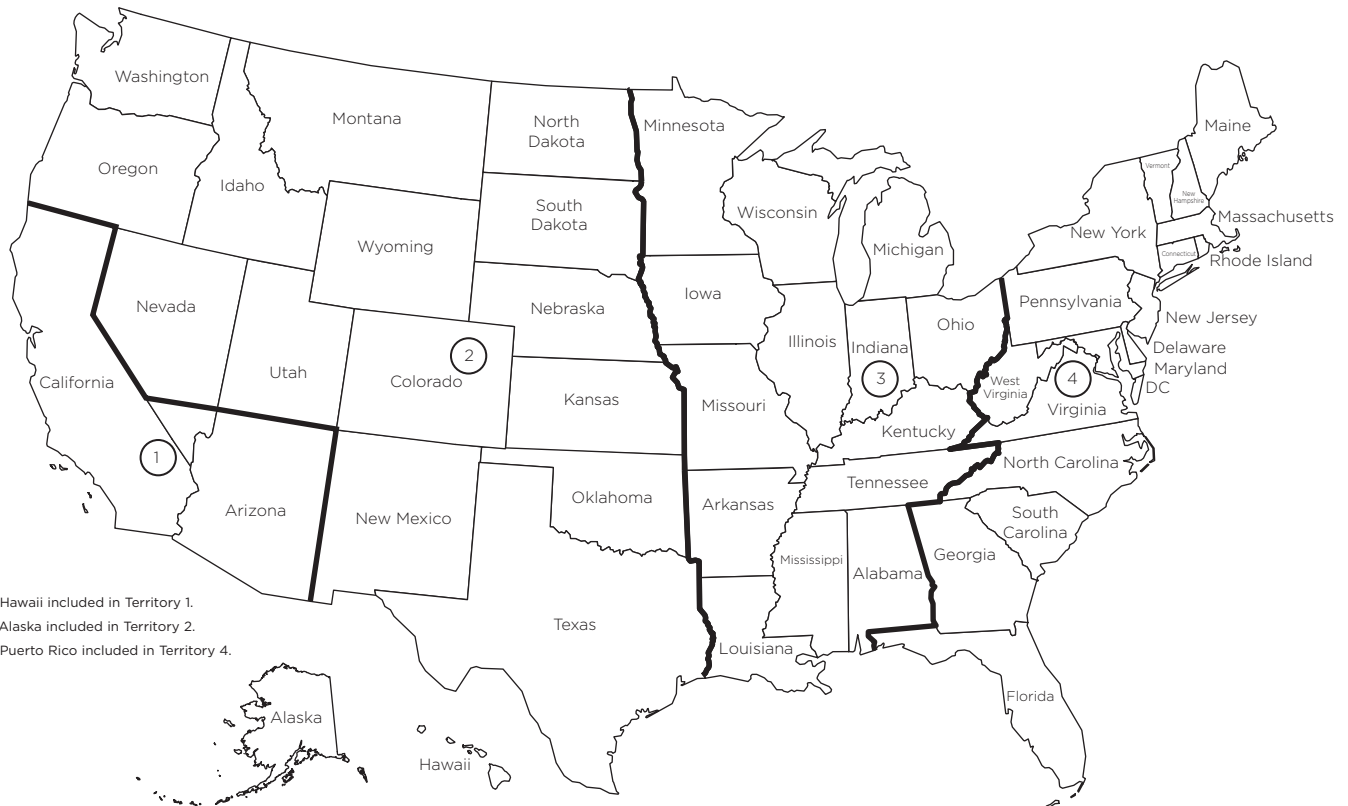
Customers in CA, AZ and Las Vegas, NV shipping outside Territory 1, please refer to the freight surcharge for the applicable destination territory, below.

This freight program does not apply to “Will Call” orders.

For shipment of textiles or component parts, actual freight charges will apply and be added to the invoice.

Due to the fluctuations of fuel prices, Encore reserves the right to impose fuel surcharges to invoices for any shipments.

| <b>Destination</b> | <b>Freight Surcharge</b> |
|--------------------|--------------------------|
| Territory 1        | \$125 NET                |
| Territory 2        | \$160 NET                |
| Territory 3        | \$215 NET                |
| Territory 4        | \$260 NET                |



### **Minimum Shipment Value - Exempt Products**

The following products ship KD (knocked down) and are exempt from the minimum shipment value requirement.

Espo Series

Faction Swivel Models

Memento Series

Nexxt Task Models

Romp Series

For all other products not included on this list, the standard freight surcharge will apply when the minimum shipment value is not met. Please note for mixed shipments (between KD and non-KD), the minimum shipment value will always apply.



### **Quick-Ship Program**

For the ultimate time saving solution, Encore offers the **Quick-Ship** program. Featuring a wide variety of upholstery selections, poly colors, wood and metal finishes, the Quick-Ship program allows product to be ordered today, for a guaranteed ready-to-ship status within 10-15 business days. For available models, just look for the Quick-Ship icon throughout this price list.

### **Quick-Ship Terms & Conditions:**

- Lounge seating and tables: maximum purchase order quantity of 10 units (in any combination).
- All other models: maximum purchase order quantity of 25 units (in any combination).
- Quick-Ship purchase orders must be designated as such and placed separately from standard lead-time purchase orders - no split purchase orders allowed.
- Lounge seating and tables will be complete and ready to ship within fifteen business days upon acceptance of purchase order.
- All other models will be complete and ready to ship within ten business days upon acceptance of purchase order.
- COM/COV acceptable - manufacturing time begins subsequent to receipt of COM fabric or vinyl.
- Please note that grade-in fabrics are limited to those featured on Quick-Ship program fabric cards. All other fabrics, including those by our textile partners, must be ordered by the customer as COM/COV.
- Encore reserves the right to choose method of shipment.
- For complete terms and conditions, including fabric limitations, please refer to the Quick-Ship brochure.

### Sustainability/SCS Certification

As a matter of corporate philosophy, Encore 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. Additionally, 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, Encore has completed testing for Indoor Air Quality certification, achieving SCS Indoor Advantage Gold for the majority of seating and table products.

By attaining 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.

We will continue to strive towards developing products that positively contribute to healthy environments, as well as set new benchmarks for making sustainable improvements in all areas of our business. A representative example of other in-force measures Encore employs to support intelligent environmental policies include:

- Ensure product life-cycle longevity and non-obsolescence via the design, engineering, and manufacturing processes and subsequent product refurbishment and re-use potential.
- Design products, and/or re-engineer existing to maximize the use and or re-use of recycled and/or recyclable components and sub-parts.
- Specify, and utilize 'engineered pre-cut' foam, which eliminates virtually all on-site scrap foam waste.
- Increase the use of recyclable materials as appropriate for all general office, marketing, manufacturing, and shipping applications.
- Eliminate use of any non-recyclable packaging materials.
- Utilize alternative shipping methods such as 'blanket-wrapped delivery' whenever possible as well as consolidate freight to reduce overall fossil fuel consumption and carbon emissions.
- Minimize the generation of, recycle, and/or ensure the proper disposal of all office-generated waste materials.
- Contract for the external use of scrap leather cutting remnants.
- Participate in fabric tube and memo sample take-back programs.

We are committed to being a leader in the practical application of current and future technologies that will protect our environment today, and for future generations to come.

## Customer's Own Material

COM should be shipped prepaid to:

Encore  
Attn: COM Department  
6892 Marlin Circle  
La Palma, CA 90623

All packages should be marked with customer's name, customer's order number and items to be covered. Collect shipments of COM/ COL fabrics will not be accepted. Please furnish a sample cutting of COM or COL with the original purchase order so that identification of COM/COL can be verified. In the absence of specific written instructions accompanying the order, fabrics will be cut, seamed and applied at our discretion and at the customer's risk. An additional fee may be assessed for COM or COM materials that are deemed atypical should additional labor be required to cut, sew and/or match said materials.

While we inspect fabrics for mill imperfections, some are difficult to recognize. As such, we cannot be responsible for defects, color inaccuracies, dye lot variations and other flaws and suggest that our customers inspect fabrics before furnishing them. Under no circumstances will we assume responsibility for COM/COL shortages, flaws or other such problems. While we make a concerted effort to control COM/COL fabrics, it is not our responsibility to police the receipt of COM/COL's in order to meet delivery deadlines and we assume that customers are aware of any undue delay in the delivery of their COM/COL fabrics.

## Polyurethane

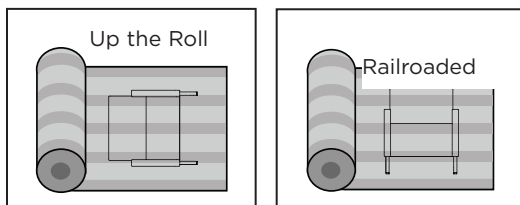
Polyurethane fabrics and other PVC-free materials may be susceptible to "puddling" or comfort wrinkles over time. This is due to the inherent properties of the fabric and not an indication of inferior upholstery techniques. Please keep this in mind when selecting fabrics for upholstery.

## Fire Resistance

Encore manufactures all of its chairs to comply with California Technical Bulletin #117-2013 (Cal TB 117-2013). If Customer's Own Material (COM) is specified, Encore is not liable for said COM fabric's non-compliance with Cal TB 117-2013.

## Fabric Application

COM fabric is cut "up the roll" as a standard cutting procedure (see chart below). Customer must specify that the fabric be cut in another direction (i.e. "railroaded") if required.



It is imperative that all COM fabrics sent to Encore be "backed" with, at minimum, an acrylic or similar backing. We cannot be responsible for stretching of fabrics that are not backed subsequent to the upholstery process. Additionally, we cannot be held responsible for the appearance, behavior, quality or performance of any COM as well as COM's that are rolled reversed by the fabric supplier.

The application of patterned fabrics on curved seating units will be stitched to match pattern requirements. Geometric, linear and striped fabrics will be stitched together to provide the best match, however, a "V" pattern may be the result which is not considered to be a flaw. Additionally, due to varied stretch properties among fabrics, slight wrinkling or puddling may occur. Contact our client services department for any concerns regarding upholstery selections.

**Yardage Requirements**

COM yardage requirements shown in this price list are based on using fabric which is plain (i.e. non-directional) and a full 54" wide. Fabrics of narrower widths and/or that involve matching repeats will require additional yardage. Use the chart below to determine the necessary additional yardage for both directional fabrics and narrow width fabrics.

If you are using a printed or striped fabric with a repeat, use this table:

| Fabric Repeat  | Increase COM Requirement by: |
|----------------|------------------------------|
| 4.9" and under | 0%                           |
| 5" – 10.9"     | 12%                          |
| 11" – 15.9"    | 18%                          |
| 16" – 20.9"    | 25%                          |
| 21" and over   | 40%                          |

Yardage requirements may be less than indicated on large quantity orders. Contact client services with specific chair quantities for exact yardage required.

If you are using a plain fabric less than 54" wide or a pattern that will be applied railroaded, contact client services for assistance, as additional yardage may be required. If you are using a plain fabric less than 54" wide or a pattern that will be applied railroaded, contact client services for assistance, as additional yardage may be required.

**Upholstery Combinations**

For fabric, vinyl or leather upholstery combinations, pricing will be calculated as follows:

- When combining two COM/COV/COL fabrics, or fabrics with the same grade, add \$120 List per unit.
- When combining three or more COM/COV/COL fabrics, or fabrics with the same grade, add \$150 List per unit.
- When combining different grades of fabric, price will be based on the highest grade specified.

**Additional Fabric Programs**

Refer to the current selection of fabric and leather presentation cards for a curated selection of textiles, coated fabrics and leather for upholstery. Along with these fabrics, Encore, in conjunction with the textile brands below, offers a comprehensive grade-in program to allow our customers to simplify the ordering of products and fabrics at one time.

Refer to the Textile Partner Program brochure or Grade-In/Approved Fabric Listing on the Encore website for current grades ranging from A to 8. To obtain pricing for patterns above a Grade 8, please contact our client services department at [clientservices@encoreseating.com](mailto:clientservices@encoreseating.com) or 800.585.5957.

Patterns represented in the Textile Partner Program brochure reflect the full offering of our textile partners and may not be compatible with all products. Please contact client services or reference the Grade-In/Approved Fabric Listing online to verify that the selected fabric has been approved for your specification.





## Standard Laminate Tops

Plastic laminate tops are standard on all tables and rotating tablelets. We offer a range of standard wood grain, solid and patterned laminate options to suit a variety of applications. All standard colors follow below.

### Wood Grain Laminates

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Nevamar WM-8-340T Clear Maple  
Nevamar WM-0005T Siren Maple  
Pionite Wilsonart 7954-38 Natural Rift  
Wilsonart 7937-38 River Cherry  
Formica 7739-58 Cocoa Maple

Pionite WX421-PV Witchcraft  
Pionite WY160-SD Absolute Acajou  
Nevamar WM-0047T Iconic Maple  
Pionite SE101-AW Black Ashwood

### Solid Color Laminates

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Formica 459-58 Brite White  
Pionite SG228-SD Slate  
Wilsonart 1595-60 Black

For all table widths, wood grain laminates will run parallel to width of table.

## Non-Standard Laminate Tops

In addition to our standard laminates, we also accept most laminates from the following manufacturers: Formica (standard grade, matte texture), Nevamar, Pionite (standard grade, suede texture) and Wilsonart. Mirror, high gloss and metal laminates are not available.

For non-standard laminates, add \$649 List per color per order. Pre-approval required, please contact client services.

## Fenix® Tops:

Created with proprietary technologies, Fenix features a soft-touch matte finish with anti-fingerprint properties. Offered on select table collections, please refer to individual pages for availability and pricing. We offer five standard colors which are listed below:

FJ0032 Bianco Kos  
FJ0720 Nero Ingo  
FJ0725 Grigio Efeso  
FJ0718 Grigio Londra  
FJ0724 Grigio Bromo

To order a non-standard Fenix color, please specify the name and color number. Contact client services to confirm pricing.

## Solid Surface Material

Solid surface is available on a variety of seating and table collections; please refer to corresponding price list pages for availability and pricing. In most instances (except where noted), solid surface tops are affixed to table surface increasing overall table height by ½". Solid surface available in white only.

To order a non-standard solid surface color, please specify the manufacturer, pattern name and color number. Contact client services to confirm pricing.

## PVC Edge Colors

PVC edge may be specified in lieu of laminate self edge on select connecting and occasional tables. A limited number of color options are available which closely, but do not exactly, match the Encore solid laminate finishes. All standard colors are listed as follows and are available at no upcharge: Black, Slate Grey, White.

## Back-Painted Glass

White back-painted glass is available on select tables and tablelets; please refer to corresponding price list pages for applicable pricing.

## Wood Finishes

Encore standard wood finishes are listed as follows:

### Ash

AS0305 White Oak on Ash  
AS0415 Walnut on Ash  
AS0515 Cocoa Ash  
AS0615 Kona Ash  
AS0705 Smoky Umber Ash  
AS0805 Slate Grey Ash  
AS0915 Ebony Ash  
AS1005 Alabaster Ash  
AS1105 Sand Ash  
AS1200 Super Matte Sable Ash

### Beech

BE0105 Natural Beech  
BE0805 Slate Grey Beech  
BE0915 Ebony Beech  
BE0615 Kona Beech  
BE0515 Cocoa Beech  
BE1200 Super Matte Sable Beech

### Maple

MA0105 Natural Maple  
MA0205 Natural Beech on Maple  
MA0915 Ebony Maple  
MA0615 Kona Maple  
MA0515 Cocoa Maple  
MA1200 Super Matte Sable Maple

### White Oak

WH0105 Natural White Oak  
WH0405 Walnut on Oak  
WH0805 Slate Grey Oak  
WH0705 Smoky Umber Oak  
WH0915 Ebony Oak  
WH0615 Kona Oak  
WH0515 Cocoa Oak  
WH1005 Alabaster Oak  
WH1105 Sand Oak  
WH1200 Super Matte Sable Oak

### Walnut

WA0105 Natural Walnut

Please refer to the Encore website for digital representations or contact our Literature Fulfillment Department for samples.

For Alabaster and Super Matte Sable finish, additional upcharge applies. Refer to corresponding price list pages for pricing.

For custom wood finishing, please add one-time upcharge of \$531 List per color, per order, for all products.

## Wood Finish Maintenance

As with all fine finishes, care should be taken to protect the finish from sharp, unprotected objects. The top coat has a natural characteristic to repel the most common liquids used around wood components, yet spills or soil marks should be cleaned up immediately to avoid moisture seeping into open-pore areas. Please note that constant polishing and cleaning of the finish may raise the sheen level, whereas neglect in cleaning will dull and possibly abrade the finish.

Encore provides a lifetime warranty for all seating products to be free from defects in material and workmanship on structural frame components. All other materials fall under the applicable warranty periods listed in the table below. The company will repair or replace, at its option, without charge to the original purchaser only, defective products or parts that fail during normal use (normal use is defined as eight (8) hour days, five (5) days per week) throughout the applicable warranty period. Field labor and service(s) are not covered under this warranty.

|                   |   |
|-------------------|---|
| Lifetime Warranty | Frame Components<br>Adjustable Arms and Arm Pads<br>Mechanisms<br>Gas Cylinders |
| 10 Year Warranty  | Foam<br>Exposed Wood Components<br>Tables<br>Tablets                            |
| 4 Year Warranty   | Casters   |
| 2 Year Warranty   | Stool Footrings   |
| 1 Year Warranty   | Fabric/Vinyl (excluding COM, COV and COL)<br>Electrical Units                   |

COM, COV and COL are also not covered by this warranty. Normal wear and tear is the responsibility of the specifier. Please consult with upholstery material suppliers for performance criteria of individual materials.

Due to the inherent stretch properties of certain woven and/or vinyl upholstery materials, Encore cannot be held responsible for wrinkles or "puddling" that can occur in some materials.

If product fails under normal use within the warranty period, please send description of the pertinent part, together with proof of purchase of the product to:

Encore  
Attn: Client Services  
5692 Fresca Drive  
La Palma, CA 90623

Email: [clientservices@encoreseating.com](mailto:clientservices@encoreseating.com)  
Fax: 714.562.8202

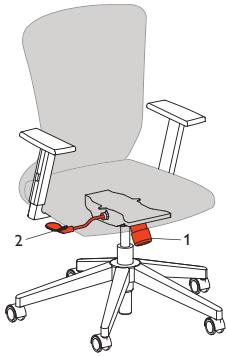
The foregoing warranty excludes any damages or defects caused by abuse of this product or its use for a purpose other than what the chair was intended. Encore does not assume responsibility for unauthorized repairs to chairs that sustain damages resulting from user modification, improper assembly, attachments to product, misuse, alteration or negligent use of the product.

TO THE EXTENT ALLOWED BY LAW, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE APPLICABLE TO THIS ENCORE SEATING PRODUCT IS LIMITED IN DURATION TO THE DURATION OF THE ABOVE EXPRESSED WRITTEN WARRANTY.

LIMITATION ON LIABILITY: IN NO EVENT SHALL ENCORE SEATING BE LIABLE TO THE PURCHASER FOR ANY INCIDENTAL, INDIRECT, CONSEQUENTIAL, SPECIAL, OR EXEMPLARY DAMAGES OR LOST PROFITS, EVEN IF ENCORE SEATING HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

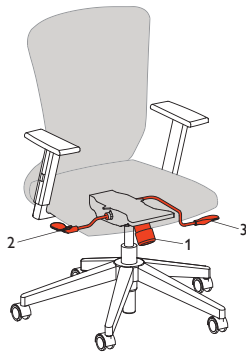
Some states do not allow the exclusion or limitation of incidental or consequential damages, hence the above restrictions or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights that vary from state to state.

## Swivel-Tilt with Tilt-Lock



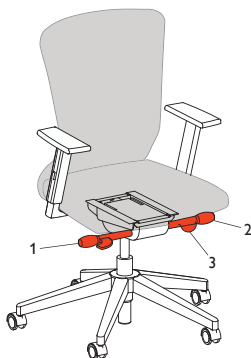
1. Tension Control Knob allows for greater spring tension control for a firmer or softer tilting motion. Turn counter-clockwise to increase tension, clockwise to decrease tension.
2. Seat Height/Tilt Lock Lever raises or lowers seat to desired height and locks seat into starting position in one convenient mechanism. To raise height, simply lift weight off seat and pull upward on lever until seat reaches a comfortable height. To lower height, lift upward on lever while seated and release to lock seat into desired position. To lock chair-tilt into starting position, push lever inward. To release tilt lock mechanism and free-float, simply pull lever outward.

## Swivel-Tilt with Tilt-Lock and Seat Slider



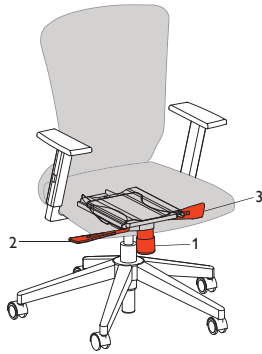
1. Tension Control Knob allows for greater spring tension control for a firmer or softer tilting motion. Turn counter-clockwise to increase tension, clockwise to decrease tension.
2. Seat Height/Tilt Lock Lever raises or lowers seat to desired height and locks seat into starting position in one convenient mechanism. To raise height, simply lift weight off seat and pull upward on lever until seat reaches a comfortable height. To lower height, lift upward on lever while seated and release to lock seat into desired position. To lock chair-tilt into starting position, push lever inward. To release tilt lock mechanism and free-float, simply pull lever outward.
3. Seat Slider adjustment provides 2½" front and back horizontal seat depth adjustment. To operate, lift up on adjustment bar and move seat forward or backward until desired depth is achieved. Release bar and seat will lock into position.

## Synchro Knee-Tilt



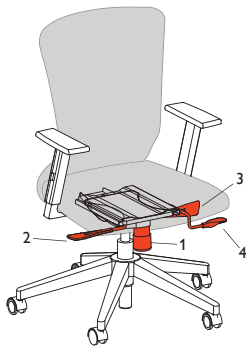
1. Seat Height/Tension Control easily raises or lowers seat to desired height and allows for more precise spring tension adjustment. To raise, simply lift weight off seat and pull upward on handle until seat reaches a comfortable height. To lower, lift upward on handle while seated and release to lock seat into desired position. To adjust tension for a firmer or softer tilting motion, turn knob counterclockwise to increase tension, clockwise to decrease tension.
2. Multi-Position Tilt Lock Lever secures back into multiple tilt positions or allows it to free-float. To secure chair at a particular tilting angle, adjust chair to desired position, then push lever backward to lock into place. To release, pull lever forward, then lean into chair back. This mechanism also includes an anti-kick feature that prevents chair back from jolting forward when Tilt-Lock position is released.
3. Optional Seat Slider adjustment provides 2½" front and back horizontal seat depth adjustment. To operate, lift up on adjustment bar and move seat forward or backward until desired depth is achieved. Release bar and seat will lock into position.

## Synchro-Tilt



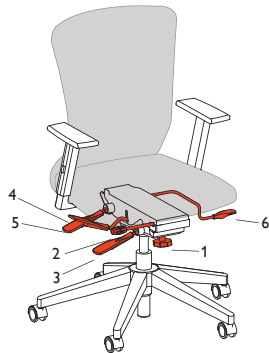
1. Tension Control Knob allows for greater spring tension control for a firmer or softer tilting motion. Turn counter-clockwise to increase tension, clockwise to decrease tension.
2. Seat Height Adjustment easily raises or lowers seat to desired height. To raise, lift weight off seat and pull upward on lever until seat reaches a comfortable height. To lower, lift upward on lever while seated and release to lock seat into desired position.
3. Multi-Position Tilt Lock Lever allows back to be secured into a tilt position, locked entirely, or enables it to free-float. To secure chair into tilted position, adjust back to a moderately reclined angle, then push downward on lever to middle position to lock into place. To lock at an upright angle, pull lever into uppermost position. To release and free-float, push lever downward to its lowest position.

## Synchro-Tilt with Seat Slider



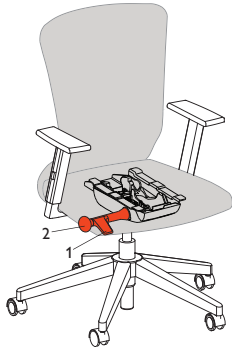
1. Tension Control Knob allows for greater spring tension control for a firmer or softer tilting motion. Turn counter-clockwise to increase tension, clockwise to decrease tension.
2. Seat Height Adjustment easily raises or lowers seat to desired height. To raise, lift weight off seat and pull upward on lever until seat reaches a comfortable height. To lower, lift upward on lever while seated and release to lock seat into desired position.
3. Multi-Position Tilt Lock Lever allows back to be secured into a tilt position, locked entirely, or enables it to free-float. To secure chair into tilted position, adjust back to a moderately reclined angle, then push downward on lever to middle position to lock into place. To lock at an upright angle, pull lever into uppermost position. To release and free-float, push lever downward to its lowest position.
4. Seat Slider adjustment provides 2½" front and back horizontal seat depth adjustment. To operate, lift up on adjustment bar and move seat forward or backward until desired depth is achieved. Release bar and seat will lock into position.

## Task Intensive



1. Tension Control Knob allows for greater spring tension control for a firmer or softer tilting motion. Turn counter-clockwise to increase tension, clockwise to decrease tension.
2. Front Tilt Stop Lever allows additional forward tilt for optimum task performance. To operate, first release Tilt Lock with Infinite Lock by pulling up on the mechanism, then tilt seat backward slightly and push front tilt stop lever downward and back. To return chair to upright position, tilt seat back once again and pull front tilt stop lever forward and up to its original location.
3. Tilt Lock with Infinite Lock Lever secures seat into any position or allows seat to free float. To lock into a particular position, tilt seat to desired angle and press down on lever. To release, simply lift lever up.
4. Seat Height Adjustment easily raises or lowers seat to desired height. To raise, lift weight off seat and pull upward on lever until seat reaches a comfortable height. To lower, lift upward on lever while seated and release to lock seat into desired position.
5. Back Angle with Infinite Lock Lever provides precise back angle control. To adjust, lift up on lever until desired back angle is reached. To freely make adjustments without touching lever, move lever into highest position, adjust back angle, then push lever downward to lock into place.
6. Optional Seat Slider adjustment provides 2½" front and back horizontal seat depth adjustment. To operate, lift up on adjustment bar and move seat forward or backward until desired depth is achieved. Release bar and seat will lock into position.

## Weight-Activated Synchro-Tilt

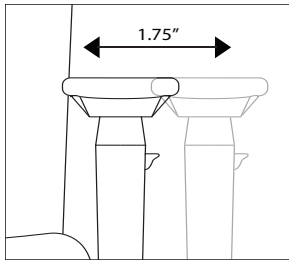


1. Seat Height Adjustment easily raises or lowers seat to desired height. To raise, lift weight off seat and pull up on lever until seat reaches a comfortable height. To lower, lift up on lever while seated and release to lock seat into desired position.

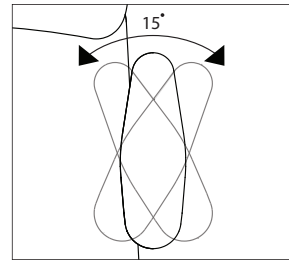
2. Tilt-Lock Lever allows back to be secured into a tilt position, locked entirely, or enables it to free-float. To secure chair into tilted position, adjust back to moderately reclined angle, then twist backwards on lever to lock into place. To release and free-float, twist lever forward. Chair tilt may also be locked upright at starting position, if desired.

# OPTIONS

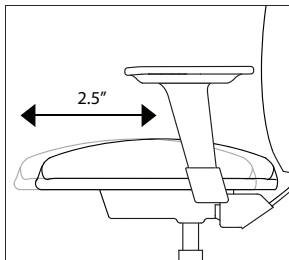
Providing further customization capability for individual needs, Encore offers a variety of options on most task and executive seating models, as listed below. Please refer to price list pages on individual models for availability as well as additional options that may be offered.



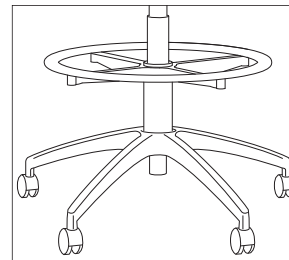
**Width Adjustable Arms**  
1¾" horizontal adjustment per arm.



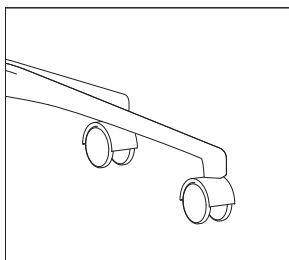
**Pivot Arms**  
15-degree horizontal swivel arm pad adjustment inward or outward.



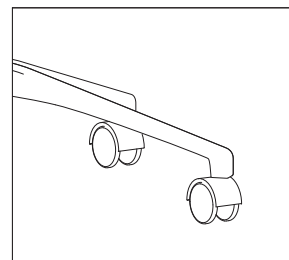
**Seat Slider**  
2½" front and back horizontal seat depth adjustment.



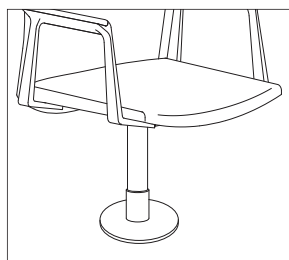
**Stool Option**  
Extended 10" lift.



**Soft Tread Casters**  
55mm diameter soft rubber wheels for hard surface floors.



**Soft Tread Self-Locking Casters**  
Lock upon standing and release when sitting.



**Jury Base**  
Satin Black finish.