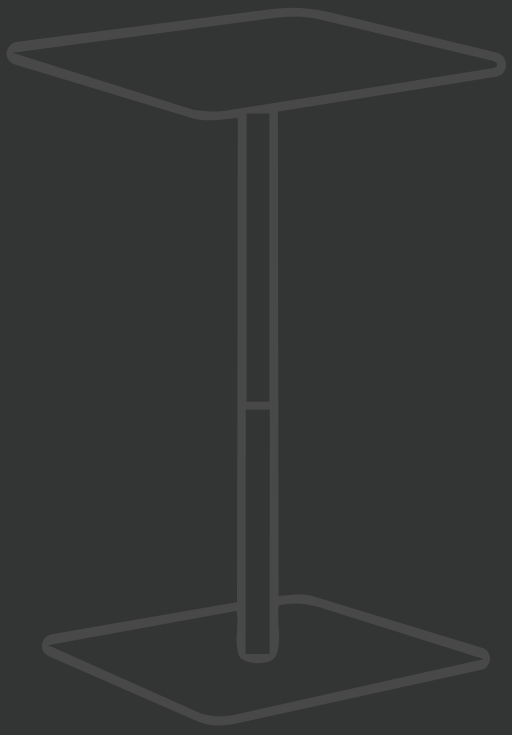
JSI

Effective October 5, 2026



Copilot

price list

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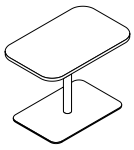
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800.457.4511 225 Clay Street, Jasper, IN 47546 jsifurniture.com

Copilot Series



Fixed Height Table



Adjustable Height Table

Copilot Order Check List:

1 Model Number

2 Top Material

TFL - HPL Laminates

BEL	Belair	FLN	Flint	SHD	Shadow
BLK	Black	FLO	Florence Walnut	SLG	Slate Grey
BRK	Brickdust	LOF	Loft	UMB	Umber
BBL	Bridal Blanco	MES	Mesa	VAL	Valley
CSK	Cask	MIN	Mineral	WLH	Walnut Heights
CLY	Clay	MCH	Mocha	WEA	Weathered Ash
DWH	Designer White	OBK	Outback	ZEN	Grey
EGR	Egret	PIL	Pilsner		
FAW	Fawn	PIN	Pinnacle Walnut		

Veneer

Essentials

BRK	Brickdust	MIN	Mineral
CSK	Cask	MCH	Mocha
CLY	Clay	OBK	Outback
FAW	Fawn	PIL	Pilsner
FLX	Flax	SIE	Sienna
FLN	Flint	TRF	Truffle
LOF	Loft	UMB	Umber
MES	Mesa	VAL	Valley

Artisan

BAR	Barrel
BUF	Buff
CND	Cinder
EGR	Egret
RAV	Raven
RYE	Rye
SAB	Sable
SAD	Saddle

Solid Surface

ONX	Black Onyx Mirage
DWH	Designer White
HST	Hot Stone
SOG	Soothing Grey

3 Metal Frame Finish

Standard

ABZ	Aged Bronze
ASL	Arctic Silver
BWH	Bright White
GLD	Gold
MBK	Matte Black
PEW	Pewter
SBZ	Soft Bronze
SNK	Soft Nickel

Upcharge

ANL	Antique Linen	MWH	Midnight Whisper
BLG	Blue Jean	MUS	Mustard Seed
CAP	Candy Apple	OLV	Olive Fog
CAB	Cashmere Beige	POW	Porcelain White
CDU	Copper Dust	SPA	Space Cadet
DST	Desert Stone	SPP	Sparkling Peach
DUP	Dusty Petal	SPR	Spiced Raisin
EBL	Electric Blue	SMK	Stormy Sky
EMC	Emerald City	TFB	Toffee Brown
EVP	Evergreen Pine	VMA	Vintage Mahogany
GOH	Golden Honey		

Wood, Laminate & Veneer Information

Unique Characteristic of Natural Woods and Veneers: JSI uses high quality wood and veneer harvested from sustainably managed forests. Every tree has unique and defining characteristics, like fingerprints. These characteristics can be defined by differences in color, grain configuration, and textures. These characteristics will be more noticeable if the product has a clear or lighter finish.

JSI uses select beech, cherry, maple, oak and walnut cut wood products to produce the desired look of our furniture products.

Maple and Cherry species have a higher degree of uneven distribution of grain, small color streaks, and pin knots.

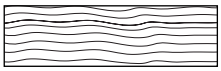
At JSI, we take care of selecting woods and veneers that are used in our products. With this in mind, we hope you appreciate the beauty of each tree's fingerprints. Products will not be replaced due to these natural characteristics.

Veneers can be sliced in a variety of ways to create unique patterns. JSI uses several different patterns, as shown below.

Flat (Plain) Cut as shown



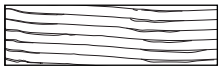
Quarter Sliced as shown



Double Cut as shown



Rift Cut as shown



Double Cut: The Double Cut veneer is a processed product that has at least two cuttings to create the final veneers. These cuts of veneer strands are dyed and layered into a block to create variation of patterns from a very tight grain pattern to an exotic figure grain pattern.

JSI offers two collection of veneer, our Essentials and Artisan Collections.

Essentials: The Essentials Collection allows users to specify beautiful veneers, without sacrificing budget, providing grain patterns and hues for maximum material flexibility and style range.

Artisan: The Artisan Collection provides a curated selection of finishes expressing an elevated style and contemporary nature.

Laminates (Veneer Series): An alternative HPL (Higher Pressure Laminate) laminate work surface can be specified on most of our casegood product lines. The specification pages will also list the available coordinating finishes

Laminate Series: JSI laminate series offer a full laminated product with imprinted grain to hide finger prints and provide durability. The worksurface tops are HPL (High Pressure Laminate) or TFL (Thermal Fused Laminate). TFL is used on the product's chassis.

Series Material Offering: Select finishes, species and materiality are availble on a per series offering, with JSI curating the correct palette offering for the series intent. Please refer to each series feature highlights within the product pages to identify the material, species, grain patterns and finishes availble for that specific series.

JSI Core Materials: For projects requiring similar finishes across multiple series, JSI recommends using our Core Materials program. Finishes in this group are offered throughout the vast majority* of JSI products in the three main material categories Essentials and Artisan Veneer, Laminate and Solid Maple, in a spectrum of light to dark.

**note: not applicable to all series, for example BeSpace only offers clear veneer finish*

Finish - Top Coat: To reduce hazardous formaldehyde emissions, we use our proprietary specially designed top coat, DuraTex™. It significantly reduces hazardous formaldehyde emissions and helps improve indoor air quality.

Finish - Color/Stains: A wide range of stains are available to bring out the beautiful characteristics of each wood species. We coordinate finish color between our veneer stains and solid lumber stains; however, not all may be a perfect match. The stains are continually reviewed for accuracy of color, as well as a constant monitoring of the latest color trends in the furniture market.

Finish - Matching: Due to the natural characteristics of wood, environmental effects, and material upgrades, JSI cannot guarantee exact finish matches on existing furniture previously ordered. If an exact match is required to accompany existing furniture, it must be specified at the time of order placement, so specific internal procedures can be followed to ensure a proper and acceptable finish match. We reserve the right to change our finish formula at any time to improve safety, quality, and appearance. Unless a finish match for existing furniture is requested at the time of ordering, we accept no liability for finish that may not match the existing furniture from prior orders.

Solid lumber may inherently have mineral streaks, pits, and various other natural occurrences. Care is taken in selecting the solid lumber to coordinate with the requested finish on our veneer products. This internal selection process is subject to availability of solid lumber parts.

Finish Sheen: All casegood veneer finishes are standard in 35-sheen, with the exception of Raven, which is only offered in 15-sheen. All other finishes are available in 15-sheen, with a 5% upcharge, per model.

Wood, Laminate & Veneer Information

Custom/Special Finishes: JSI, upon request, will accommodate special finishes. A written request is required to proceed with custom finish orders.
A sample reference is required for first-time matches and must be included with the written request.

There is a charge of $433 list per order for any non-standard wood finish. Orders will be entered noting the special finish. A sample match will be provided to the customer. Written approval is needed before the finish process can be started. Delays in approval may have an impact on lead times.

Every effort will be made to create the requested match; however, an acceptable match may not be possible because of natural variations of wood. These natural variations can also cause minor differences in the final finish product.

Use standard pricing and option pricing for each line item with a special finish, unless additional modifications have been specified. For items available in both Essential and Artisan veneers, apply the Essentials pricing.

Samples: Samples of standard wood finishes, paints colors, metal colors, and standard laminate are available upon request. The fastest way for requests to be filled is by using our website. See below for options to request samples.

Website – jsifurniture.com (click the resource tab)
JSI Sales representatives
Phone – 800.457.4511 – Customer Service
Email – customerservice@jaspergroup.us.com

Veneer Finish and Laminate Overview

Designator	Finish	Veneer Collection	Veneer Species	Laminate	Core Program
BAR	Barrel	Artisan	White Oak - Double Cut	N/A	N
BRK	Brickdust	Essentials	Cherry	HPL & TFL	Y
BUF	Buff	Artisan	White Oak - Double Cut	N/A	N
CSK	Cask	Essentials	Walnut	HPL & TFL	Y
CND	Cinder	Artisan	White Oak - Double Cut	N/A	N
CLY	Clay	Essentials	Cherry	HPL & TFL	Y
EGR	Egret	Artisan	White Oak - Double Cut	HPL & TFL	N
FAW	Fawn	Essentials	Linear - Double Cut	HPL & TFL	Y
FLX	Flax	Essentials		N/A	N
FLN	Flint	Essentials	Linear - Double Cut	HPL & TFL	Y
LOF	Loft	Essentials	Linear - Double Cut	HPL & TFL	Y
MES	Mesa	Essentials	Cherry	HPL & TFL	Y
MIN	Mineral	Essentials	White Oak - Double Cut	HPL & TFL	Y
MCH	Mocha	Essentials	Walnut	HPL & TFL	Y
OBK	Outback	Essentials	Cherry	HPL & TFL	Y
PIL	Pilsner	Essentials	Maple	HPL & TFL	Y
RAV	Raven	Artisan	Black Oak	N/A	N
RYE	Rye	Artisan	White Oak - Double Cut	N/A	N
SAB	Sable	Artisan	White Oak - Double Cut	N/A	N
SAD	Saddle	Artisan	White Oak - Double Cut	N/A	N
SIE	Sienna	Essentials	Walnut	N/A	N
TRF	Truffle	Essentials	Walnut	N/A	N
UMB	Umber	Essentials	Walnut	HPL & TFL	Y
VAL	Valley	Essentials	Linear - Double Cut	HPL & TFL	Y

Wood, Laminate & Veneer Information

Pricing: Prices found in this document or on our website are list prices in U.S. dollars for standard product delivery to one destination. Prices do not include storage, installation, or taxes. Possession of this price list does not constitute an offer to sell. Orders can only be received from approved authorized JSI dealers.

Prices and product information in this document, as well as our website, are subject to change without notice. Reference website for most up to date product offering and pricing.

In our ongoing efforts to minimize ancillary charges. JSI does not include these fees in any calculations for dealer participation fees or commissions in any form. Ancillary charges include but are not limited to special finish charges, special laminate charges and handling fees. When calculating your dealer participation fee or commission earned, please include product lines only and exclude any ancillary charges. Should you have any questions, please call our office for clarification

Orders: Detailed specification pages are available in the price list at the beginning of each series. Additional information may be obtained by consulting the Customer Service Department or our website.

Indicate shipping address if different from billing address.

Send Orders To:
US Mail – JSI
225 Clay Street
Jasper, IN 47546
Fax – 812-482-1548
Email – orders@jaspergroup.us.com

JSI reserves the right to make changes in dimensions, styles, or specifications if we believe these changes will improve the safety, quality, or appearance of the product.

Acceptance of orders will be subject to credit approval, barring any acts of governments, or any other causes beyond our control (e.g. strikes, fire, embargo of materials, etc).

Product Modifications: While we offer a wide range of products to accommodate many possible solutions, we also recognize the needs for our products to be modified from our standard offering.

In the series introduction section of each product, we address modification options for that series.

To see if the desired modification is possible, please contact our Customer Service Department for a quote. Note that order quantities and material availability can affect the quote. Additional information may be requested to fully quote modifications.

Order Acknowledgments: All orders will be acknowledged promptly upon entry of a clean order. The acknowledgment will show how the order was entered, ship date and any other information pertinent to the order. It is the purchaser's responsibility to verify all the information on the acknowledgment carefully and notify us immediately, in writing, of any discrepancies.

Every reasonable effort is made to ship as acknowledged; however, the acknowledged ship date is approximate. Company will generally ship within five (5) working days of the acknowledged ship date. If a firm ship date is necessary, customer must inform company at time of order and company will make all reasonable efforts to meet each customer's request. Acknowledged shipping dates are contingent upon the force majeure conditions contained in these terms and conditions.

Cancellations and Changes: All orders are considered firm and are not subject to cancellation or change without approval from JSI. All approved changes are subject to additional charges and revised lead times.

Quickship: JSI offers select Vision models, with select options, in our Quickship program. These items ship within 10 business days after receipt of a clean, credit approved purchase order. Items should be placed on order separate from standard lead time models.

Product for up to 10 offices or 10 tables can be included on a single Quickship order. Available capacity is filled by orders as they are received. If normal 10 day Quickship is not available because capacity has been filled, you will be immediately notified by JSI customer service. Changes and cancellations to Quickship orders are not allowed under any circumstances, nor are modifications to the predetermined Quickship offering. Limit one order per project.

Delivery: Our freight policy consists of prepaid freight to the 48 contiguous states; all other shipments are prepaid to port of exit ONLY. JSI reserves the right to select the appropriate carrier and shipment routes, most shipments are on freight carriers that are dedicated furniture specialists. Standard deliveries require a DOCK that can accommodate 75 foot trucks. Ownership and inspection of product is the responsibility of the buyer upon pickup by the freight carrier. Pricing in this book is for standard delivery only. Standard delivery does not include non-dock delivery, inside delivery, residential delivery or installation of product. Fees and changes for nonstandard deliveries are listed below.

Shipping Destination: Changes to ship to locations may not occur within seven days prior to the ship date, however, in atypical situations a $282 change fee will be applied to accomodate additional carrier fees.

Standard Delivery Time: Between 8 AM and 3 PM Monday through Friday. Special delivery requests can be subject to additional fees to accommodate requests.

No Touch Freight: Our freight is considered "no touch". Therefore, customers are to be prepared to unload freight from inside the truck prior to arrival. In the instance that a driver must unload the shipment, driver assists fees will apply (see fees below).

On-Site Deliveries: Shipments to the installation site, and time deliveries are available on full truckloads or slightly less, at no additional charge. Shipments or timed deliveries for smaller shipments may not be available, or if available may require an additional charge.

Detention Fees:
- Carriers are given two-hour maximum time allotment to unload for one-stop truckloads.
- Carriers are given one hour maximum time allotment to unload for multi-stop truckloads

**Detention fees apply after allotted unloading time and will be at buyer's expense.*

Wood, Laminate & Veneer Information

Fees:

Orders of less than $1,000 net (If order is UPS shippable, the handling fee is waived and customer is invoiced for exact shipping charges.)	$105 net per order
Weekday deliveries outside of standard delivery times	$349 net
Weekend deliveries (Saturday or Sunday)	$688 net
Liftgate Deliveries	$581 net minimum 7% of net price
Driver Assist	$105 net
Jobsite Non-Dock Delivery	$176 net per truck
Inside Delivery (first floor inside only) - no installation or carton removal	$292 net minimum 7% of net price
NO RESIDENTIAL DELIVERIES	

Warehouse/Storage Fees: Additional storage time with a provided two-week approved notice is calculated at 3% per month of the product amount or per day.

Please be Advised:

- Reconsignment fees are the responsibility of the buyer.
- Any charges arising from failure to meet shipment, re-routing while in transit or carrier storage charges are the responsibility of the buyer.
- Contact Customer Service to inquire about skidding of products, special crating of products and product installation. These requests must be approved by JSI and made at the time of order.
- Carriers have the right to refuse delivery to a specified location if it conflicts with their liability policy.

Freight Damage: JSI products are packed in cartons and meet or exceed existing codes for furniture and seating products. All shipments are delivered to the carrier in good condition and our liability ceases thereafter. If delivery arrives short or damaged, contact Customer Service immediately to file a claim. In the event of concealed damage, notify Customer Service and request immediate inspection. Failure to file a claim within 15 days after receipt of merchandise constitutes acceptance and a waiver of any such claims. Please inspect merchandise immediately upon receipt, otherwise there is no recourse. Keep all cartons and packing material, discarding these materials may negate your claim.

Storage of product in areas of uncontrolled humidity and temperature may cause damage to the product and void the JSI warranty.

Repairs: JSI will not issue credit allowance for any type of repairs without prior written consent. Sales order, product model numbers, and reason for repair will be expected in order to process the repair request. A digital photo will help to expedite the request. JSI reserves the right to recommend solutions for repair.

Replacement Parts: Obtain information and pricing on replacement parts by contacting Customer Service. Please have the model number available when requesting replacement parts. Additional information may be required to ensure proper replacement parts.

Returns: JSI products are made to order and may not be returned for credit. No merchandise may be returned to JSI without a signed Return Good Authorization (RGA) form issued by our Customer Service Department. RGA's will be considered for the following reasons:

1. Manufacturing defect (validated by JSI representative).
2. JSI order processing error.
3. Shipping error.
4. Mis-marked cartons.
5. Duplicate shipments.

Liability for defective merchandise shall be limited to replacement or repair. If you have questions as to whether your reason for return qualifies for consideration, please contact Customer Service. At the discretion of JSI, returns on stocked items may be considered with the following stipulations:

1. 60% restocking fee.
2. All return freight charges must be prepaid by dealer.
3. Product was never removed from the original carton.
4. Product must be returned withing 30 days of RGA issue date.
5. Credit will not be issued if producted returned is damaged.
6. Under no circumstances can we accept COD (Cash on Delivery) returns. Any such shipment will refused.

Please note most models on Quickship are produced on demand and cannot be returned. Modified, special or custom-built product is not eligible for return.

Fire Retardancy: All JSI upholstered components comply with California Bureau of Home Furnishings and Thermal Insulation-Technical Bulletin 117-2013 issued by State of California Department of Consumer Affairs.

This standard requires upholstered furniture to be safer from the hazards associated with smolder ignition in all four (4) categories of materials, as applicable. Compliance with more stringent codes may require special manufacturing considerations and upcharges.

California Technical Bulletin 133 (CAL 133): JSI uses a barrier material between the foam cushioning and the upholstery cover in order to comply with CAL 133. The standard upcharge on products specified to comply with CAL 133 is $93 list per yard of textile.

JSI has performed a series of full scale fire tests on samples - representing worst case scenarios of upholstered units - to comply with the requirements of the state of California Technical Bulletin 133 (CAL 133). Products in compliance are labeled in accordance of the standards.

Some product designs and fabric cannot be combined to comply with CAL 133. Because of this, we reserve the right to reject any request for an upholstery cover, including COM, textile may not contain olefin or product style that we feel may compromise the integrity or safety of a product specified to comply with CAL 133.

Contact Customer Service for a quote if you require laboratory certification that a specific product and upholstery combination WILL PASS CAL 133. The quotation will include testing, video, and transportation charges plus the list cost of the sample.

Our standard lead time will apply to products that do not require certification. Allow an additional six weeks over the standard lead time for products that need actual laboratory certification.

The end user, specifier and/or dealer have the responsibility to make sure all products specified will meet the flammability and safety codes of the jurisdiction where the products will be located and used.

Wood, Laminate & Veneer Information

Flame Spread: All JSI may be required to comply with the requirements of Flame Spread based on ASTM standards/NFPA Life Safety Codes and general public knowledge are as follows:

Solid Wood - Class C
Topcoats - Class A
Carded Fabric - Class A
Composite Panels - Class C
Laminate - Class B

Plastics - According to the NFPA, the lack of stability of plastics under high temperature conditions and inherit combustibility have eliminated the use of plastics for applications requiring a flame spread rating.

Also be advised that improvements may be attained in certain instances with the addition of chemicals which may add additional costs, chemical exposure and/or compromise the integrity of the product.



Wood Laser Engraved Back: Many of our seating models are available with a custom wood laser engraved back. University seals, logos, unique designs, or any type of graphic can be designed into the seating back for a custom creation. Copyright approval may be required. Consult JSI Customer Service for pricing and artwork specifications. Artwork must be submitted as a JPG or PDF file.

Wood Laser Engraved Back General Pricing: * must order plain back when choosing these options

For Artwork 4" x 4" or Less	$67 list per chair
For Artwork Less than 6" x 6"	$117 list per chair
For Artwork Larger than 6" x 6"	Call For Pricing

For orders fewer than 50 pieces, add $179 list per design, per order. This pricing reflects etching (leaving the wood dark). If additional painted colors are added to artwork please call customer service for pricing. A $158 list set-up fee applies.

Textile Information

Textile Carded Programs: JSI is proud to partner with Maharam, Momentum, Spradling, Stinson, Ultrafabrics, Camira and Cortina Leather. Please refer to our website for our standard patterns, along with the current grade.

https://jsifurniture.com/material-studio?material=textile

Textile Grade-In Programs: For the convenience of our specifiers, we offer an extensive graded in program. Please reference our website for the most up to date information on our graded in program.

https://jsifurniture.com/com-search

For additional specifications on the pattern or to order memo samples, please contact the textile suppliers directly:

Arc Com	www.arc-com.com
Camira	www.camirafabrics.com
Designtex	www.designtex.com
Maharam	www.maharam.com
Mayer	www.mayerfabrics.com
Momentum	www.themomgroup.com
Spradling	www.spradlinggroup.com
Stinson	www.cfstinson.com
Ultrafabrics	www.ultrafabricsllc.com
Cortina Leather	www.cortinaleathers.com

Any textile not graded in or pre-approved for COM/COL will require application test approval prior to order entry and shipment of fabric or leather to JSI.
For current JSI grades and application status by series visit jsifurniture.com Resources > Graded-In + COM; Graded-In + COM.

Please contact Customer Service for pricing grades on textiles and leathers not listed.

Indicate on purchase order if JSI is to order the fabric. Grades and availability of fabric are subject to change without notice. Changes could include but are not limited to price increase, discontinued patterns, discontinued colors, etc. See jsifurniture.com for up to date information.

Many textiles have repeats and the additional yardage required has been factored in for textiles ordered through the JSI Carded and Grade-In Programs. We reserve the right not to match textiles with a horizontal or vertical repeat greater than 17". Additional charges may apply for textile being applied with special instructions.

Some fabric thickness or stiffness may cause issue with proper upholstering of tackable wall panels or upholstery privacy screens. Please contact customer service with concerns on the fabric thickness for these items.

COM/COL Address:
JSI
Attn: COM/COL Department
201 East Martin Street
Receiving B, Dock 71
Orleans, IN 47452

Tag: Dealer Name / Purchase Order #

Large Repeats and Striped Fabrics: JSI does not recommend large fabric repeats or striped fabrics on large curved lounge sections. The geometry prevents matching the patterns at the seams.

Contact Customer Service with questions or for suggestions on how to achieve the aesthetics you desire.

Tips: use contrasting fabric request fabric pattern not be matched run fabric railroaded

General COM Fabric/COL Hide Policy: Refer to the COM/COL Price Columns for list prices.

All yardage requirements listed in the price list are based upon 54" plain nondirectional material. Additional yardage may be required based on fabric repeat and matching. Refer to the COM Repeat Guide found at the bottom of this page to estimate the needed yardage.

All square footage requirements for COL are based on an average hide size of 50 square feet.

Contact Customer Service for any of the following conditions:
- approval of COM/COL to be used (see policy on the next page)
- fabric repeats greater that 3"
- fabric less than 54" wide
- leather hides smaller than 50 square feet
- special application requirements request

When requesting information from Customer Service on COM/COL please supply the following information:
- model number and quantity of the product the COM/COL will be applied
- COM/COL textile supplier's name
- name of pattern and color of the textile
- any special application request

Visit jsifurniture.com Resources > Graded-In + COM to see if the textile has already been approved. If there is no record for this particular textile then a Memo Sample will be required.

JSI takes no responsibility when additional materials must be ordered.

COM Fabric Repeat Guide

Roll Width	Plain Fabric	1"-5" Repeat	6"-10" Repeat	11"-15" Repeat	16"-20" Repeat	21"-30" Repeat	31"-40" Repeat	41"-50" Repeat
54"	0%	10%	15%	20%	25%	30%	40%	50%
53" to 51"	15%	20%	25%	30%	35%	40%	50%	60%
50" to 48"	30%	35%	40%	45%	50%	55%	70%	90%
47" to 36"	60%	65%	70%	75%	80%	85%	100%	120%

The percentage represents the additional fabric yardage that needs to be added to the COM yardage. Contact Customer Service for repeats greater than 50".

All COM/COL must meet applicable codes and regulations, including TB117-2013. By selecting COM/COL, customer certifies that the material meets such codes. JSI assumes no responsibility for the applicable codes and regulation regarding flammability rating and safety rating of any COM/COL.

JSI cannot be held responsible for receipt of defective fabrics, as we apply all COM as first quality goods. We can take no responsibility for tailoring, wear-ability or application of COM/COL textiles. Any warranty claims for the COM/COL Textile materials will fall to the original vendor of the textile, not JSI.

Textile Information

COM Fabric/COL Hide Process for JSI Seating: General COM Fabric and COL Hide Policy also apply. JSI will approve or disapprove COM/COL on all products. An approval of a textile from JSI makes no claim that performance, durability or tailoring of COM/COL will result in satisfactory upholstery. Every effort will be made to meet customer's expectation, but fabrics/leathers have unforeseen inherent characteristics that may limit JSI's ability to deliver a well tailored product.

Approval COM Textile/COL Hide Process for Seating:

Follow the Steps Below:

1. Send a Memo Sample of the COM/COL (recommended memo be at least 4" x 4")

JSI
Attn: COM/COL Approval Department
201 East Martin Street
Receiving B, Dock 71
Orleans, IN 47452

2. Call our Customer Service Department at 812-482-3204 to request an electronic version of approval form.

Please send sample to:

JSI
Attn: COM/COL Approval Depart.
201 East Martin St.
Receiving B, Dock 71
Orleans, IN 47452

Please forward a copy of this form to your JSI CSR for record keeping

JSI will review and test as needed all requests. You will be notified as soon as results are documented by our review personnel. JSI reserves the right to reject any COM/COL on our products. We will provide COM/ COL explanation of any unapproved textile whenever possible.

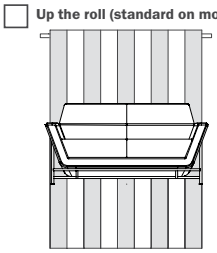
Guide Order Form for COM and COL

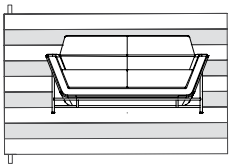
1. **Order Information:**

Quote #: **Purchase Order #:**
Customer Service:
Dealer Name/Project Name:
Contact:
Address:
Phone: **Email:**
Model Number(s) Receiving COM / COL:

2. **Select off the bolt application:** *(Check one of the boxes)*

☐ **Up the roll (standard on most seating)** ☐ **Railroaded**





3. **Additional information:**

4. **Attach sample here.**

16"h Fixed Height Table



- ships KD
- each unit ships with both nylon and felt fixed glides

						HPL Laminate	Solid Surface	TFL Laminate	Essentials Veneer	Artisan Veneer
W	D	H	Ctn Wt	Cu Ft	**Model**	**H**	**S**	**T**	**V**	**V**
22	14	16	28	3	**60TF16_**	$943	$994	$726	$971	$1,067

Optional Upcharges

Metal Finish Upch.
$55

19"h Fixed Height Table



- ships KD
- each unit ships with both nylon and felt fixed glides

						HPL Laminate	Solid Surface	TFL Laminate	Essentials Veneer	Artisan Veneer
W	D	H	Ctn Wt	Cu Ft	**Model**	**H**	**S**	**T**	**V**	**V**
22	14	19	28	3	**60TF19_**	$948	$998	$730	$974	$1,073

Optional Upcharges

Metal Finish Upch.
$55

21"h Fixed Height Table



- ships KD
- each unit ships with both nylon and felt fixed glides

						HPL Laminate	Solid Surface	TFL Laminate	Essentials Veneer	Artisan Veneer
W	D	H	Ctn Wt	Cu Ft	**Model**	**H**	**S**	**T**	**V**	**V**
22	14	21	29	3	**60TF21_**	$950	$1,000	$732	$978	$1,076

Optional Upcharges

Metal Finish Upch.
$55

27"h Fixed Height Table



- ships KD
- each unit ships with both nylon and felt fixed glides

W	D	H	Ctn Wt	Cu Ft	Model	HPL Laminate	Solid Surface	TFL Laminate	Essentials Veneer	Artisan Veneer
						H	S	T	V	V
22	14	27	29	3	**60TF27_**	$959	$1,008	$742	$985	$1,085

Optional Upcharges

Metal Finish Upch.
$55

Adjustable Height Table



- ships KD
- each unit ships with both nylon and felt fixed glides
- height adjustment - 21" - 30 3/4"
- inner column of adjustable table base will be black

						HPL Laminate	Solid Surface	TFL Laminate	Essentials Veneer	Artisan Veneer
W	D	H	Ctn Wt	Cu Ft	**Model**	**H**	**S**	**T**	**V**	**V**
22	14	21 - 30 3/4	30	3	**60THA1422_**	$1,293	$1,344	$1,077	$1,320	$1,453

Optional Upcharges

Metal Finish Upch.
$55

Quickship Adjustable Height Table



- ships KD
- each unit ships with both nylon and felt fixed glides
- height adjustment - 21" - 30 3/4"
- inner column of adjustable table base will be black

W	D	H	Ctn Wt	Cu Ft	**Model**	**TFL Laminate**
22	14	21 - 30 3/4	3	3	**Q60THA1422T**	$1,077

Optional Upcharges

Metal Finish Upch.
$55

Environmental Mission

Our vision and goal is a sustaining supplier, manufacturer and customer for the long term protection and preservation of our environment for future generations.

Mission
To achieve this vision, we are dedicated to ensuring the health and wellbeing of all of our partners, reducing negative impact on the environment, and maintaining price structure by increasing efficiencies and reducing consumption.

JSI, and it's parent company, is an internal manufacturer and has been an environmentally conscious organization for more than 80 years.

We are proud to use wood as our primary sustainable material resource and all corporate policies and procedures support the efforts to "recover, recycle, reuse, repurpose, reduce, refuse, and re-engineer". In doing this, we are committed to the conservation of the environment and its natural resources as well as encouraging our suppliers and customers to do the same. A goal of a "Sustainable Partnership", supplier, manufacturer and customer, is essential for the long term protection preservation and sustainability of our environment for future generations.

Location
Our manufacturing facilities are located in the center of Southern Indiana. With our diverse product offering and manufacturing capabilities, we provide a single source for all of your project needs allowing you to conserve our fossil fuels and reduce greenhouse gases.

Packaging
We place emphasis on the minimal use of disposable packaging while still providing adequate protection to the finished product. Our corrugated packaging is recyclable, reusable, and up to 100% recycled content. We reuse or recycle more than 175 tons of corrugated material annually.

Regulatory
All of our manufacturing facilities are in compliance with applicable OSHA regulations and meet or exceed all applicable DEM and EPA regulations for air emissions, storm water and hazardous waste disposal.

Manufacturing Facilities
Our manufacturing facilities are geared toward eco-efficiency and are encouraged to continually improve and conserve. Solid wood not used in the direct manufacturing process is recovered for the operation of our dry kilns, thus reducing greenhouse gases, the use of fossil fuels, and the burden of waste placed on landfills. Composite panels not used in the direct manufacturing process are ground and sold for use as animal bedding and boiler fuel. In addition to other energy savings techniques, our manufacturing facilities use high efficient lighting, make use of power factor capacitors, and encourage all to conserve and reduce energy consumption and water usage. Condensation pumps are used to aid in water conservation as well as extending boiler life.

Manufacturing Processes
Our finish processes utilize efficient spray guns and proper spray techniques to reduce wasted material. Excess finish material, solvents, and waste are recycled. Many of the assembly processes use water based glues that contain no hazardous ingredients.

Textiles
Many of our fabric options utilize up to 100% recycled content. Our leather alternative program includes selections that contain no toxic materials, plasticizers, heavy metals, or formaldehyde and have a 100% biodegradable back cloth. Some of the available panel fabric used, if discarded is a biological nutrient for the soil. Most of the components (foam, batting, and polycord) used in upholstered products are recyclable. Excess fabrics and leathers not utilized in the upholstery process go to recyclers and local charities for additional use.

Wood
Wood is the most diverse, most process friendly, and most widely utilized natural resource in mankind's history. No other natural resource can match the environmental advantages of wood, including being renewable, recyclable, natural, carbon negative, and biodegradable. Utilizing the sun's energy, trees grow and remove carbon dioxide from the air while giving off oxygen to benefit the entire planet. Approximately 49% of wood's dry weight is carbon and harvesting mature trees in a sustainable forest, which has slowed in the absorption of carbon dioxide, allows the photosynthetic cycle to continue at full optimization and allow for the carbon to remain sequestered. We are proud to use wood as our primary "sustainable" renewable resource.

Wood Options
Many environmentally friendly solid wood and engineered wood options are available for quote, including: Lyptus®, Plyboo®, reclaimed woods, agricultural and post-consumer waste fiber products, etc.

Indoor Air Quality
Our goal is to reduce the impact our products will have on the indoor air quality. We practice the latest technologies and utilize a third party to assure we meet this goal. GreenGuard, one of the leaders in IAQ certification, continues to certify our product offering with UL2818 - GreenGuard Indoor Air Quality certification.

Partnerships
BIFMA
Business and Institutional Furniture Manufacturer Association
USGBC
United States Green Building Council
IIDA
International Interior Design Association
FSC
Forest Stewardship Council - Forestland
UL GreenGuard
Indiana Department of Natural/Resources - Division of Forestry - Classified Forest, Wildlands Program

Our Promise

JSI warrants to the original purchaser that each piece of furniture will be free from defects in workmanship, given normal use and care for as long as the original customer owns and uses the product. Normal use is defined as the equivalent of a single shift, 40-hour work week, except as defined below.

JSI will, at its option, repair or replace with comparable product within the terms of the warranty.

Exceptions to Warranty:

12 Years (from date of purchase)

- Wood Seating
- Seating Controls
- Pneumatic Cylinders
- Laminate Surfaces
- Veneer Surfaces
- Solid Surface Components
- Somna, Kindera, Satisse, and Forge in multi-shift environment except components as specifically identified below.

10 Years (from date of purchase)

- Recliner Mechanisms and Associated Levers (regardless of shift usage)

5 Years (from date of purchase)

- Casters (including recliner central locking)
- Glides (including MagLinx™)
- Electric Height Adjustable Bases
- Task Lights
- Mesh/Knit Materials
- Electrical Components
- Foam
- Recliner Heat Components

Exceptions to Warranty:

- Natural variations in color, grain or texture of wood and other covering materials over which JSI has no control
- Normal wear, color fastness, shrinkage, puddling, wrinkling and stretching of upholsteries including fabric, vinyl, leather, and other textiles. This warranty does not cover any defects that may arise in the use of COM or COL upholstery materials. Textile manufacturer's warranty will apply.
- Damages resulting from transportation, improper assembly, installation, handling, accident, user modification, attachments, misuse, or neglect of product care.
- Damage resulting from extreme climate conditions
- Finish damages resulting from normal wear and tear, improper maintenance, water damage, exposure to sunlight, extreme high or low humidity or temperature, or other acts of nature.
- Damage created by loading file drawers with anything other than hanging folders.
- Use of any unauthorized non-JSI components for use in the place of JSI components, including but not limited to worksurfaces bases, brackets, or other essential components.

Replacement components are warranted for a duration of 2 years or for the remaining duration of the initial warranty, whichever extends further.

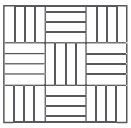
Textile supplier's warranty will apply. Given the diverse range of cleaning agents used by various facilities, it is advisable to conduct testing on each textile choice using the facility's designated cleaning techniques prior to placing an order.

JSI makes no expressed or implied warranties to any product and, in particular, makes no warranty of merchantability of fitness for any particular purpose. JSI will not be liable for any consequential or incidental damages under this warranty.

For Life Long Durability And Function



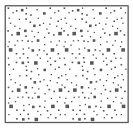
Wood Edges and Veneer Surfaces: Clean all surfaces frequently with a water-dampened, soft cloth, moving the cloth with the grain direction. Immediately remove liquids that come in contact with wood surfaces with a blotting action to absorb liquid, then buff dry. Lift objects to move them; never pull them across the finished surface. For additional safeguard, use a protective surface pad. This will ensure a lasting finish by protecting your furniture from possible damage caused by pens, cups and sharp objects. Avoid exposing furniture to extreme of hot and cold, wide humidity variances, and strong sunlight. Harsh solvents such as nail polish remover, acetates, etc., should also be avoided as these will cause finish deterioration. If using a protective glass top, place spacer pads underneath to allow the wood to breath.



Laminate Surfaces, T-Mold, Bumper, PVC Edges and Polyurethane: Clean with a mild soap solution and rinse with clean water. Wipe the entire surface and follow with a clean, dry soft cloth. When a wood edge exists, follow instructions found above "Wood Edges and Veneer Surfaces" for edge.



Upholstery Surfaces: Cleanability will vary based on fabric type. For best results, a professional service is recommended. Dirt and crumbs may be gently brushed off or vacuumed. Spills should be wiped up immediately with a cloth. Vinyl textiles can be cleaned with warm, soapy water then wiped down with a warm damp cloth. For more details on any JSI-carded fabrics and vinyl, please visit our website or consult the back of the appropriate swatch card for cleaning codes and specific instructions. For COM materials, consult the individual textile manufacturer for cleaning codes and specific instructions pertaining to your particular fabric.



Solid Surfaces: It is best to wipe up spills as they occur. Clean your surfaces with warm, soapy water, an ammonia-based household cleaner, or a dedicated solid surface cleaner. For most stains, use a damp microfiber cloth with a household kitchen spray. Then rinse and towel dry the surface to prevent spotting, especially in areas with hard water. To prevent film buildup, it is very important to wipe surfaces completely dry. In all cases, always clean using a circular motion.

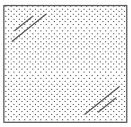
Darker colors tend to require more attention than lighter colors. Over time, even with proper care, your solid surface will acquire a sheen. Dark colors may also show light scratches more readily. Rest assured that restoring your surfaces to their original appearance is an easy process.



Tempered Glass: JSI is aware of occasional occurrences of spontaneous glass breakage in various furniture products. Tempered glass makes it stronger and if it breaks, will cause it to break into many small pieces of "cubes" rather than sharp and potentially dangerous shards.

Glass breakage in furniture may occur for a variety of reasons. Tempered glass is particularly prone to breakage from damage (scratches, nicks, etc.) that may occur during shipping, handling, installation, use or maintenance. Exposure to rapid changes in temperature or concentrated temperature zones may also cause breakage.

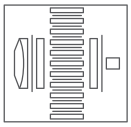
Tempered glass may also break due to a specific type of imperfection or "inclusion" that occurs within the glass when manufactured. When this condition exists glass breakage may occur without any obvious cause. This is often referred to as "spontaneous" breakage but is a very isolated occurrence in the glass industry.



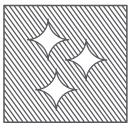
Frosted Glass: Only clean the smooth, outer side of frosted glass unless it is necessary to clean the inside (etched side of the glass). Do not use any type of soap or chemicals, including glass cleaner, when attempting to clean the glass, especially on the etched side. It will not harm it, but it will get into the pores of the etching and streak when wiped.

If you need to clean the etched side of the glass, follow these steps:

1. Use a clean, dry lint cloth to wipe the surfaces. This removes loose dirt and dust to keep those particles from working down into the etching.
2. For stuck-on dirt, use warm water to dampen a clean rag or Mr. Clean Magic Eraser cleaning pad. The warm water will allow the frosted appearance to return sooner. Then, wipe the inside of the glass clean. DO NOT spray water directly on the glass.
3. Use a clean, dry lint cloth to wipe the surface again to remove any remaining water residue.
4. Moisture trapped in the etching may make the area appear cloudy after cleaning. Allow 24-48 hours for the etched frosting to dry properly.



Mechanical Parts: Clean any lint or debris from the moving parts of the base mechanisms. Mechanisms have been designed and tested to not require lubrication under normal conditions however, lubricant can be used if needed.



Metal Finishes: Wipe smooth, powder coat finishes and textured metals with a damp cloth. For stubborn stains and grease marks, use soap and water. Lightly brush textile metals with a soft, dry brush to remove dirt.

Recommended Material Cleaning Guidelines

As our world transitions back to work, it is our highest priority at JSI to provide solutions that deter the transferal of viral and bacterial pathogens on the surfaces of our products. We are committed to locating and providing materials and finishes that can be safely cleaned and disinfected on a regular basis. We offer numerous textile and hard surface options that will stand up to the rigors of frequent bleach cleaning, ranging from untreated surfaces to those with anti-microbial topcoats. Please contact our Customer Support Team today for more information.

General Cleaning: A warm soapy water solution is the best method for cleaning all materials list below:

- Veneers and Solid Woods
- HPL Laminate
- TFL Laminate
- 3D Laminate
- Solid Surfaces
- Metal Surfaces (Powder-coat or Painted)
- Plastics
- Acrylic Panels
- Acoustic PET
- Chair Back Knitting

*****Never saturate the surface with the soapy water solution. It is recommended the surface be rinsed with clear water and then dried with a soft cloth.***

Disinfecting: It is suggested that before disinfecting the surface be free of dirt, grease and debris. Cleaning guidelines and methods vary between materials. Listed below are recommendations for each furniture surface.

Veneers and Solid Woods: Never use a household bleach solution or alcohol solution on veneer and wood surfaces. The following recommended disinfectant for veneer and wood product:

- Pledge® Antibacterial Cleaner
- Clorox® Healthcare VersaSure® Wipes
- Clorox® Disinfecting Wipes "no bleach"

*****Follow product instructions.***

High Pressure Laminate (HPL): Using a commercial disinfecting wipe without bleach is simplest way to disinfect laminate surfaces. These wipes allow more control of disinfecting fluid. It is important to follow the instructions when using a commercial disinfectant. Cleaning guidelines vary between manufacturer, see chart for more information.

Thermally Fused Laminate (TFL): Disinfect using a bleach solution of 1-part household bleach to 9-parts water. Apply the solution and let air dry. Deep textures may require more drying. Make sure the surface is rinsed with clear water and all the bleach solution is wiped away.

3D Laminate: Disinfect using a bleach solution of 1-part household bleach to 9-parts water. Before using the bleach mixture, verify surrounding surfaces are properly protected or can be cleaned with the same concentration bleach mixture. Apply the solution and let air dry. Make sure the surface is rinsed with clear water and all the bleach solution is wiped away.

Solid Surface: Disinfect the surfaces with 1-part household bleach to 10-part water, wipe down the surface and allow the surface to remain wet for at least 5 seconds, rinse the surface, and wipe or blot dry with a soft cloth.

Metal Surfaces (Powder-coat and Paint): To disinfect powder coat surfaces use a non-bleach or ammonia commercial cleaner like Simple Green® Cleaner Finish® Spray Disinfectant, follow the cleaner's instructions. Never use bleach on powder-coated furniture because of the corrosive nature of bleach and the causes it may have on these surfaces.

Plastics (Seating and Casegood Parts): JSI products utilize seven plastic types. It is important to follow the appropriate disinfecting instructions for each type. See chart for instructions.

Acrylic Panels: Care must be taken when cleaning Acrylic Panels to avoid fine scarring or scratching. A 1-part bleach to 5-parts water solution can be used as a disinfectant. Cleaners such as Novus #1® or Brillianize® can also be used. Never use a cleaning solution that contains ammonia to clean acrylic panels.

Note, repeated use of a bleach solution may cause a haze to form on the surface of acrylic panels, especially clear panels. An alternative solution is using a warm, mild soapy solution with a microfiber cloth, rinsing and drying with another microfiber cloth.

Acoustic PET: Spray a diluted bleach solution of 1-part household bleach to 20-parts water on to the surface, then wipe off the surface moisture to help spread the bleach solution throughout the surface. For stains, use a polyester carpet shampoo solution mixed with water, and apply to the affected area with a damp cloth. When using a carpet shampoo solution, try a small, preferably inconspicuous, area prior to applying to the full surface, and follow the cleaning instructions.

Chair Back Knitting: It is recommended to only use mild soapy solutions, due to the elastic fibers. Use a blotting technique to avoid snagging the knit.

Upholstery Cover: Each upholstery cover has unique characteristics, and therefore, different cleaning and disinfecting instructions.

Over 70% of upholstery covers in the JSI grade in program can be cleaned or disinfected with a household bleach solution. The bleach solution for each fabric may differ, please contact JSI Customer Support Team for more information.

Recommended Material Cleaning Guidelines

	Benefact® (botanical)	Clorox® Healthcare VersaSure® Wipes	Expose® II 256 (phenolic)	Isopropyl Alcohol	Oxivir® 1 (hydrogen peroxide)	Oxivir® TB (hydrogen peroxide)	PDI Sani-Prime® Germicidal Spray (quaternary)	PDI Super Sani-Cloth® Wipes (quaternary)	Virex® II 256 (quaternary)
Aged Ash		●		●			●	●	●
Alabaster	●	●	●		●	●	●	●	●
Ale	●	●	●		●	●	●	●	●
Autumn	●	●	●		●	●	●	●	●
Blonde Echo	●	●	●		●	●	●	●	●
Bourbon		●		●			●	●	●
Brazil Wood	●	●	●		●	●	●	●	●
Bridal Blanco		●					●	●	●
Brighton	●	●	●		●	●	●	●	●
Designer White	●	●	●		●	●	●	●	●
Florence Walnut	●	●	●		●	●	●	●	●
Graphite		●		●			●	●	●
High Line	●	●	●		●	●	●	●	●
Oatmeal Cookie		●					●	●	●
Pinnacle Walnut	●	●	●		●	●	●	●	●
Shadow	●	●	●		●	●	●	●	●
Slate Grey	●	●	●		●	●	●	●	●
Studio Teak	●	●	●		●	●	●	●	●
Vintage	●	●	●		●	●	●	●	●
Walnut Height	●	●	●		●	●	●	●	●
Weathered Ash				●			●	●	●

Recommended Material Cleaning Guidelines

	409® All Purpose Cleaner	Bleach Solutions	Clorox® Healthcare VersaSure® Wipes	PURELL® Multi-Surface Disinfectant	Simple Green® Clean Finish® Disinfectant
Chair - Nylon Arms and Arm Caps Proxy, Knox, Laurel, Milk (frames)		20:1		●	●
Chair - Polyurethane Arms and Pads Garvey, Garvey R5, Protocol, Proxy, Tyler, Knox	●		●		
Chair - Plastic Seat and or Back Bryn, Cym, Hoopz, Jude, Knox, Kyla, Milk	●		●		
Chair Shells Wink	●		●		
Acrylic Chair Shell (Translucent) Wink		10:1*			
Chair - Nylon Swivel Bases Avia, Cym, Garvey		20:1		●	●
Chair - Polyurethane Swivel Bases Harbor, Newton, Protocol, Proxy, Tara, Knox	●		●		
Casters		20:1			●
Swivel Chair Control Levers Paddles All Swivel Chairs		●		●	
Plastic Grommets & Power Data	●		●		

** Recommend to clean and disinfecting with mild soapy water, blotting the area with wet soft microfber cloth. Any pressure or scrubbing may scratch the surface. Rinse with clear water and dry with a microfber cloth.*