



Parts and Damage Replacement Procedure

1. Please inspect your purchase immediately.
2. This procedure covers product purchased from an authorized Roundhill Reseller and was received in its originally sealed carton.
3. If you find a part missing or damaged, you have a 30-day window in which to order a replacement part from the date on your purchase receipt.
4. You have 3 ways to do this. You will need a copy of your purchase receipt.
 - a. By Fax: Fax the parts order form below and along with your receipt to 614-878-7918
 - b. By Email: Email the order form and along with your receipt to: parts@roundhillfurniture.com
 - c. By Mail: Fill out the parts order form below and along with a copy of your receipt send it to Roundhill furniture parts department 3640 Zane Trace Drive, Columbus OH 43228
5. Once this order is sent in, you will be notified if the part(s) you are requesting can or cannot be shipped within 7-10 business days.

**A COPY OF YOUR PURCHASE RECEIPT OR INVOICE MUST BE ATTACHED TO THIS ORDER FORM.
NO ORDERS WILL BE PROCESSED WITHOUT PROOF OF PURCHASE.**

NAME: _____
ADDRESS: _____ (No Post Office Boxes)
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____
EMAIL: _____

REASON FOR REPLACEMENT/PLEASE CHECK APPROPRIATE BOX.

- () Damaged /scratched, cracked, broken, crushed, etc.
- () Mechanical malfunction/ drawer glides, swivel mechanisms, lid stays, etc.
- () Missing pieces
- () Unfinished surface
- () Wrong color
- () Other

IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

Model Number	Part Letter Code	Quantity

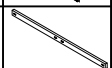
ITEM NO.B844M/B845M-MIRROR

ASSEMBLY INSTRUCTIONS

MODEL : B844M/B845M

DESCRIPTION : MIRROR

Thank you for purchasing this quality product. Be sure to check all packing material carefully for small Hardware which may have some loose inside the carton during shipment. Identify and count all Hardware. Identify and count all Hardware and compare with the Hardware List Below.

PARTS LIST				HARDWARE LIST				
No.	Description	Sketch	Q'ty	No.	Description	Sketch	Size	Q'ty
A	Mirror		1pc	1	Allen Bolt		Ø1/4"x38mm	8pcs
B	Mirror Support		2pcs	2	Spring Washer		Ø1/4"	8pcs
C	Dresser		1pc	3	Flat Washer		Ø1/4"x19mm	8pcs
				4	Allen Key		4mm	1pc

