

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 5357 Crosswind Dr, 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. B309Q-HF QUEEN BED

ASSEMBLY INSTRUCTION

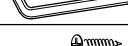
MODEL : B309Q-HF + B309KQ-RL

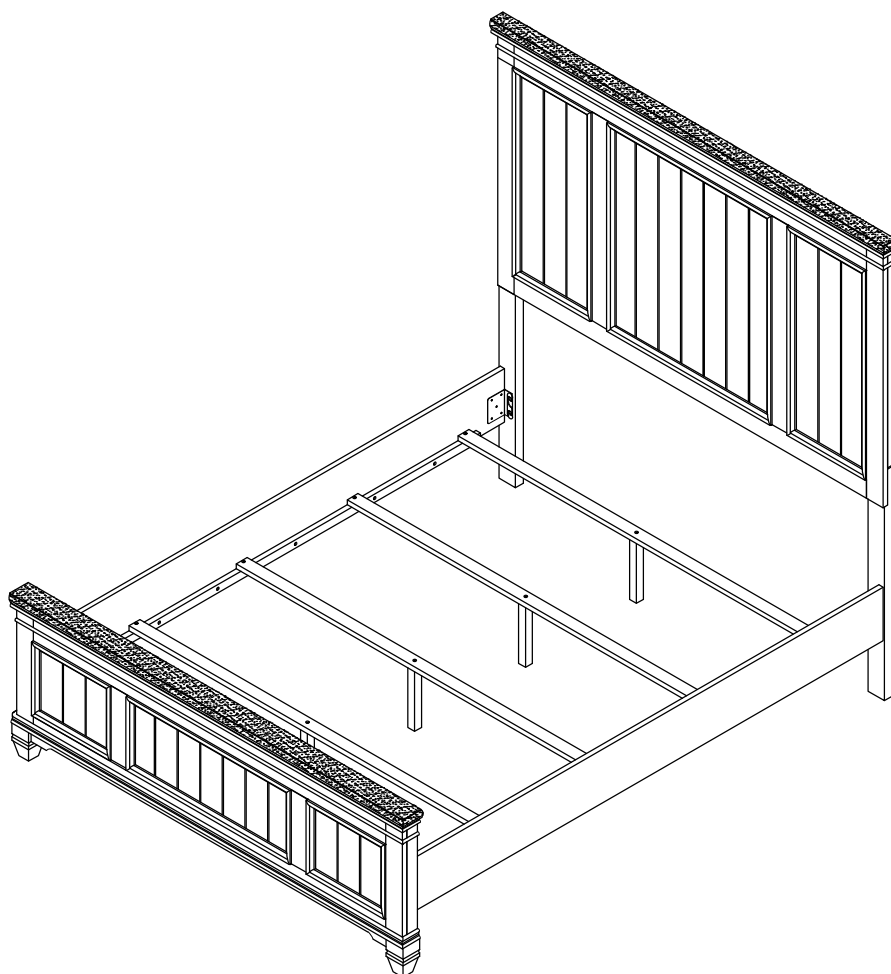
DESCRIPTION : QUEEN HEADBOARD & FOOTBOARD W/ 4 SLATS,
4 SUPPORTS + QUEEN / KING SIDERAIL SET (2)

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

Component List		
Headboard & Footboard		
No	Descriptions	Qty
A	Headboard Panel	1
B	Footboard Panel	1
C	Bed Slat	4
D	Bed Slat Support	4
E	Leg (L/R)	2

Side Rail		
No	Descriptions	Qty
F	Side Rail (L/R)	2

Hardware List In Headboard & Footboard		
No	Descriptions	Qty
1	JCBC Screw M6 x 30mm 	6
2	Spring Washer Ø1/4" 	6
3	Flat Washer Ø1/4" x 13mm 	6
4	L Key M4 	1
5	L Key M5 	1
6	CSK M4 x 32mm 	8



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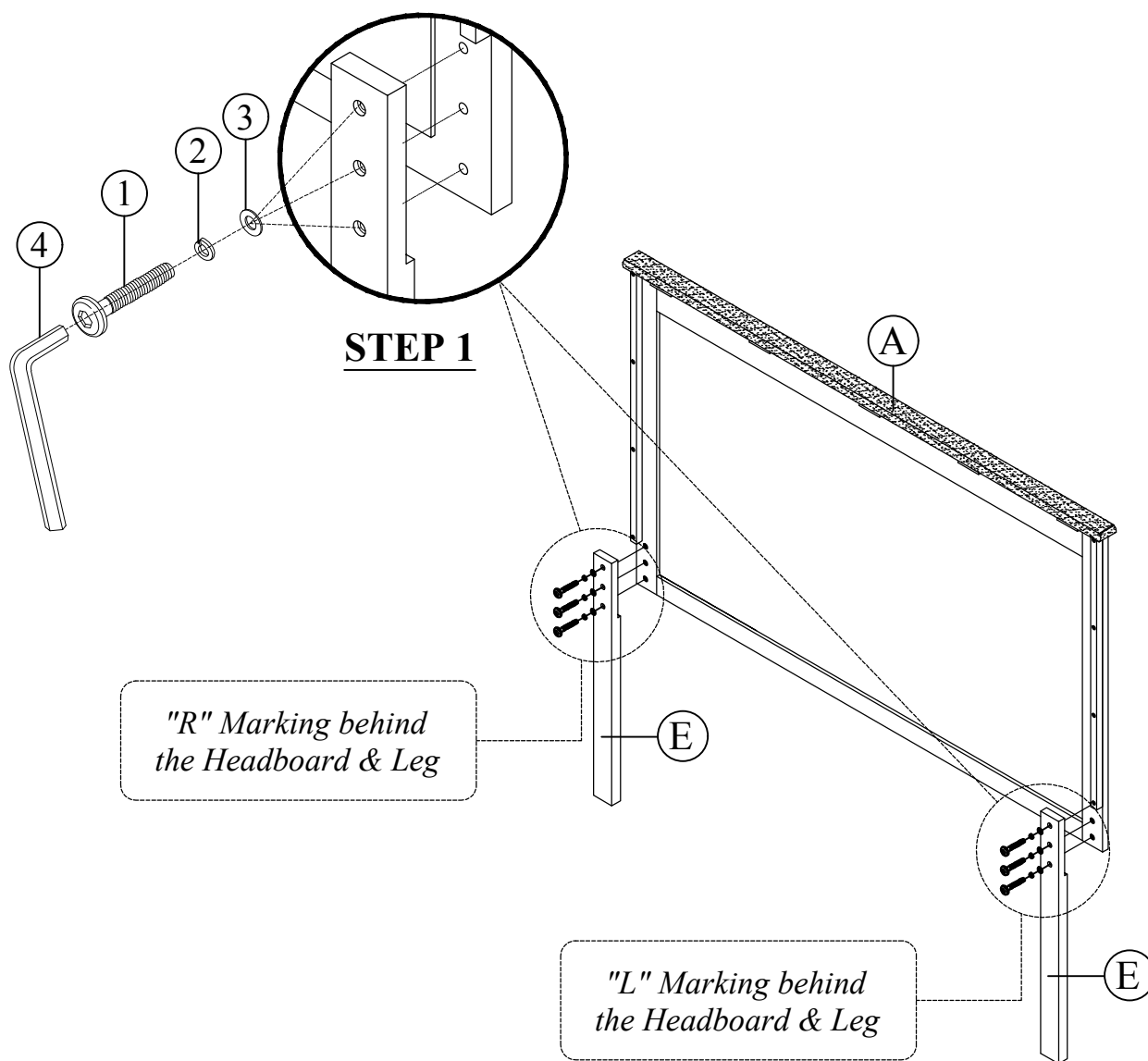
ASSEMBLY INSTRUCTION

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STEP 1 : Attach & tighten the Headboard Leg (E) to the Headboard Panel (A). Affix Headboard & Headboard Leg using JCBC screw M6 x 30mm (1), Spring Washer (2), Flat Washer (3) using L Key M4 (4).



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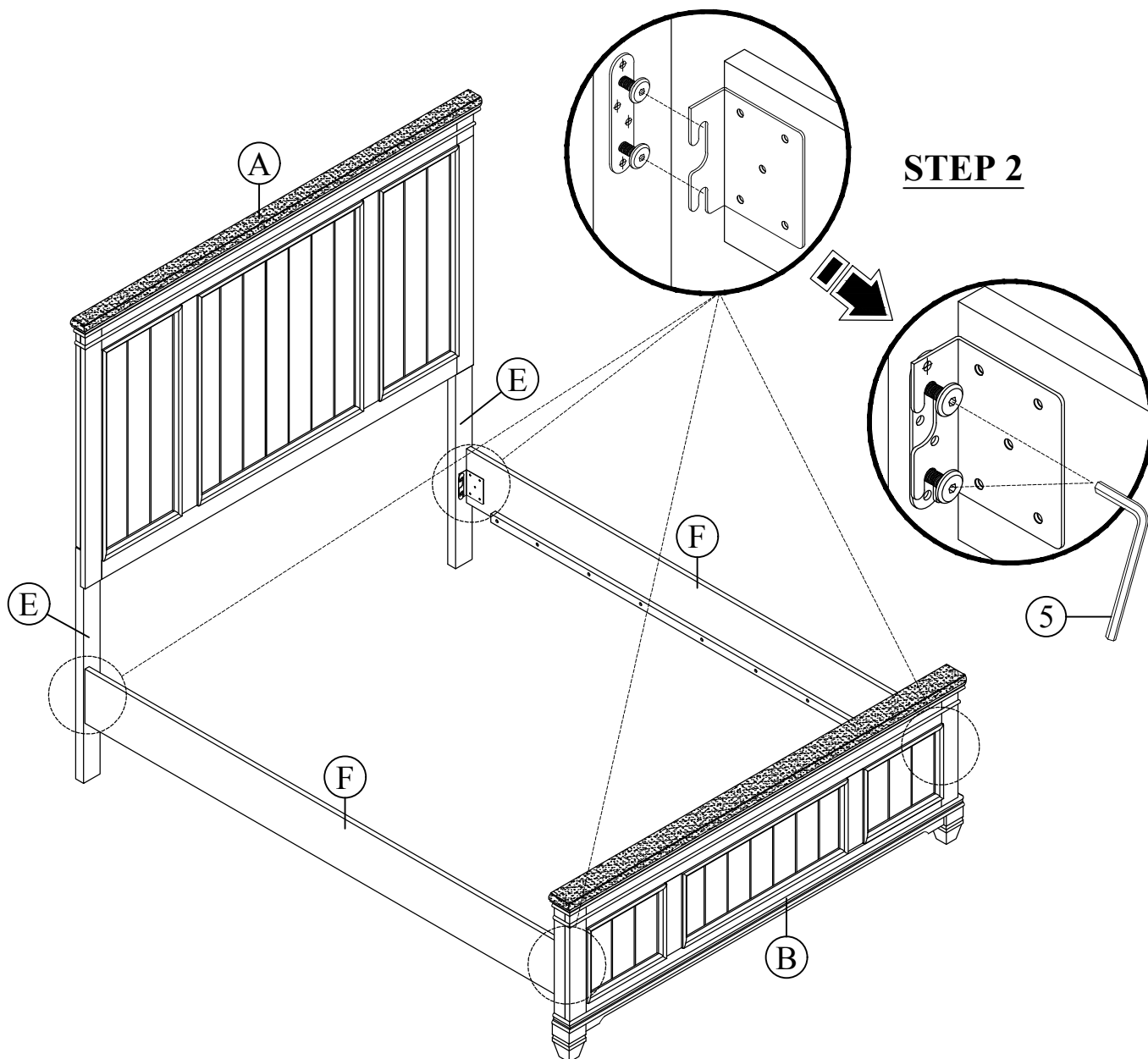
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STEP 2 : Attach the Side Rail (F) to Headboard Leg R/L (E). Tighten screw on Headboard Leg by using L Key M5 (5) & repeat the same step on Footboard (B).



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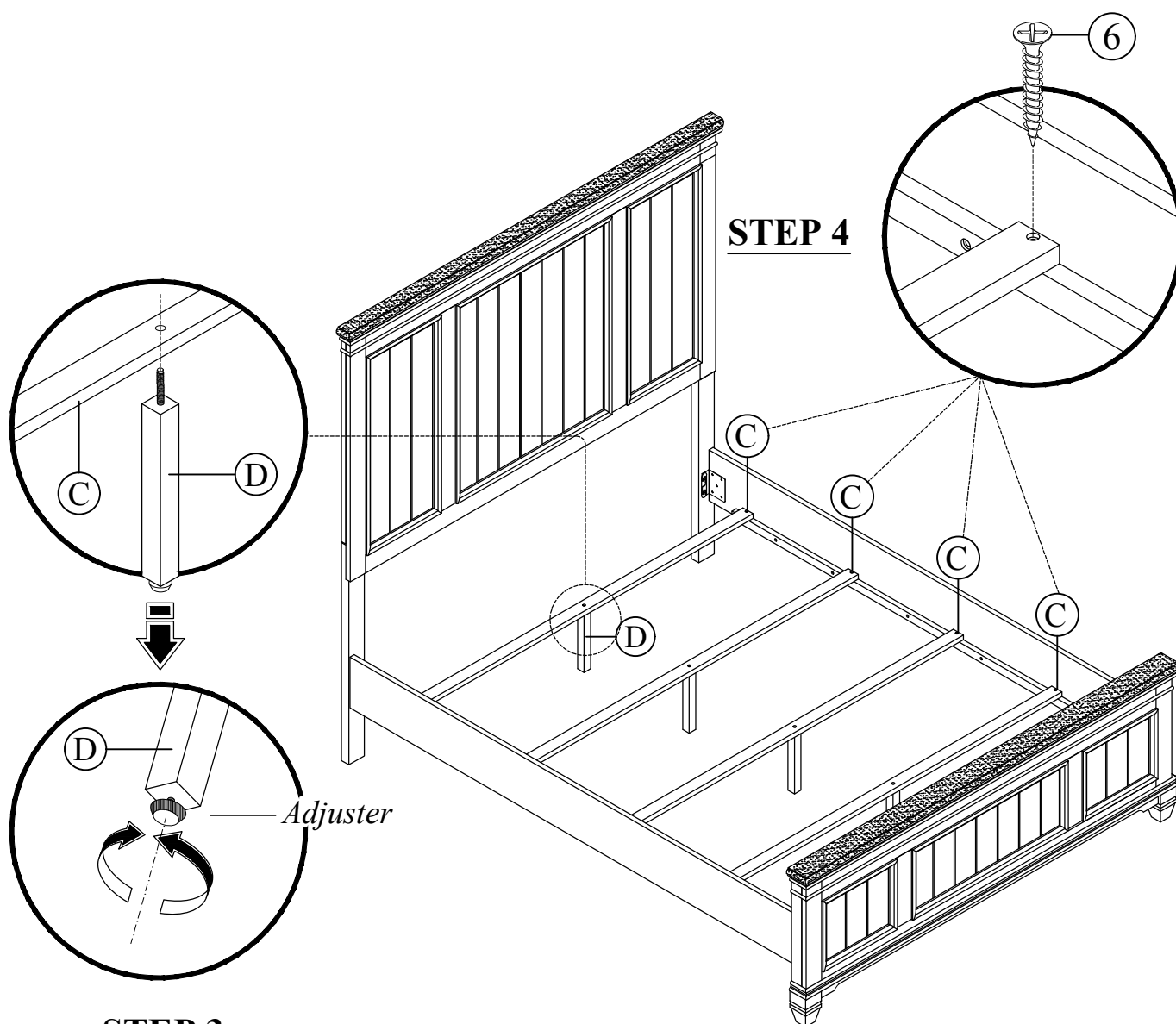
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STEP 3 : Attach the Bed Slat Support (D) to the bottom of each Bed Slat (C).

STEP 4 : Attach Bed Slat (C) and tighten to Side Rail (F) with CSK M4 x 32mm (6).



STEP 3