



## 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](mailto: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.**

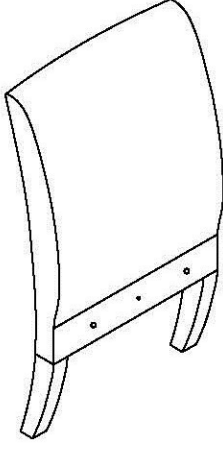
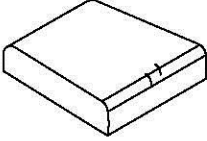
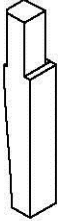

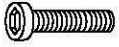
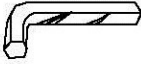


NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ (No Post Office Boxes)  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### 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

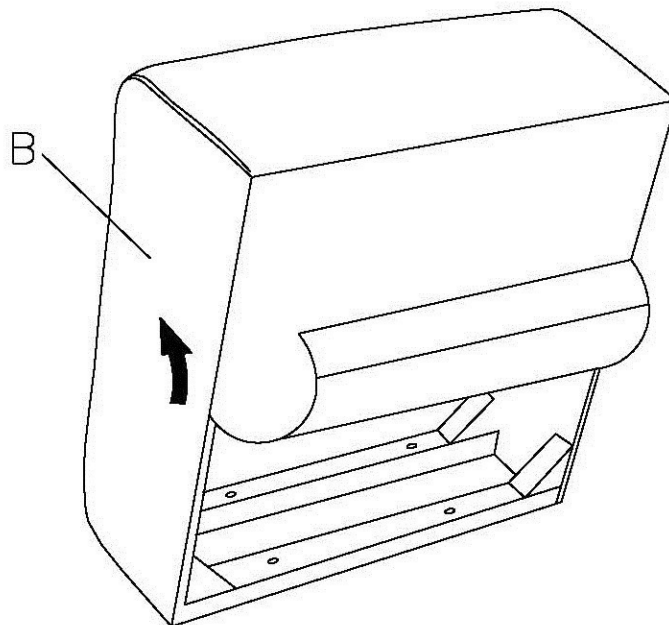
IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

Model Number	Part Letter Code	Quantity

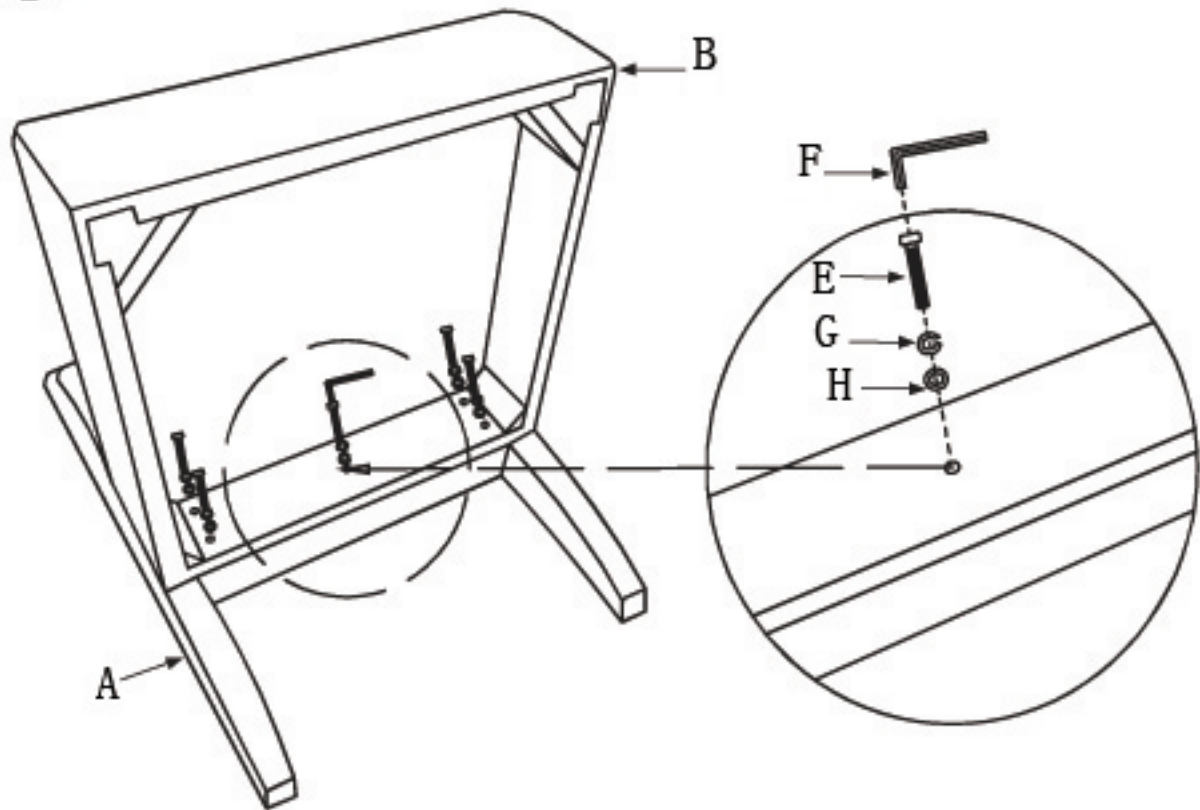
<p>Ax1</p> 	<p>Bx1</p> 	<p>Cx2</p> 	<p>Dx4</p>  <p>5/16" x 70mm</p>
			<p>Ex6</p>  <p>5/16" x 60mm</p>
	<p>Fx1</p> 	<p>Gx10</p> 	<p>Hx10</p> 
<p><b>CAUTION</b></p> <p>Please find leg and hardware pack inside the dust cover underneath seat cushion!</p>			

- ⚠ NOTE: UNIT SHOULD BE ASSEMBLED BY TWO OR MORE PEOPLE. DO NOT TIGHTEN ANY BOLTS UNTIL ALL BOLTS HAVE BEEN STARTED!
- ⚠ NOTA: ¡ESTA UNIDAD DEBE SER ARMADA POR 2 O MAS PERSONAS! NO APRIETE NINGUN PERNO HASTA QUE TODOS ESTEN EN SU LUGAR!
- ⚠ REMARQUE: LE MEUBLE DOIT ETRE ASSEMBLÉ PAR DEUX PERSONNES OU PLUS. NE BLOQUER AUCUNE VIS TANT QUE VOUS N'AVEZ PAS COMMENCE A TOUTES LES DEMARRER!
- ⚠ 注意：产品应由两个或者两个以上的人员组装。在产品组装过程中，不要锁紧螺栓！

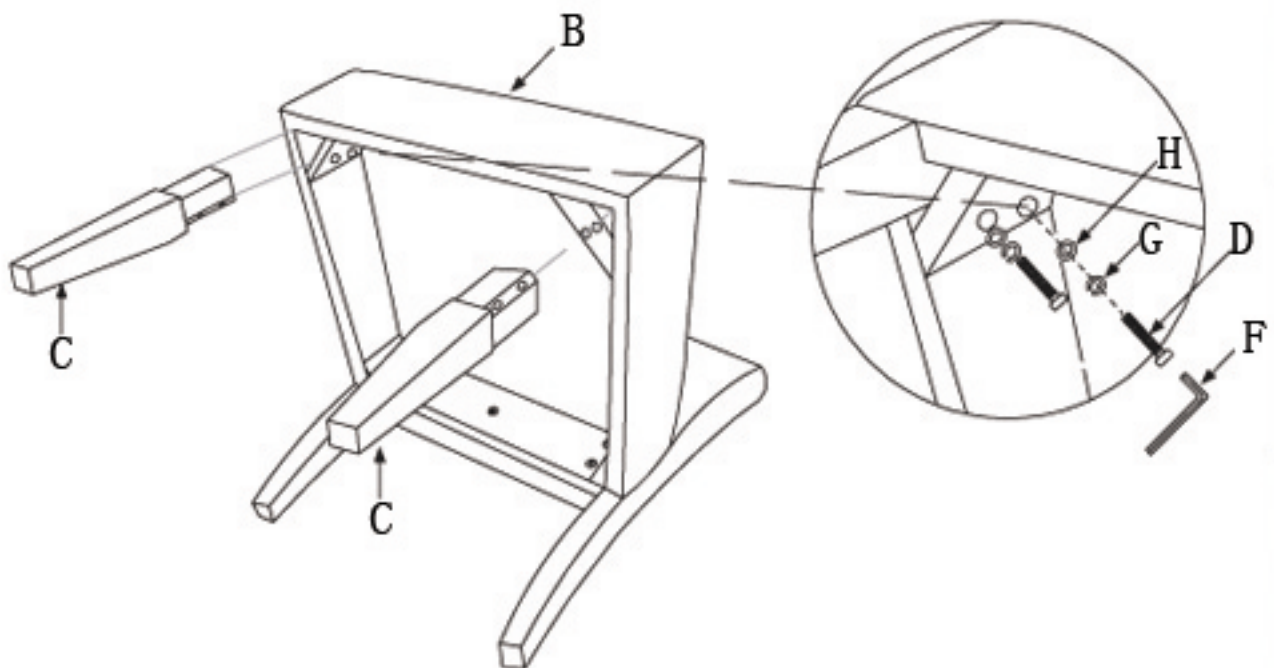
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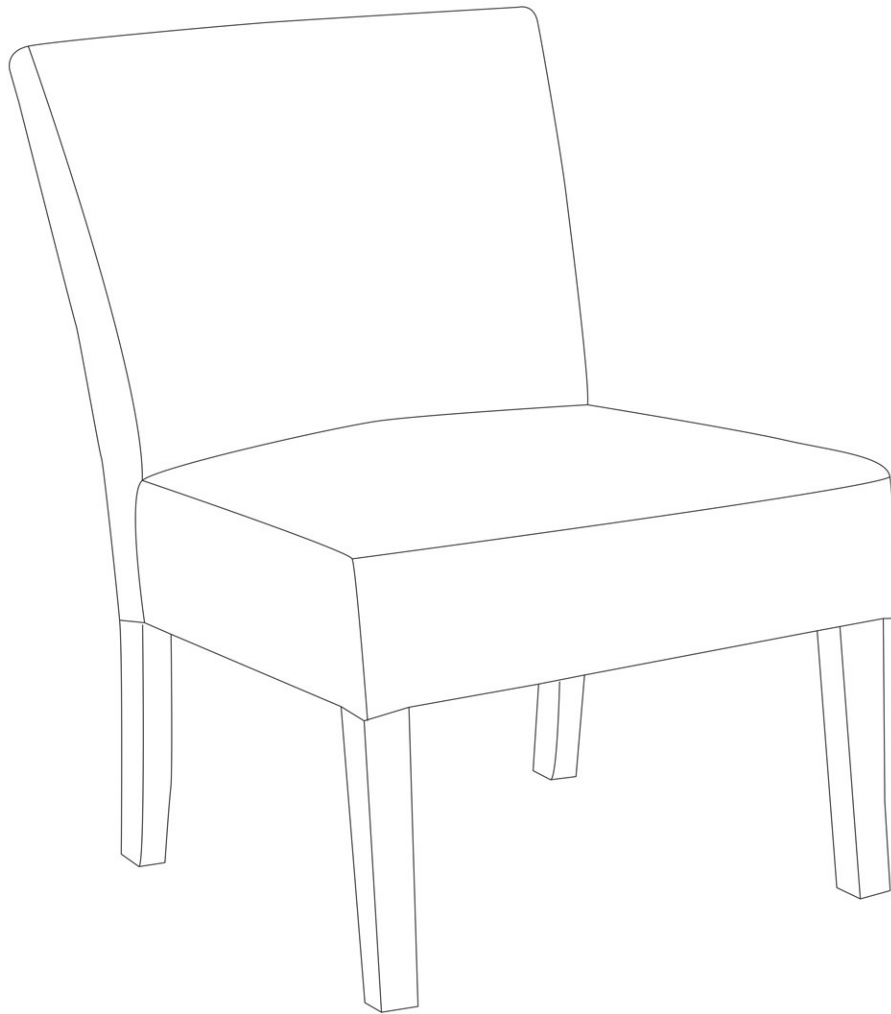
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③



④



NOTE: Level the chair and tighten all bolts with the allen wrench.

NOTA: Nivele la silla y aprete todos los pernos con la llave allen.

REMARQUE: Mettez la chaise droite et serrez tous les boulons avec les clés allen.

注意：如果发现椅子不稳，请用内六角扳手拧紧所有螺杆。