



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.

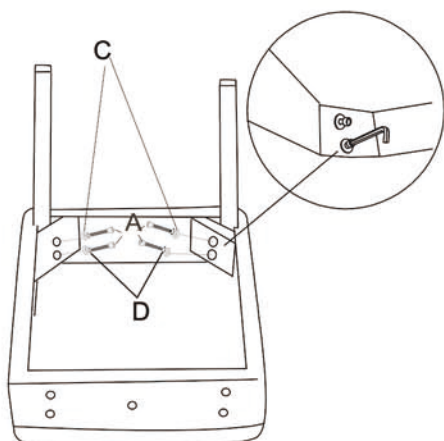
| Model Number | Part Letter Code | Quantity |
|--------------|------------------|----------|
| | | |
| | | |
| | | |

C161,C163,C166 ASSEMBLY INSTRUCTION

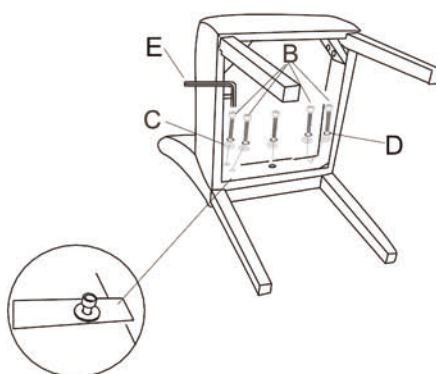
PARTS List

| KEY | QTY | DESCRIPTION |
|-----|-----|--|
| A | 4 |  8 x 60mm |
| B | 5 |  8 x 50mm |
| C | 9 |  |
| D | 9 |  |
| E | 1 |  M8 |

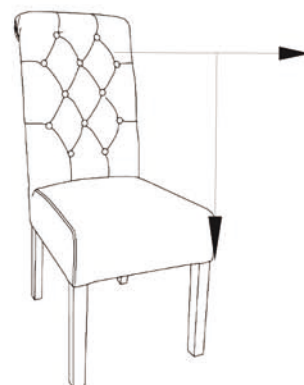
Please find legs and hardware pack inside dust cover underneath seat cushion!



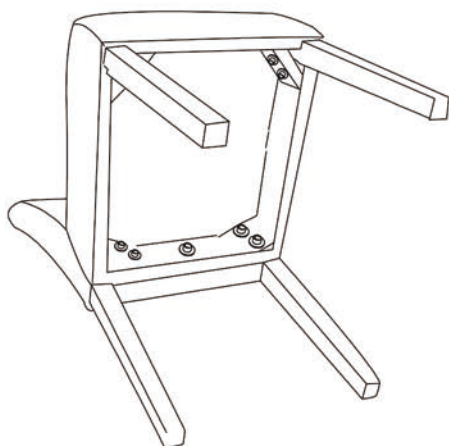
STEP1 Partly screw in bolts, but do not fully tighten



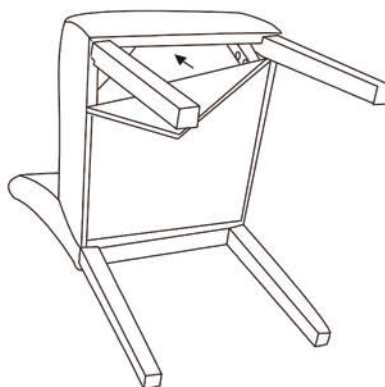
STEP2 Partly screw in bolts, but do not fully tighten



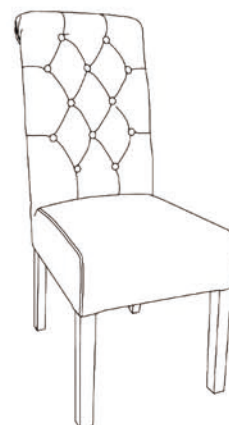
STEP3 Stand the chair upright & ensure it is level before tightening all bolts



STEP4 Fully tighten all bolts



STEP5 Cover the fabric



STEP6

WARNING:

- DO NOT STAND ON THIS CHAIR DO NOT USE THIS CHAIR AS STEP LADDER.
- USE THIS PRODUCT ONLY FOR SEATING ONE PERSON AT A TIME.
- DO NOT USE THIS CHAIR UNLESS ALL BOLTS, SCREWS AND KNOBS ARE FIRMLY SECURED.
- AT LEAST EVERY 4 MONTHS, CHECK ALL BOLTS, SCREWS AND KNOBS TO BE SURE THEY ARE TIGHT.
- IF PARTS ARE MISSING, BROKEN DAMAGED OR WORN, STOP USE OF THIS PRODUCT UNTIL REPAIRS ARE MADE, USING FACTORY AUTHORIZED PARTS.
- FAILURE TO FOLLOW THESE WARNINGS COULD RESULT IN SERIOUS INJURY.