



## 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.**

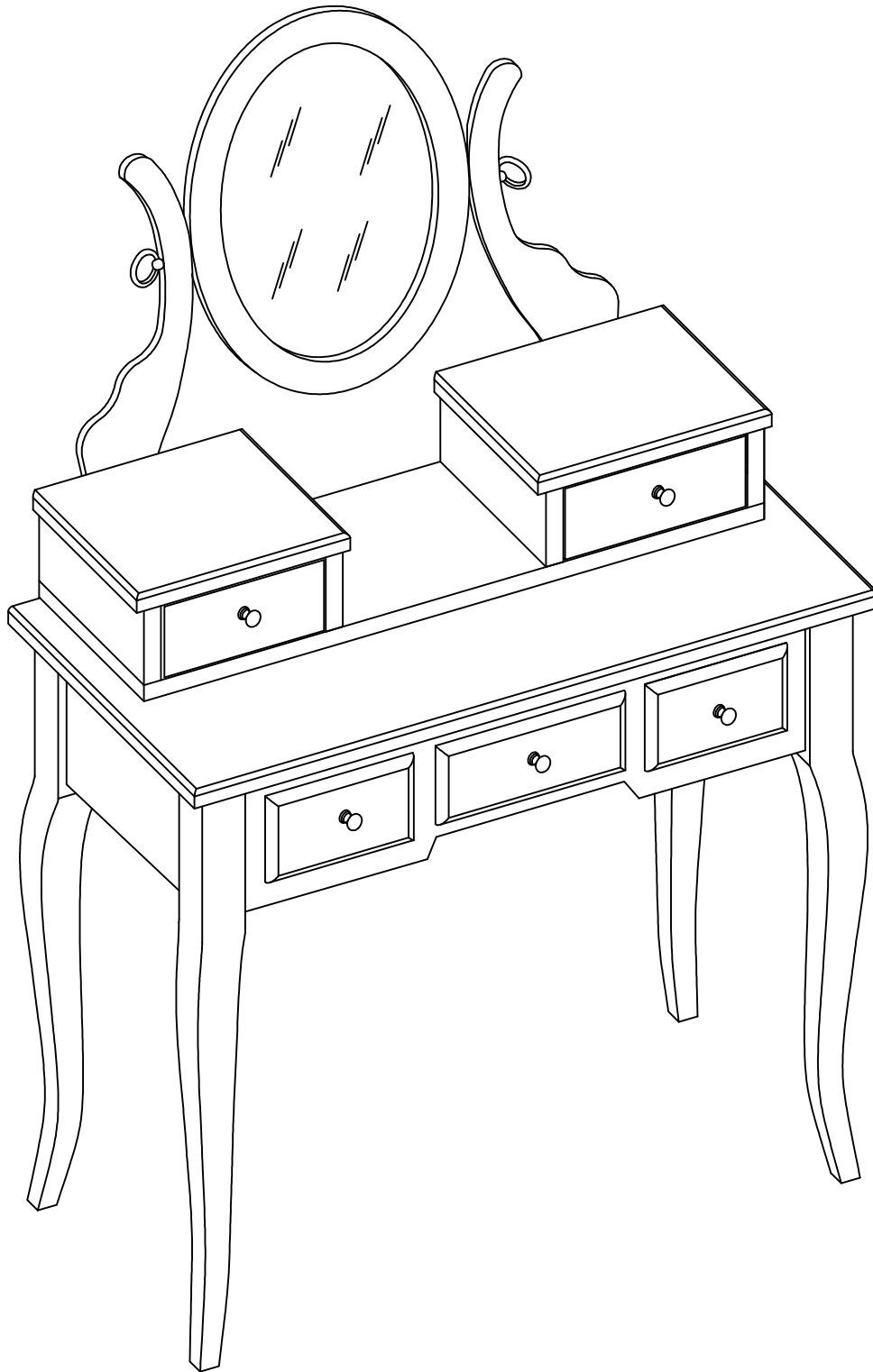
NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ (No Post Office Boxes)  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

### 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

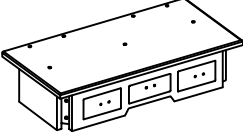

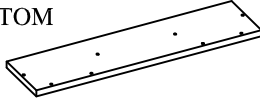
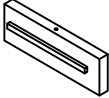

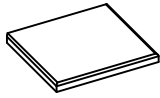
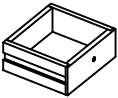




IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

Model Number	Part Letter Code	Quantity

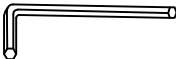










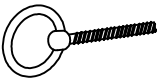



# ITEM#3418 ASSEMBLY INSTRUCTIONS

## Parts List

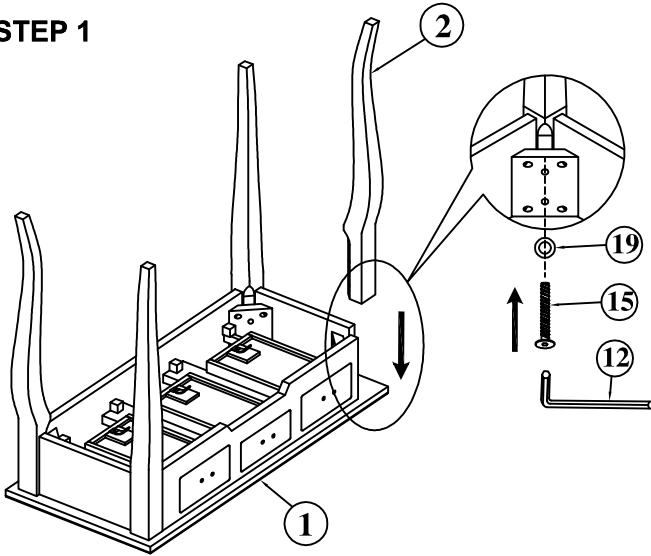
1. TABLE TOP 1 piece 	2. TABLE LEG 4 pieces 	3. SHELF BOTTOM 1 piece 
4. SIDE PANEL 4 pieces 	5. SOLE (L+R) 2 pieces 	6. SHELF TOP 2 pieces 
7. DRAWERS 2 pieces 	8. SUPPORT (L+R) 2 pieces 	9. MIRROR 1 piece 
10. FRONT DRAWERS (A) 2 pieces 	11. FRONT DRAWERS (B) 1 piece 	

## Hardware List

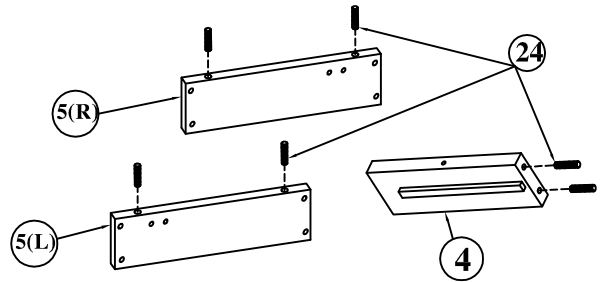
12. ALLEN KEY 1 piece 	13. BOLT (A) 4 pieces 	14. BOLT (B) 4 pieces 
15. BOLT (C) 8 pieces 	16. BOLT (D) 7 pieces 	17. BOLT HANDLE 5 pieces 
18. BARREL NUT 4 pieces 	19. LARGE WASHER 8 pieces 	20. SMALL WASHER 4 pieces 
21. LARGE SCREW 6 pieces 	22. HANDLE 5 pieces 	23. TYPE BOLT 2 pieces 
24. WOODEN PEGS 12 pieces 		

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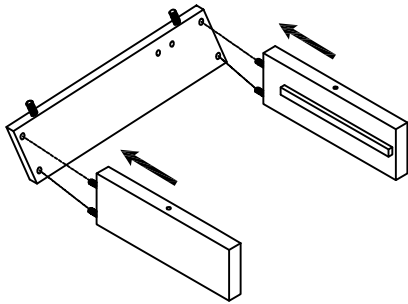
**STEP 1**



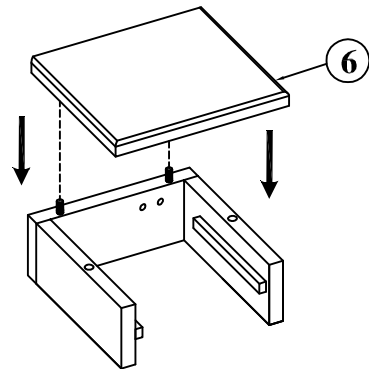
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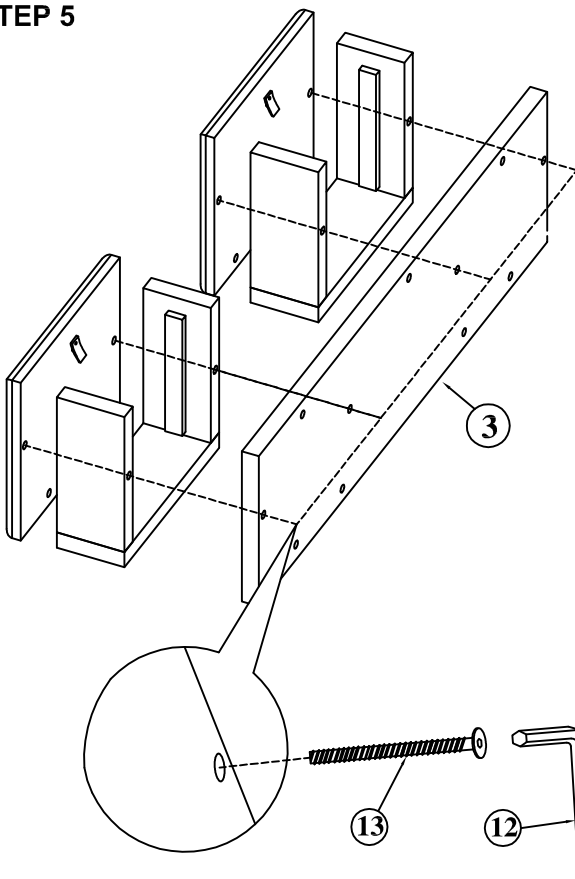
**STEP 3**



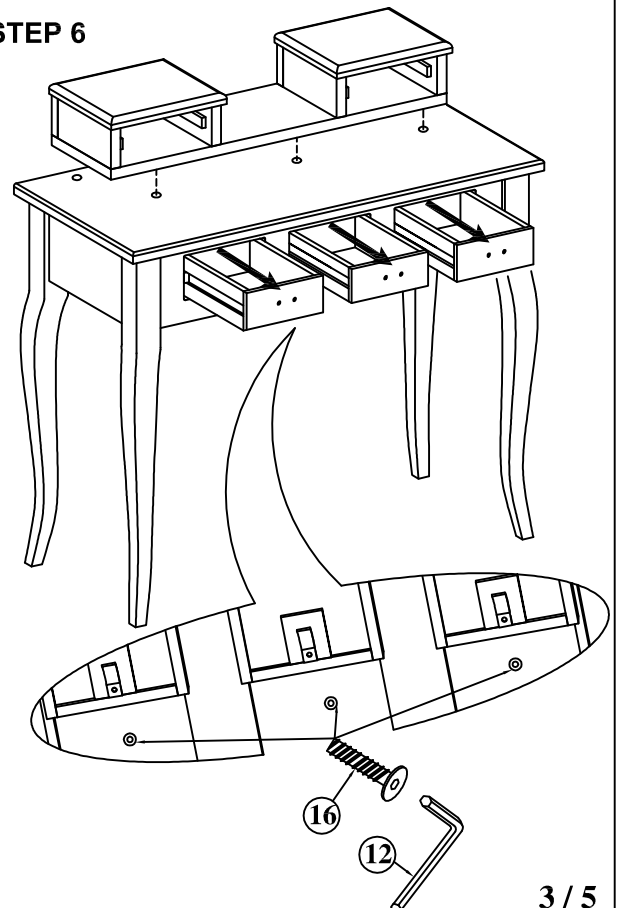
**STEP 4**



**STEP 5**

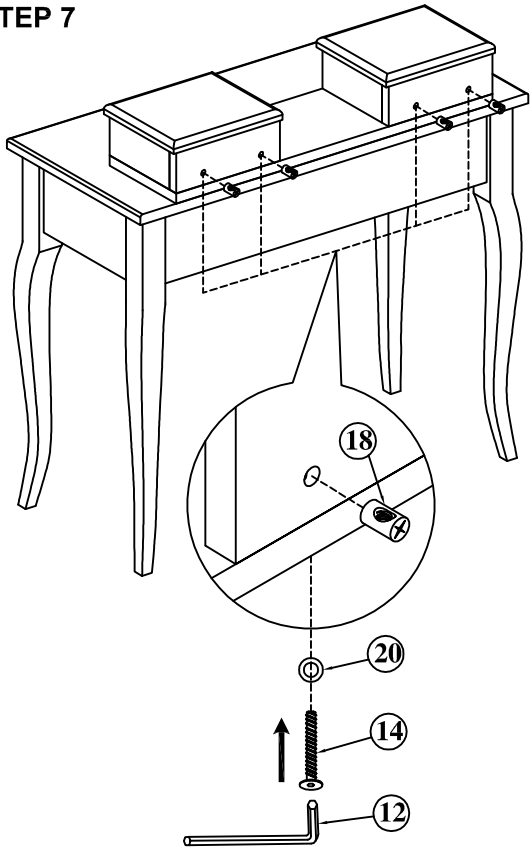


**STEP 6**

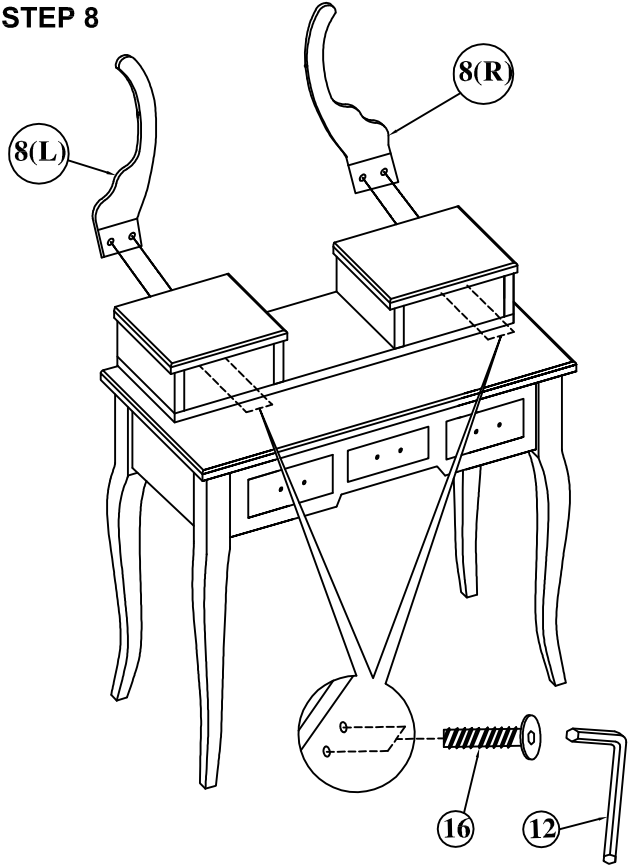


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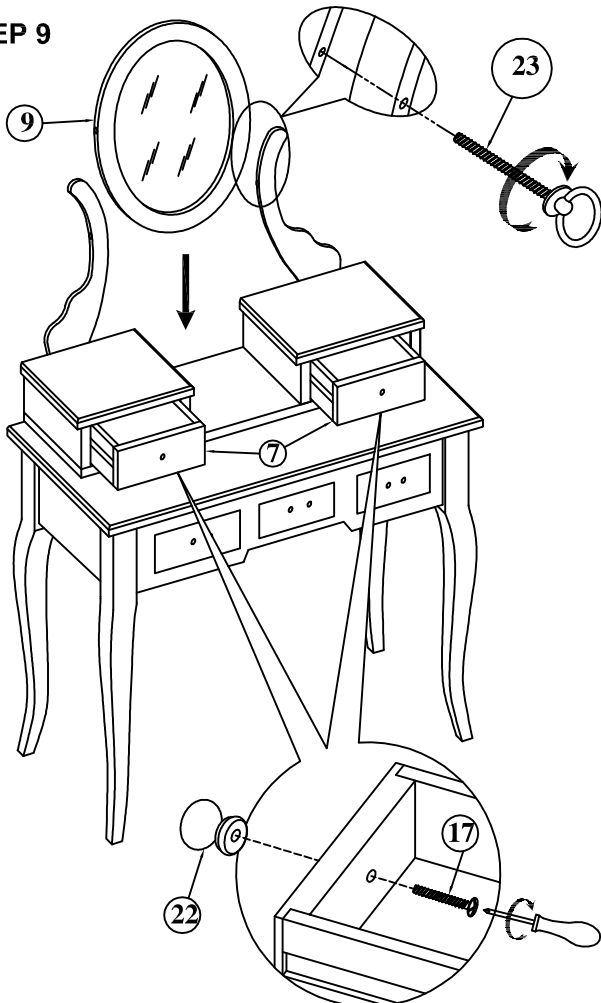
**STEP 7**



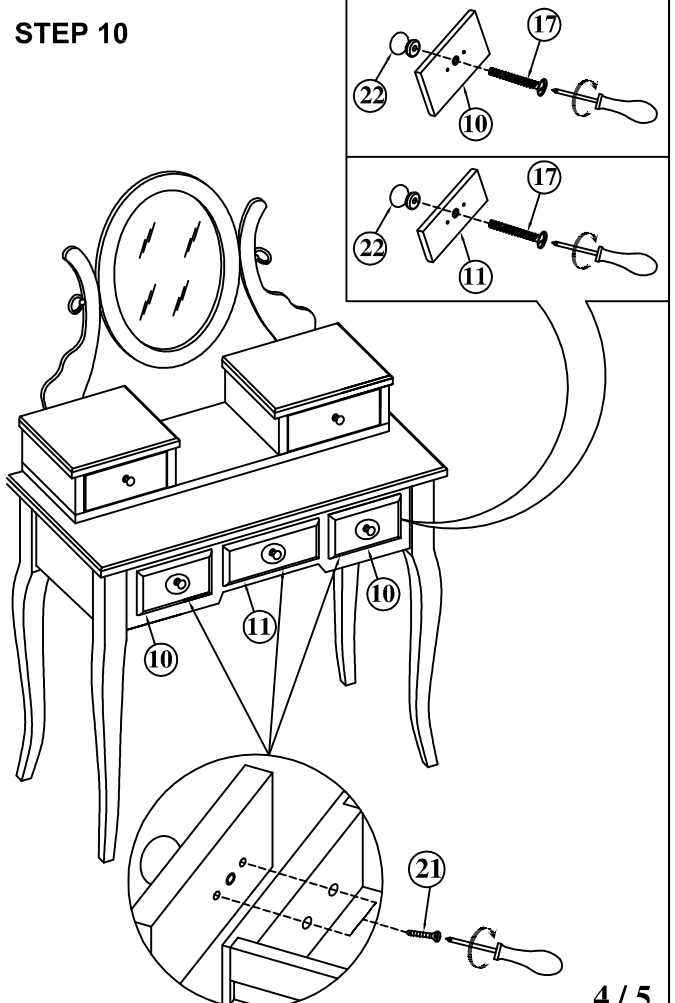
**STEP 8**



**STEP 9**

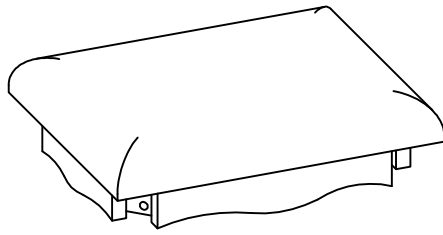


**STEP 10**

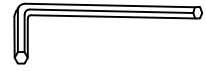


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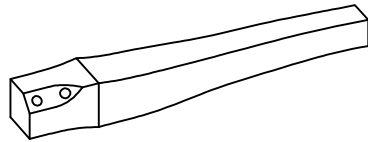
1. SEAT  
1 piece



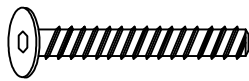
5. ALLEN KEY  
1 piece



2. LEG  
4 pieces



3. BOLT  
8 pieces



4. WASHER  
8 pieces

