



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: _____

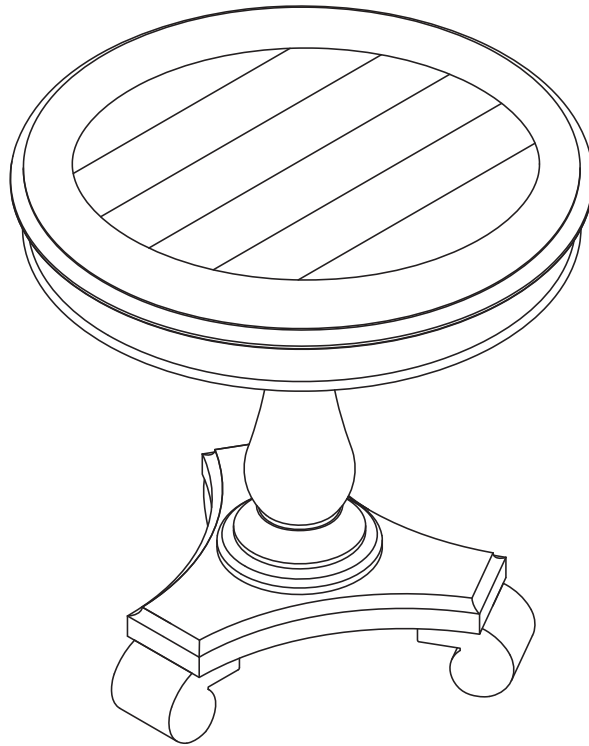
REASON FOR REPLACEMENT/PLEASE CHECK APPROPRIATE BOX.

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

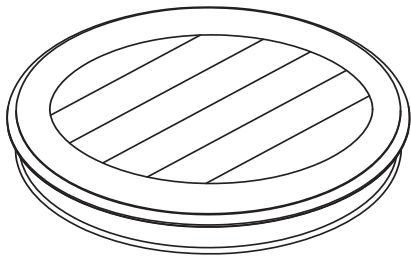
IF MORE THAN ONE MODEL NUMBER IS LISTED ABOVE, PLEASE SPECIFY THE EXACT MODEL NUMBER OF YOUR ITEM IN THE SPACE PROVIDED BELOW.

Model Number	Part Letter Code	Quantity

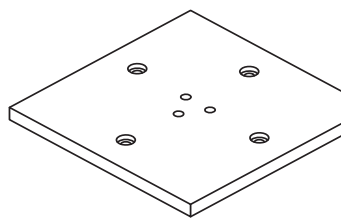
OE0024 ASSEMBLY INSTRUCTIONS



PARTS LIST



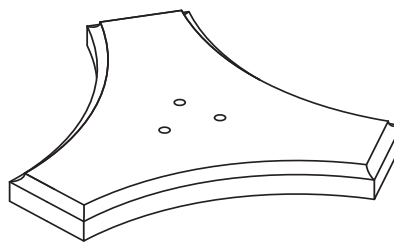
(1) Top Panel (1 PC)



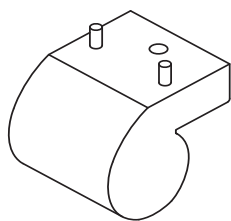
(2) Connection Panel (1 PC)



(3) Post (1 PC)



(4) Base Panel (1 PC)



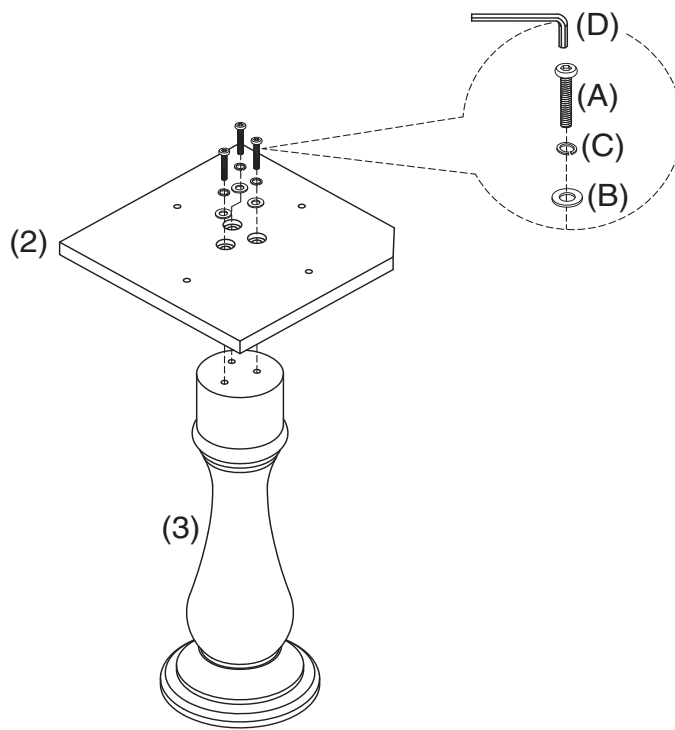
(5) Foot Pad (3 PCS)

HARDWARE LIST

NO	SKETCH	DESCRIPTION	SIZE	Q'TY
A		BOLT	ø5/16" X 35mm	13 PCS
B		FLAT WASHER	ø5/16" X 19 mm	13 PCS
C		SPRING WASHER	ø5/16"	13 PCS
D		WRENCH	5 mm	1 PC

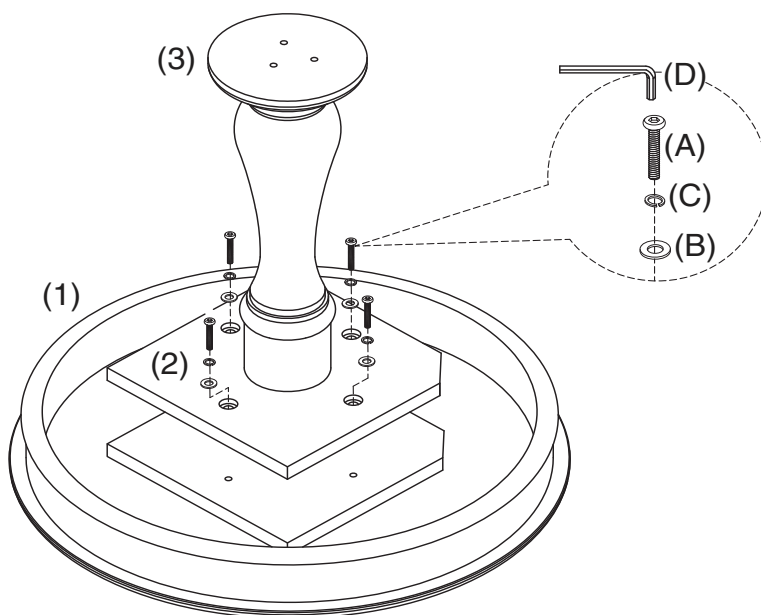
STEP 1:

Attach Connection Panel (2) to Post (3) using three Flat Washers (B), three Spring Washers (C) and three Bolts (A).
TIGHTEN ALL BOLTS USING WRENCH (D).



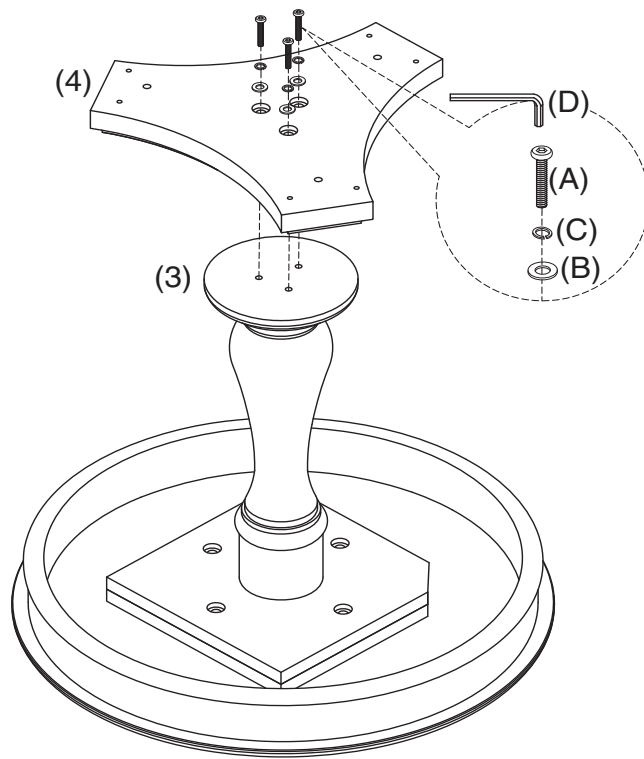
STEP 2:

Attach Connection Panel (2) to Top Panel (1) using four Flat Washers (B), four Spring Washers (C) and four Bolts (A).
TIGHTEN ALL BOLTS USING WRENCH (D).



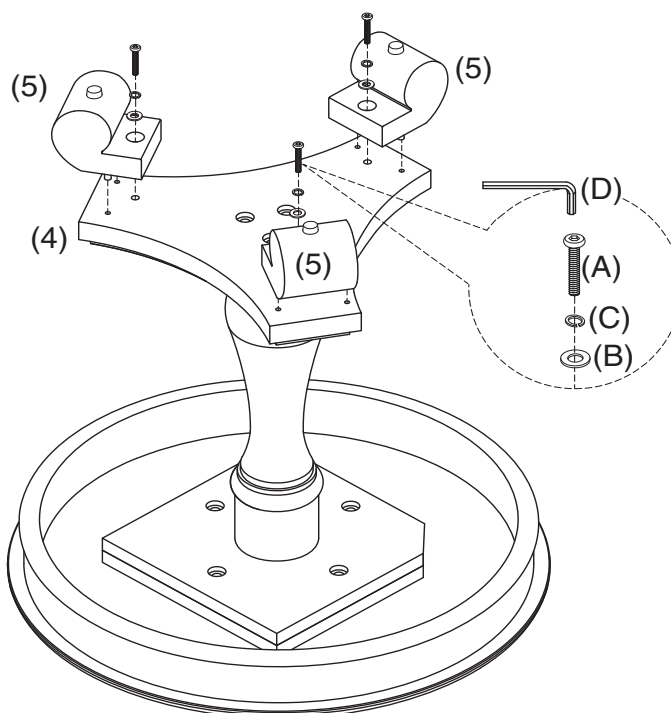
STEP 3:

Attach Base Panel (4) to Post (1) using three Flat Washers (B), three Spring Washers (C) and three Bolts (A).
TIGHTEN ALL BOLTS USING WRENCH (D).



STEP 4:

Attach Foot Pads (5) to Base Panel (4) using one Flat Washer (B), one Spring Washer (C) and one Bolt (A) for each Foot Pad (5). **TIGHTEN ALL BOLTS USING WRENCH (D).**



IMPORTANT: MAKE SURE BOLTS ARE SECURELY TIGHTENED BEFORE USING THIS PRODUCT.

STEP 5:

Adjust levelers to level table.

