

ARTEMIS

Price and Specification Guide



Effective November 5, 2013



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada



krug



**SUPPLY ARRANGEMENTS
FREESTANDING FURNITURE**

**SOLICITATION NO.: E60PQ-090004/044/PQ
END DATE: 06/27/2014**

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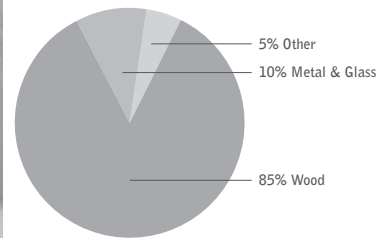
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LEED CI CREDIT SUMMARY



MATERIAL CONTENT:



PRE-CONSUMER RECYCLED CONTENT = 81%
 POST-CONSUMER RECYCLE CONTENT = 3%.

CONTRIBUTES TO

CREDIT 2.1 - 2.2	Construction Waste Management	1-2 point(s)
CREDIT 3.3	Resource Reuse	1 point(s)
CREDIT 4.1	Recycled Content	1 point(s)
CREDIT 4.2	Recycled Content	1 point(s)
CREDIT 4.4	Low Emitting Materials, (MUST BE REQUESTED) Composite Wood & Laminate Adhesives	1 point(s)
CREDIT 5.1	Regional Materials*	1 point(s)
CREDIT 6	Rapidly Renewable Materials (MUST BE REQUESTED)	1 point(s)
CREDIT 7	Certified Wood (MUST BE REQUESTED)	1 point(s)

* This credit is only applicable if in total 20% of the combined value of the procurement of construction materials and in the furniture are manufactured within a radius of 500 miles. This credit will apply if the installation of the finished product occurs within 500 miles of Kitchener, Ontario.

level® CERTIFICATION, AIR EMISSIONS AND FSC® CERTIFICATION



level® Certification

BIFMA's e3 Furniture Sustainability Standard is a voluntary, multi-attribute standard that measures the degree of sustainability of furniture. This standard evaluates product and company environmental attributes and compliance systems in a wide range of elements which include Materials, Energy & Atmosphere, Human & Ecosystem Health and Social Responsibility. Artemis products have earned level®, BIFMA's sustainability certification program for furniture, certification through third-party verification against the e3 standard.



FSC
 www.fsc.org
 FSC® C021699

The mark of responsible forestry

Air Emissions

All Artemis products can be supplied with air emissions-certification. Contact customer service for information and upcharges.

FSC®

In 2005, Krug received Forest Stewardship Council® (FSC®) Chain-of-Custody certification for our manufacturing facilities. The FSC® Chain-of-Custody tracks certified wood from seedling to final sale. It signifies that the growth, harvesting and production of goods are entirely achieved through responsible forestry, which guarantees a healthy supply of forest resources for generations to come. Artemis and other Krug products can be specified with one of two types of FSC® Certification:

- (a) FSC®-certified (which includes FSC®-certified lumber, veneer and substrate material)
 - (b) FSC®-mix certified (which includes substrate material only, and is a lower cost option certification)
- FSC® certification (a) requires upcharges and often requires additional lead time. Contact customer service for further information, pricing and leadtimes.



Architects, designers, and building professionals can specify FSC®-certified products in order to achieve a point from the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Rating System.

GENERAL INFORMATION

TERMS AND CONDITIONS

Net 30 days on approved credit. A late payment charge of 1% per month will be applied on overdue invoices. This charge will be pro-rated to the number of days past 30 days that the invoice is overdue. All applicable sales taxes are extra. Prices include shipping to territorial warehouse. Distribution of this price list does not in itself constitute an offer to sell. Orders can be received only from authorized Krug dealers. Acceptance of any order and terms of sale may be established at the discretion of Krug. Deposits are required on orders received from new accounts as well as on large or special orders. Krug reserves the right to discontinue designs, or to change designs, construction, prices, or materials without notice.

CUSTOMER SERVICE HOURS

Please note customer service hours are:

8:30 am to 5:00 pm est

1.888.578.KRUG

1.519.748.5177 fax

ORDER ACKNOWLEDGEMENTS

Each order will be acknowledged via email or fax. This acknowledgement is the final agreement between Krug and the customer, superseding all previous communications regarding the purchase order. Where there is a discrepancy on a purchase order between a product code and a description, Krug will make every effort to resolve the discrepancy, but will be ruled by the product code ordered. Please check all acknowledgements for accuracy, and advise Krug of any discrepancies with a purchase order.

CANCELLATION

A cancellation can be made only by expressed agreement with Krug. A cancellation fee may be incurred for restocking.

DIMENSIONS

Dimensions are in inches and approximate, and subject to change without notice. Contact Customer Service if dimensions are critical.

STORAGE CHARGES

Krug reserves the right to assess a nominal storage charge if a customer does not accept shipment of an order within a week of the ship date.

CONTACT INFORMATION

Phone: 1.888.578.KRUG

Fax: 1.519.748.5177

Purchase Order Fax: 1.888.236.4783 or email: orders@krug.ca

Web: www.krug.ca

Email: jschilli@krug.ca

INSTALLATION SUPPORT

For assistance please contact Technical Support at 1-888-578-5784 x216 or e-mail installationhelp@krug.ca and you will be directed to the appropriate installation support person.

PRICING

Krug endeavors to ensure that all prices in this price list reflect accurately our current prices. However, errors do occur and will be rectified through notices to the field. Krug reserves the right to acknowledge pricing that may be different from the price list.

WARRANTY

Krug warrants Artemis products to be free from defects in materials and workmanship for a period of 10 years from the date of purchase. This warranty is applicable to products in use by their original purchaser. This warranty does not apply to components and materials not manufactured by Krug; these are subject to the specific warranties of their manufacturers (if any). Repairs or replacement of any defect covered under this warranty by Krug will be made, at our option and method, at no charge to the original purchaser. Krug's judgement

is final and binding with respect to the nature or cause of defects or damage, and the necessity or manner or repair or replacement.

This warranty does not apply to defects or damage resulting from:

- normal wear and tear occurring with the use of the product
- negligence, misuse, excessive use, alteration, improper cleaning or repair
- substitution or use of incorrect or unauthorized components or material
- handling or installation that is incorrect, or that causes damage or defect
- damage incurred by a freight carrier other than Krug
- wearing of finishes and fabrics, and normal variations in materials (including dye lot variations)
- properties of natural materials, including wood and leather
- exposure to environments with uncontrolled temperature and humidity (products must be transported, stored and used in climate-controlled conditions)

EXPORT PACKAGING

Krug is pleased to provide the option for export packaging on all our products, to provide additional protection from damage. Export packaging is provided at an upcharge of 5% of the net selling price per item. Export Packaging is **STRONGLY RECOMMENDED** for:

(A) all shipments outside of the lower 48 states and Canada

(B) all shipments that will be held in storage for an extended period prior to installation. Important: Please note that Krug will not be responsible for damage claims on product shipped or stored in the above conditions where export packaging has not been utilized.

Please contact Customer Service for specifications or any other assistance regarding export packaging.

FREIGHT TERMS AND CONDITIONS

1. All product is shipped FOB the Krug factory. Freight is either pre-paid to the destination (dealer's dock or territorial warehouse, where available) or not pre-paid, depending on established customer specific freight terms.

2. Docks at the selected delivery location must be equipped to handle a 53' trailer. If a dock is inadequate for delivery by Krug, Krug will re-deliver to another local location and any additional costs will be charged to the customer.

3. When a Krug territorial warehouse (where available) is selected as the default delivery location, Krug pays freight cost to the territorial warehouse only, and no further. The Customer is responsible for all charges from this point.

4. For all deliveries, it is understood that Krug or its agent is making a dock delivery only (equipped to handle a 53' trailer), and any further work of truck unloading, delivery beyond the dock, installation, and removal of packaging is not authorized or paid for by Krug.

5. Drop shipments to the installation site, and timed deliveries, are available on larger shipments (full truckloads or slightly less) at no additional charge. Drop shipments or timed deliveries for smaller shipments may not be available, or if available will require a surcharge. Deliveries on an after hours basis, or on weekends, or any other special requirements, may be subject to a surcharge. Location and contact information, and the requested time of delivery, is required at least one week prior to the acknowledged shipment date. If this information is not provided one week in advance, or if the location or time of the drop shipment is changed less than one week in advance, a surcharge may be applied, and/or the drop shipment may not be scheduled.

GENERAL INFORMATION

6. For all deliveries - whether to the Customer location or drop shipment - any circumstances that result in the delay of our carrier (including unsuitable receiving facilities, or facilities not open or available), service charges will be applied at the rate of \$75/hour. Where re-delivery is necessary because of these circumstances, the full cost re-delivery will be charged. If Less Than Truck Load is delivering, one hour is allocated to unload. Any additional time required to unload after the first hour is \$75/hour.

If a Truck Load is delivering the order, three hours is allocated to unload. Any additional time required to unload is \$75/hour. Direct deliveries to site for net orders are possible, must exceed \$60,000 net, and accommodate 48-53' trailers. Krug is responsible for delivery to the approved delivery address. If an address change is required, this must be authorized by Krug 5 business days prior to ship date. Any additional delivery costs incurred after this time will be charged to the customer.

CUSTOMER SATISFACTION

It is the primary goal of Krug and our staff to ensure the complete satisfaction of our customers with our products and performance.

If a problem arises with a Krug product after the expiration of the limited warranty period, Krug will exercise its best efforts to achieve the satisfaction of the customer in a manner that is fair to all concerned.

DAMAGED SHIPMENTS

All Krug product is well engineered, carefully inspected, and expertly loaded onto our trucks at our Distribution Center. If you receive any damaged freight, we ask that you do not refuse the shipment. Krug is not responsible for damage to goods that occurs in transit or storage. It is the purchaser and/or receiver's responsibility to examine the goods upon receipt and to notify Krug of any damages, overages or shortages. Any discrepancies should be noted on the Bill of Lading. The delivering carrier will not accept responsibility for shortages or damages if signed "clear". Notification of concealed damage claims must be made to Krug Distribution within 5 days of delivery, along with digital pictures if available. All product and packaging must be available for inspection. Krug liability ceases after 5 business days and Krug will not be responsible for concealed damages if shipments are left unopened. Krug is not responsible for the condition of product that is stored or installed in an environment where temperature and humidity are not controlled.

Products must be opened and inspected on receipt, and any products not inspected when received, or held in storage, cannot be subjected to damage claims.

TESTING

All Krug Caseloads products meet or exceed the testing requirements of ANSI/BIFMA X5.5-2008 and/or X5.9 - 2012.



FIELD PRODUCT REPORT AUTHORIZATION

Krug's written authorization, in the form of an FPR number, must be obtained prior to incurring charges of any kind if Krug is expected to pay these charges. This includes authorization for field repairs and replacements, installation and delivery charges. Krug reserves the right to have its representative inspect product related to any request for such authorizations, prior to that authorization being provided. Deductions from invoices paid for any charges to Krug, without prior written authorization in the form of an FPR, will not be accepted. Digital photographs may be required to complete the FPR process.

RETURNS

No merchandise may be returned without Krug's prior written consent. In the event of an authorized return, a Field Product Report (FPR) number will be issued, and a restocking charge will apply. Return transportation charges must be prepaid. Unauthorized returns will not be accepted and will be returned freight collect. All merchandise being returned must be properly packaged in its original or comparable replacement packaging to ensure protection of the product during handling and transportation. Returns on orders duplicated by the customer must be received in their original packaging to be accepted. Product being returned where Krug has authorized its liability for replacement or repair will be thoroughly inspected on its return, and the results compared to the reason for the return stated on the FPR. Any discrepancies, such as additional damage, signs of usage, missing parts, etc., will result in an adjustment to the amount of credit issued.

CARE AND MAINTENANCE

WOOD FINISH

Although Krug's extensive finishing process ensures a durable finish on all our products, there are several steps that can be taken to protect and prolong the life and beauty of the finish. Protect the top by placing felt pads on the bottom of any accessories and mechanical equipment. Rubber and oil will permanently mark surfaces. Use a desk pad to prevent possible damage and imprinting caused by writing instruments and sharp objects. Dust only with a clean, dry cloth, going with the grain. Clean any marks with a damp cloth, using a small quantity of mild soap or detergent. Do not use any wax-based polish, spray or silicone. Eventually, a film will build up and discolor the top. Do not place your furniture in a position of permanent exposure to direct sunlight.

FABRIC UPHOLSTERY

Professional upholstery cleaning is recommended.

CUSTOM CAPABILITIES

Over 15% of our orders involve some type of custom work, and we invite our customers to make use of our extensive capabilities.

These include:

- 1) Dimensional customization of standard size products.
- 2) Custom finishes
- 3) For larger orders, completely custom designed products, as well as non-standard wood species can be specified.

Custom orders will require additional production lead times. Contact Customer Service for more information.

KRUG PANEL FABRIC PROGRAM

Tackboards can be upholstered in COM material supplied by the customer, and in a selection of stocked tackboard fabrics supplied by Momentum. The in-stock Momentum fabrics priced at Grade 1 and Grade 2 are available on Krug Express. They are 100% polyester. For additional information and color selections, please refer to our Panel Fabrics card and Krug's website. www.krug.ca PRODUCTS / FABRICS / PANEL

The Momentum panel fabrics pass ASTM-E84-87 Fire Codes.
If memo samples are required please call Momentum at 1-800-366-6839.

CUSTOMER'S OWN MATERIAL - C.O.M.

Customer's Own Material (COM)

COM must be received three weeks prior to the acknowledged ship date. Orders with COM not received by the required deadline will be delayed.

A description of the fabric, including supplier name, fabric name and color number must be included with the purchase order.

When the COM fabric is received at Krug, it must be clearly identified with the fabric name and color, and tagged with name of the Krug customer and purchase order number. Krug will inspect all COM fabric when received to determine if it will be suitable for upholstery. Where Krug feels that the fabric or leather specified will compromise the quality or integrity of our products, customers will be contacted to direct these concerns. Further, Krug reserves the right to refuse to accept and use any COM fabrics or leathers that will compromise our products in any way that is unacceptable to Krug. Krug cannot assume responsibility for the durability or tailoring quality of customer's own material.

Yardage specified in this price guide is approximate. In the case of multiple product orders, multiply the number of items by the COM yardage specified to determine fabric required, unless otherwise indicated. Additional yardage may be needed if the material is less than 54" wide, or patterned or striped and requires matching. As fabric is applied horizontally, non-directional fabrics are recommended. COM fabrics are applied as they come off the roll unless otherwise specified. All striped fabrics will be applied vertically unless otherwise stated by the customer and after approval by Krug. It is the customer's responsibility to advise Krug if the upholstery is to be applied otherwise, and to advise Krug of any special upholstery instructions. Special instructions should be sent to Krug Customer Service, including a sample (or photocopy) of the fabric. Krug is not responsible for instructions sent with the fabric rolls, or for the method of upholstery if no instructions have been provided.

COM fabrics for tackboards may be specified in either Maharam or Momentum panel fabrics. Krug is not responsible for determining if a fabric is not ideal for tackboard application. Please contact Maharam at 1-800-645-3943 or Momentum at 1-800-366-6839 directly for more information about a specific fabric.

COM Shipping Procedures

For tackboard COM fabrics, please send fabrics to:

Krug Inc.
111 Ahrens Street
Kitchener, Ontario
Canada N2H 4C2

Attention: RECEIVER

All packages must be clearly marked "For Customs Clearance by Russell A. Farrow Custom Brokers". According to the North American Free Trade Agreement (NAFTA), goods shipped between the United States and Canada can qualify for exemption from all duties, or for a reduction in duties, if the goods can be proven to originate in either the United States, Canada or Mexico.

Canada Customs requires that a NAFTA Certificate of Origin and a Commercial Invoice be completed and sent with the fabric shipment. The Commercial Invoice must clearly state the description of the fabric, the selling price, the make-up or content, and the purchaser. The absence of these two documents will delay the shipments at the U.S./Canada border, thereby potentially delaying the customer order. If the total value of the shipment is less than \$1200 U.S., Customs will accept a Low Value Statement of Origin in place of the NAFTA Certificate of Origin. The Low Value Statement must be signed by a representative of the exporting company. This statement may either be included on the commercial invoice or attached to the invoice.

Krug is happy to answer any questions or concerns about COM shipping procedures and the required documents. Please contact our Customs Specialist at 1.888.578.5784.

WOOD FINISHES

WOOD FINISHES

Standard wood finishes are:

SPECIES	FINISH
OAK	Light Oak
	Espresso Oak
	Harvest Oak
	Mahogany
	Mellow oak
MAPLE	Clear Maple
	Honey Maple
	Wheat Maple
WALNUT	Natural Walnut
	Regular Walnut
	Dark Walnut
	Cordovan Walnut
CHERRY	Appalachian Cherry
	American Cherry
	Imperial Cherry
	Sable Cherry
	Light Cherry
	Medium Cherry
	Natural Cherry
	Standard Cherry

Natural Characteristics of Wood

Wood is a natural product with inherent color variations that will never be fully mitigated by the finishing process. Please anticipate variation in colors within a single unit, from piece to piece, and from Krug wood finish samples. If a very close match is required, a sample must be provided with the order and an upcharge will apply. Exact color matches are not possible.

Custom Wood Finishes

Add 10% list to your order for special finishes on Solis tables. Custom wood finishes are available on Solis wood arm caps and wood side rails. The upcharge for custom finishes is **\$25 list** per wood arm or **\$25 list** per wood side rail. A minimum upcharge is \$500 list per finish per order. (For example, on all orders up to \$5000 list an upcharge of \$500 will apply, on orders \$5000 and up add 10% list to order.)

Special finish upcharges on seating products are calculated on a grade 1 value. For orders with special finishes, a sample that is a minimum 3" by 3" must be received with the order. Special finishes may add additional lead time to production schedules. Since wood is a natural product, some variations in grain, color and stain acceptance will occur. In our finishing processes, we try to minimize variations, but some variation between samples and finished goods should be anticipated.

Dual Finishes

Add 10% list per item if specifying dual finish.

Standard Wood Finishes

No upcharge will be applied when specifying a finish available as standard on one species onto maple seating and occasional tables. Clear finishes are not available on other species since they are a clear finish on top of the natural veneer color.

KRUGEXPRESS



PROGRAM DETAILS

KrugExpress orders are ready to ship by the date acknowledged. Delivery and shipping schedules may result in actual shipping of orders at a later date. Statutory holidays and scheduled factory vacations may add to acknowledged lead times of *KrugExpress* orders. Unless otherwise specified on the order, the customer's standard method of shipping Krug products will be utilized.

Available factory capacity for *KrugExpress* is filled by orders received on a "first come, first serve" basis. If the normal *KrugExpress* lead time is not available for your order because available capacity has been filled, you will be immediately advised of the earliest available ready-to-ship date. Please consult your Customer Service representative in advance if you wish to confirm the specific lead time availability for a *KrugExpress* order. Orders must be received by midnight of a given day for that day to be considered the official day the order is received. Order lead times are acknowledged from the date the order is received, but not including the date the order is received. *KrugExpress* orders must be "clean" when received in order to be considered officially received on a given day, and lead times will be acknowledged from the date orders are determined to be "clean". Changes to *KrugExpress* orders are not allowed under any circumstances. Orders for product on *KrugExpress* must clearly state: "*KrugExpress*".

***Some conditions apply. Please note PALETTE finishes are not available on *KrugExpress*.**

CASEGOODS PROGRAM

Orders for casegood products on the *KrugExpress* program may be subject to quantity maximums. Please contact Krug Customer Service for more information. Quantity maximums are dependent upon available capacity, in order to insure that we ship all orders on time. Only actual casegood pieces and conference tables tops and bases are considered "units". Items such as tasklights, tackboards, keyboard trays and drawers, electrical and wire management components, etc., are not considered under the quantity restrictions. For example, a typical office configuration that includes a desk, linking unit, credenza and hutch, equals a total of four units for the purposes of the quantity maximum. Only Krug In-stock panel fabric is available on the *KrugExpress* program. Only standard wood finishes are available for *KrugExpress* orders. Grommets can be specified in standard positions only. *KrugExpress* also includes all Krug seating and occasional tables as well as Krug conference products to complement this casegoods offering.

NON-STANDARD PRODUCT GUIDELINES FOR PRICING

PRICING METHODS

Grommets in non-standard positions, add:	\$250 list
To remove hutch doors deduct:	4% list
To remove storage doors for open shelves, deduct:	4% list

Please contact Specials Coordinator or Krug Customer Service at 1.888.578.KRUG if you require assistance.
PLEASE NOTE: Cases with non-standard features do not apply to the rules above.
Contact Krug Customer Service if you require assistance.

GENERAL PRODUCT SPECIFICATIONS

Work Surfaces

Tops are 1 1/8" thick veneered particle board core with face and back veneer. All worksurface height tops have profiled edges on all sides. Credenzas, returns, and link units side and back edges are flush. All worksurface height tops have a chemically impregnated polycell backer for additional strength.

Modesty Panels

Modesty panels are standard on all desks, and optional on shaped tops, returns, linking units and credenzas. Modesty panels on credenzas are 1/2" thick, and linking unit modesty panels are 1 1/8" thick.

Veneer

External face veneers are rift cut Red Oak, and flat sliced Cherry, Maple and Walnut bookmatched veneer.

Finish

A five step catalyzed varnish finish that when dry has a sheen value of 35°, is applied to all finished cases.

Locks

Locks are standard on all pedestals and storage unit lateral file drawers. Locks are optional on door fronts and must be specified at time of order. Locks are not available on glass doors.

Latches

All hutch and bookcase doors are equipped with touch latches mounted inside the top edge of the door.

Drawers

Desk box and file drawers have fully progressive full extension slides and are load rated at 125 lbs. per drawer. All drawer interiors are maple print components with a 1/4" matching melamine bottom. All file drawers are equipped for letter and legal filing. All box/box/file pedestals in desks are supplied with one molded black pencil tray.

Glides

Adjustable glides are 1" long and allow for a range of adjustment of 1". Glide inserts are installed at factory, glides need to be field installed.

Hinges

Hinges on all hutch and bookcase doors are European style with 110 degree opening. All hinges are fully adjustable.

Pulls

All pulls are die cast with a choice of silver metallic powder coat, and grey metallic powder coat finish options. Pulls are supplied on all drawers.

EDGE DETAILS

EDGE PROFILES



Flat Edge - T



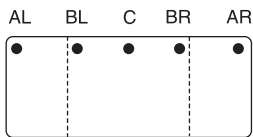
Radius Edge - D

Desks, Credenzas, Curvilinear Desks, Returns, Linking Units, Corner Units, Bookcase and Storage Units have profiles on all edges.

POWER MANAGEMENT

Standard Grommet & PowerPort Positions

Desks, Credenzas, Link Units & Returns



30" deep desks:

Position Code:

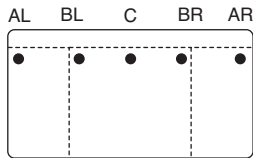
AL – left corner

BL – left end beside pedestal gable

C – center

BR – right end beside pedestal gable

AR – right corner



36" deep desks:

Position Code:

AL – left corner

BL – left end beside pedestal gable

C – center

BR – right end beside pedestal gable

AR – right corner

“BR” and “BL” are only available on tops 60” or longer.

Curvilinear Top Grommets & PowerPorts

“AL” and “AR” are the only grommet and PowerPort locations that apply to curvilinear returns. Please note these locations are not applicable on the 36” deep top and fixed modesty panel.

Guest Side



Guest Side



Position code:

AL - left corner on right hand return

AR - right corner on left hand return

Curvilinear desk grommets and PowerPorts can only be specified in “C” position.



User Side



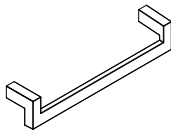
User Side

Position Code: C center

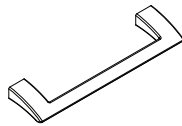
Drawer Pulls



Athena



Diana



Hera



Sono

Artemis drawer pulls are available in two standard finishes - SILVER METALLIC and GRAY METALLIC. Please specify finish color on the purchase order.

Artemis pulls are specified in the following places:

Above the work surface:		Below the work surface:	
Athena	Vertical	Athena	Vertical
Diana	Vertical	Diana	Horizontal
Hera	Vertical	Hera	Horizontal
Sono	Vertical	Sono	Horizontal

Locks

Locks are provided as standard features on all pedestals, except bookcase pedestals, including those in desks, credenzas, and lateral file storage units. Lock plugs on desks are located in the kneespace on the 3/4 height pedestal side panel. Lock plugs on desks with full height pedestals are located on the fronts. Locks are available on the bookcase doors at an upcharge of \$100 list per set of (2) doors, please specify at time of order. Lock plugs for bookcase doors are generally located on the top inside corner of the door front. Lock plugs for hutch doors are generally located on the lower inside corners. Suites can be keyed alike at no upcharge, please specify on purchase order.

POWER MANAGEMENT



GROMMETS - Optional (Top Only)

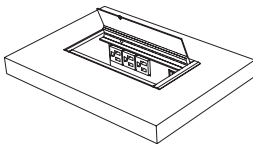
All cases may be specified with one grommet in a standard position at no upcharge. A \$100 list upcharge will apply to additional grommets in standard positions and for grommets requested in non-standard positions a \$250 list upcharge will apply.

The grommet position must be indicated for each case on the order. Please specify location of grommet when ordering.

GROMMETS - Round

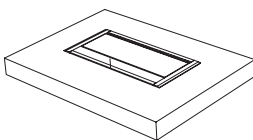
A round grommet in a satin metallic finish with an open and shut mousehole serves to provide cable passage for areas not requiring a large opening. The grommet position must be indicated for each case on the order. Please specify location of grommet when ordering.

Grommets can be field installed with a power drill, 60 mm hole saw. Please keep in mind the location of the grommets when specifying paper managers or pier hutches for use with worksurfaces. For example, a paper manager on the left-hand side may be used with a "C", "BR" or "AR" grommet.



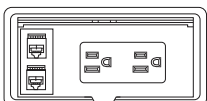
POWERPORT

A PowerPort is a unique worksurface mounted module that can be specified to a location that best serves the user's needs. It can be specified without any features or with a UL approved electrical, voice and data power bar.



A service module having no power bar will serve as a large grommet. A hinged lid easily enables the passage of several cables and devices, which have large transformer plugs through the worksurface. Those specified with a CSA/UL approved power bar will be provided with three 115 - volt electrical convenience outlets as well as one RJ11 communication port and one RJ45 data ports. The PowerPort is cat 5/6 compatible.

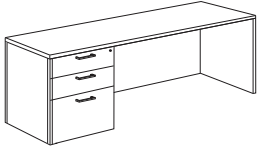
Please keep in mind the location of PowerPorts when specifying paper managers or pier doors hutches for the use with worksurfaces. For example, a paper manager or a pier on the left-hand side may be used with a "C", "BR", or "AR" Power Port.



Hutch Power/ Data/ Voice Module

Access to power and data is made simple by using a hutch with a power/data/voice module built right into the tackboard. The module is fully installed at the factory but can be removed to connect data links on site. It features a flip door that retracts into the case of the unit when open.

CREDENZAS



Credenzas

Artemis offers a wide variety of credenzas for use as stand alone storage pieces, part of a connected worksurface configuration, or behind a desk.

Choose from single or double pedestal options, with fixed or hinged modesty panel.

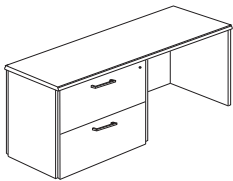
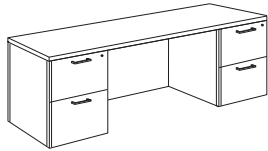
Modesty Panels

Credenzas with modesty panels provide easy access to wall mounted electrical sources without wiring difficulties, and are also a satisfying solution for the cost-minded customer.

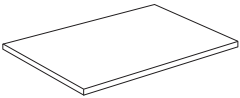
Credenzas with modesty panels have an added finish look, and all cases are available with a wiring grommet in a standard position for added cable management, please specify on your order. Wiring grommets can be specified above the pedestal location.

Pedestals

Artemis credenzas are available with single, lateral file or combination pedestals.



LINKING & CORNER UNITS



Artemis linking units and corner units are available in a range of sizes for ease of use in configuring a connected worksurface.

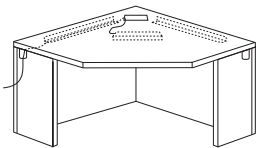
Linking Units

Linking Units are for use between desks and credenzas in creating a U-shaped configuration, and must be supported at both ends. They are available with or without modesty panels.

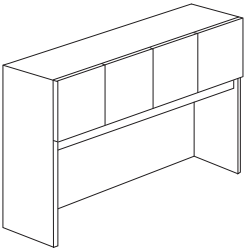
Corner Units

A corner unit can also be used on a U-shaped configuration, or it can be an integral part of a L-shaped work area with returns linked to either side.

Corner units have a standard grommet included in the back corner for ease of cable management, and have additional wire management access grommets in the half gables so that cable can be run to other areas of the connected worksurface. This can be assisted by a cut length of wire management cover.



HUTCHES & TACKBOARDS



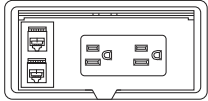
Hutches

Artemis offers hutch options for use in a work area configuration.

All hutches include tasklights that are factory installed and require no field adjustment. Tasklights are mounted beneath the cabinet and hidden from view.

Doors

Doors are equipped with fully adjustable European style hinges. Locks are optional and can be specified at time of order for an upcharge of \$100 per set of (2) doors. If an uneven amount of doors require locks, the lock on the single door is also \$100. Locks are not available on glass doors.



Hutch Power/ Data/ Voice Module

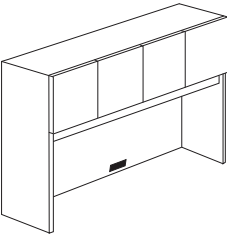
Access to power and data is made simple by using a hutch with a power/data/voice module built right into the tackboard. The module is fully installed at the factory but can be removed to connect data links on site. It features a flip door that retracts into the case of the unit when open.

Tackboards

Please note, not all fabrics are suitable for tackboard application. Tackboard fabric selections should be supplied with the order information.

Tackboards for hutches are installed at the factory and require no additional set up on site.

Only hutch tackboards in Krug panel fabrics are available on *KrugExpress*.



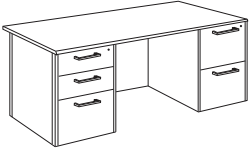
Tasklights

Tasklights are included with hutches. On hutches, the tasklight cord is threaded behind the hutch through a standard access grommet on the upper right hand side of the back panel.

Installation

Hutch installation instructions are included with every case or can be found in this guide on page 12. All mounting hardware required is included with the product.

FILING INSTRUCTIONS



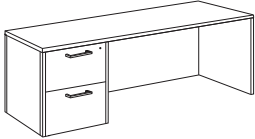
Drawers will be offered for letter and legal size filing. All units are equipped with file bars that are fixed in place for shipping.

Desk Pedestal File Drawers

Filing Capacity:

15" drawers
 21" of letter filing front to back or
 12" of legal filling side to side
 22" pedestal drawer depths allow only one row of side to side files.

Weight capacity of pedestal file drawers is 125 lbs.

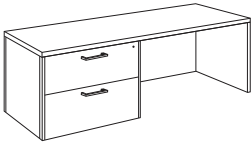


Credenza and Return Pedestal File Drawers

Filing Capacity:

15" drawers
 15" of letter filing front to back or
 12" of legal filling side to side
 16" pedestal drawer depths allow only one row of side to side files.

Weight capacity of pedestal file drawers is 125 lbs.

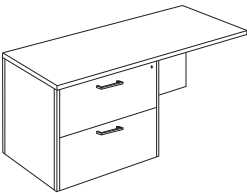


Credenza, Return or Storage Lateral File Drawers

Filing Capacity:

30" wide drawers:
 30" letter filing front to back, or
 25" legal filing side to side
 15" or legal filing front to back.

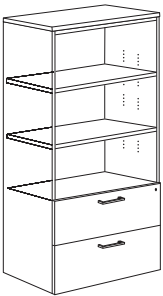
When filing front to back, 30" lateral file drawer widths allow two rows of letter filing, but only one row of legal file width.



Filing capacity:

36" wide drawers:
 30" letter filing front to back, or
 36" legal filing side to side, or
 30" legal filing front to back.

Weight capacity of lateral file drawers is 135 lbs.



Linking Units, Tops and Returns

It is important that the main units (desk, credenza) to which the linking unit or return is being attached be in their final position and leveled.

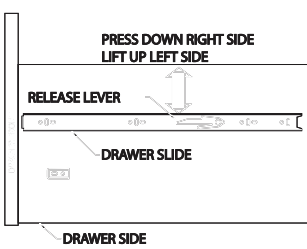
Units are connected with mending plates under worksurface and wood screws on modesty and end panels. Locate connections and attach the mending plate under the worksurface. Level pieces if necessary by adjusting the glides to achieve flush and firm joints before completing installation of hardware.

Drawer Removal

Pull drawer and slide out to the full extension position. With index finger, lift up the release lever on the left and press down the release lever on the right side of the drawer (as shown).

Pull out the drawer with the attached drawer channel from the cabinet member.

To re-assemble, insert the drawer through the guide of the stop bumper.



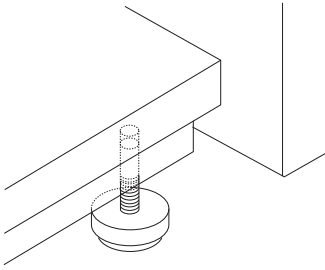
INSTALLATION

Glide Adjustment

Raise one corner of the unit at a time and adjust the glide to the desired height by turning the glide to the hole. Make sure unit is level after adjusting the glides.

Please note that the maximum adjustment range of the glides is 1 1/4".

When moving units after glides have been inserted, dial the glides to the lowest position to prevent damage.



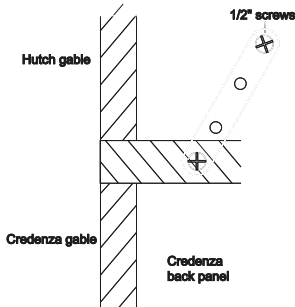
Hutch Installation

Before installing the hutch, insure that the worksurface has been placed in the final position and leveled. The worksurface should then be moved out a sufficient distance to allow access to the back. It is recommended that the minimum amount of movement be used with the leveling glides extended to prevent damage to the glides.

The hutch comes with self-adhesive foam strips that must be applied to the bottom edge prior to placing the hutch on the credenza. The foam is best applied with the hutch lying on its back. Do not leave any gaps in the foam strip, in order to prevent scratches to the credenza top while placing the hutch.

Place the hutch securely on the worksurface. Try to minimize any movement of the hutch to prevent scratching. Use of a blanket on the front portion of the credenza is recommended.

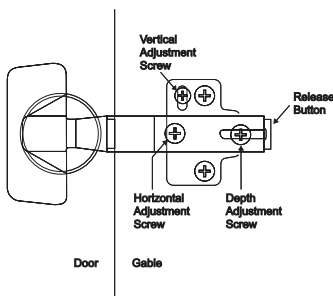
Using the supplied hardware, screw the flat bracket to the top of the credenza at each end, using the 3/4" screws provided. Swing the bracket up to approximately 60° and screw through the bracket into the hutch back with the 1/2" screws. Tighten all screws. Move combined hutch and credenza back to final location. Check for level again and adjust as required.



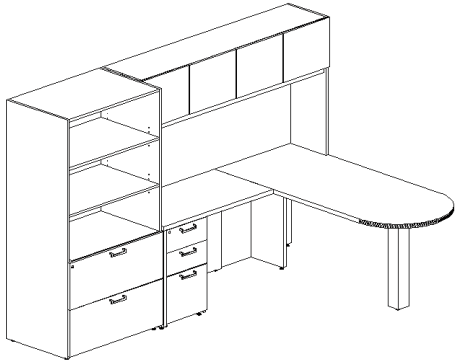
Door Adjustments

Hinges on all bookcase and hutch doors are designed to be adjusted for depth, horizontal and vertical alignment. This is easily done by adjusting the appropriate screw. See drawing.

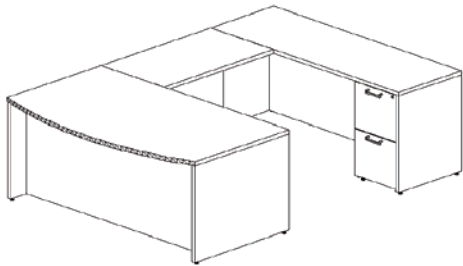
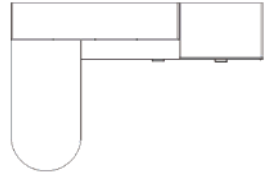
To remove a door, push the release button and pull out the door, disconnecting hinges.



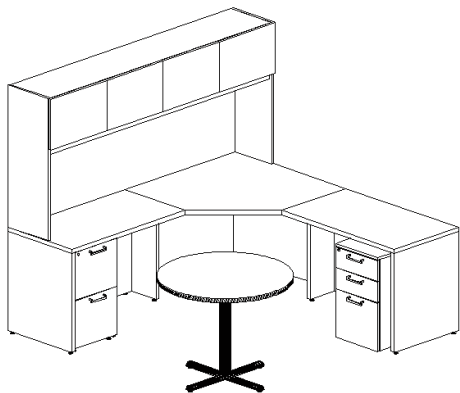
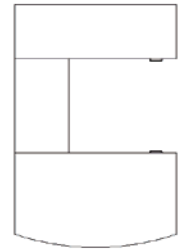
SAMPLE CONFIGURATIONS



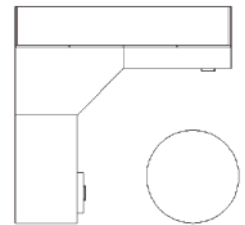
Model	Rift Oak	Cherry, Maple, Walnut
76DB7230S1	1733	1820
76SRH4224	967	1015
76P16184F	849	890
76HT721640	2187	2296
76ST3624903	2608	2738
Total List	8344	8759



Model	Rift Oak	Cherry, Maple, Walnut
BT76SD7236X41	1979	2078
76LU4224HX41	873	917
76SC7224X41	1783	1872
76P16284F	912	958
76P16184D	783	822
Total List	6330	6647

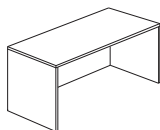


Model	Rift Oak	Cherry, Maple, Walnut
76CU424224	1737	1824
76LU4224HX41	873	917
76LU4224HX41	873	917
76P16184D	783	822
76MOP1619274F	1075	1129
760536/5757-28	1569	1647
Total List	6910	7256

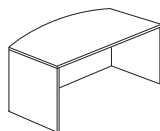


ARTEMIS SHELLS, BOW TOPS & BULLET DESK

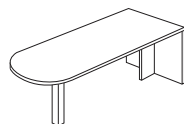
DESCRIPTION/MODEL		Rift Oak	Cherry	W	D	H	KW	Shipping	
			Maple Walnut					Weight	Cubes
Desk Shell with Rectangular Top and full height modesty	76SD6030X41	1588	1667	59.75	30	29.5	57.5	154	39.25
	76SD6630X41	1607	1686	65.75	30	29.5	63.5	198	42.75
	76SD6636X41	1624	1705	65.75	36	29.5	63.5	215	50.25
	76SD7230X41	1644	1726	71.75	30	29.5	69.5	210	46.5
	76SD7236X41	1662	1745	71.75	36	29.5	69.5	228	54.75



Desk Shell with Bow Top and full height Modesty Panel	BT76SD6036X41	1752	1840	59.75	42	29.5	57.5	280	54
	BT76SD6636X41	1920	2016	65.75	42	29.5	63.5	299	55
	BT76SD7236X41	1979	2078	71.75	42	29.5	69.5	319	60



Bullet Desk with square wood leg	76DB6030S1	1670	1754	59.75	30	29.5	32	117	39.25
	76DB7230S1*	1733	1820	71.75	30	29.5	44	130	46.5
	76DB7236S1	1769	1857	71.75	36	29.5	41	153	54.75



ORDERING NOTES:

All Desks with a "S1" at the end of the model number are available with a 4" diameter metal leg, please replace "S1" with a "D8" to the existing model number ie; 76DA6630D8. All Desks with a "S1" at the end of the model number are available with a panel leg, please replace "S1" with "P1" in the model number ie; 76DA6630P1.

DIMENSION KEY

W – width
 D – depth
 H – height of worksurface
 KW – kneehole width
 Dimensions are in inches and approximate.
 Contact Customer Service if dimensions are critical.
 See page 5 for *KrugExpress* program.

CODE DESCRIPTION

X41 - full height modesty panel
 Y - wood hinged modesty panel
 H - desk height

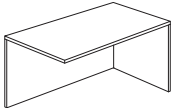
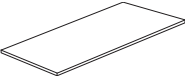
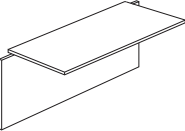
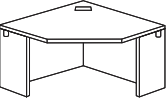
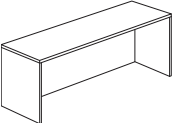
STANDARD FINISHES

For a complete list of standard wood finishes please see page 5.

WIRING GROMMETS

One wiring grommet in a standard position is optional at no charge. See page 7 for more wiring grommet information.

ARTEMIS RETURNS, LINKING TOPS, UNIT, & CORNER UNIT

DESCRIPTION/MODEL		Cherry		W	D	H	KW	Shipping	
		Rift Oak	Maple Walnut					Weight	Cubes
 Shell Return with full height modesty panel	76SRH3024LX41 RX41	835	877	30	24	29.5	29	70	17.5
	76SRH3624LX41 RX41	900	945	36	24	29.5	35	80	20.5
	76SRH4224LX41 RX41*	967	1015	42	24	29.5	41	98	23.25
	76SRH4824LX41 RX41	1021	1072	48	24	29.5	47	108	26.25
	76SRH5424LX41 RX41	1050	1102	54	24	29.5	53	118	21
	76SRH6024LX41 RX41	1078	1132	60	24	29.5	59	128	33.5
 Linking Tops	76LU4224H	429	450	42	24	29.5	-	24	2.0
	76LU4824H	446	469	48	24	29.5	-	36	2.25
 Linking Unit with modesty panel	76LU3624HX41	832	874	36	24	29.5	-	64	3.25
	76LU4224HX41	873	917	42	24	29.5	-	72	3.75
	76LU4824HX41	907	952	48	24	29.5	-	80	4.25
 Corner Unit	76CU363624*	1581	1660	36	36	29.5	17	106	29
	76CU424224	1737	1824	42	42	29.5	25.25	131	38.25
 Credenza Shell Full Modesty panel	76SC3624X41	1071	1125	35.75	24	29.5	33.75	95	17.5
	76SC4224X41	1158	1216	41.75	24	29.5	39.75	103	24
	76SC4824X41	1205	1265	47.75	24	29.5	45.75	111	27
	76SC6624X41	1668	1751	65.75	24	29.5	69.5	104	35.25
	76SC7224X41	1783	1872	71.75	24	29.5	75.5	112	38.25

ORDERING PROCEDURE

To order, please specify the following:

- 1) Krug product model number
- 2) Wood species and finish
- 3) Wood edge detail - D or T see page 7
- *Indicates model illustrated by line drawing
- 4) Pull style and color.
- 5) Grommet location and style if applicable.

CODE DESCRIPTION

- 0 - no pedestal
- 4 - full height pedestal
- L - left-hand pedestal
- R - right-hand pedestal

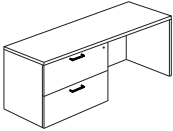
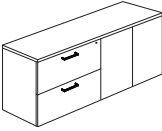
STANDARD FINISHES

For a complete list of standard wood finishes please see page 5.

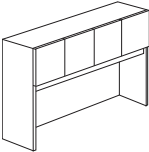
WIRING GROMMETS

One wiring grommet in a standard position is optional at no charge. See page 7 for more wiring grommet information.

ARTEMIS CREDENZAS

DESCRIPTION/MODEL	Rift Oak	Cherry Maple Walnut	W	D	H	KW	Shipping		
							Weight	Cubes	
 Single Pedestal Credenza lateral file or bookcase with modesty panel	76C6620XLBRO	2037	2139	65.75	20	29.5	29	163	29.5
	XLFRO	2302	2417	65.75	20	29.5	29	183	29.5
	76C6624XLBRO	2112	2218	65.75	20	29.5	29	183	35
	XLFRO	2340	2457	65.75	20	29.5	29	203	35
	76C7220XLBRO	2098	2203	71.75	20	29.5	35	128	32.75
	XLFRO	2371	2490	71.75	20	29.5	35	168	32.75
	76C7224XLBRO	2176	2285	71.75	24	29.5	35	136	38.25
	XLFRO*	2410	2531	71.75	24	29.5	35	176	38.25
 Full Face Credenza	76C6620LFRB	2098	3058	65.75	20	29.5	-	218	29.5
	76C6624LFRB	2968	3116	65.75	24	29.5	-	226	35
	76C7220LFRB*	3000	3150	71.75	20	29.5	-	228	32.75
	76C7224LFRB	3057	3208	71.75	24	29.5	-	236	38.25

ARTEMIS HUTCHES & TASKLIGHTS

DESCRIPTION/MODEL	Rift Oak	Cherry Maple Walnut	W	D	H	Shipping		
						Weight	Cubes	
 5 - Hi Hutch	76HT601640	1791	1880	59.75	15.75	39.5	169	31
	76HT661640	1913	2009	65.75	15.75	39.5	181	28.5
	76HT721640	2187	2296	71.75	15.75	39.5	193	31
	76HT841640	2526	2652	83.75	15.75	39.5	219	36

ORDERING NOTES:

Tasklights and grade 1 tackboards come standard with all hutches. To specify a Voice/Power/Data module with any hutch, please add a "W" at the end of the model number and a \$120 list upcharge.

Tasklights	76TL23	84		22	1.75	1.00		2	0.25
	76TL48	116		47	1.75	1.00		4	0.5



ORDERING NOTES:

Tasklights and grade 1 tackboards come standard with all hutches. To specify a Voice/Power/Data module with any hutch, please add a "W" at the end of the model number and a \$120 list upcharge. Pier hutches have an option of a pull on the pier door only. To select this option, change model number from "76" to "77" ie; 77HTPR841640L11OHXR0.

DIMENSION KEY

W – width
 D – depth
 H – height of worksurface
 KW – kneehole width
 Dimensions are in inches and approximate.
 Contact Customer Service if dimensions are critical.
 See page 5 for *KrugExpress* program.

CODE DESCRIPTION

0 - no pedestal
 4 - full height pedestal
 D - 2 file drawers
 F - 2 box, 1 file drawer
 L - left-handed pedestal position
 R - right-handed pedestal position
 X - includes a modesty panel

STANDARD FINISHES

For a complete list of standard wood finishes please see page 5.

WIRING GROMMETS

One wiring grommet in a standard position is optional at no charge. See page 7 for more wiring grommet information.

ARTEMIS PEDESTALS

DESCRIPTION/MODEL	Rift Oak	Cherry Maple Walnut	W	D	H	KW	Shipping	
							Weight	Cubes
Pedestal Desk Height, 2 box, 1 file	76P16184F	848	890	15.75	18.25	28.25	61	6.5
	76P16284F	978	1027	15.75	27.5	28.25	66	9.25

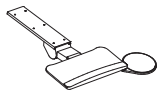


Pedestal Desk Height, 2 file	76P16184D	783	822	15.75	18.25	28.25	61	6.5
	76P16284D	912	958	15.75	27.5	28.25	66	9.25



ARTEMIS KEYBOARDS

DESCRIPTION/MODEL	Price	W	D	H	Shipping		
					Weight	Cubes	
Articulating Keyboard with Palm Rest and Mouse Tray	76KBAMT1912	273	27	20/34	7	20	20



ORDERING PROCEDURE

To order, please specify the following:

- 1) Krug product model number
- 2) Wood species and finish
- 3) Wood edge detail - D or T see page 7
*Indicates model illustrated by line drawing
- 4) Pull style and color.
- 5) Grommet location and style if applicable.

CODE DESCRIPTION

- D - 1 file drawers
- F - 2 box, 1 file drawer

STANDARD FINISHES

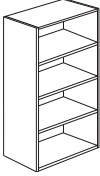
For a complete list of standard wood finishes please see page 5.

WIRING GROMMETS

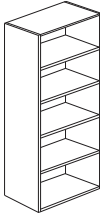
One wiring grommet in a standard position is optional at no charge. See page 7 for more wiring grommet information.

ARTEMIS BOOKCASES & STORAGE

DESCRIPTION/MODEL	Rift Oak	Cherry		W	D	H	Shipping	
		Maple	Walnut				Weight	Cubes
4 - Hi Bookcase Open Shelves 76BC361455	1511	1586		35.75	13.75	55	72	21.75



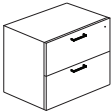
5 - Hi Bookcase Open Shelves 76BC361469	1587	1666		35.75	13.75	68	112	27.25
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ORDERING NOTES:

Locks are available on wood doors for an upcharge of \$100 list.

2 - Hi Storage Unit, Lateral File 76ST36242901	1744	1831		35.75	24	29.5	120	17.5
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5 - Hi Storage Unit, 2 Lateral, 3 Open Shelves 76ST36246903	2608	2738		35.75	24	69	188	39.75
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ORDERING NOTES:

Storage units have the option of pulls, instead of the standard touch latch doors. To select this option, please change the prefix in the model number from "76" to a "77" ie; 77ST19246991L. Please refer to page 8 for pull orientation above and below the worksurface. Locks are available on wood doors for an upcharge of \$100 list.

DIMENSION KEY

W – width
D – depth
H – height of worksurface
KW – kneehole width
Dimensions are in inches and approximate.
Contact Customer Service if dimensions are critical.
See page 5 for *KrugExpress* program.

CODE DESCRIPTION

BC - bookcase
ST - storage unit
L - door hinged left
R - door hinged right

STANDARD FINISHES

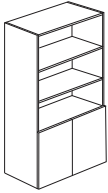
For a complete list of standard wood finishes please see page 5.

WIRING GROMMETS

One wiring grommet in a standard position is optional at no charge. See page 7 for more wiring grommet information.

ARTEMIS STORAGE & WARDROBES

DESCRIPTION/MODEL	Rift Oak	Cherry Maple Walnut	W	D	H	Shipping		
						Weight	Cubes	
5 - Hi Storage Unit, 2 closed, 3 open Shelves	76ST36246913	2086	2190	35.75	24	69	116	39.75



ORDERING NOTES:

Storage units have the option of pulls, instead of the standard touch latch doors. To select this option, please change the prefix in the model number from "76" to a "77" ie; 77ST19246991L. Please refer to page 8 for pull orientation above and below the worksurface. Locks are available on wood doors for an upcharge of \$100 list.

5 - Hi Full Width Wardrobe	76WR36246902	1806	1896	35.75	24	69	135	39.75
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ORDERING NOTES:

Storage units have the option of pulls, instead of the standard touch latch doors. To select this option, please change the prefix in the model number from "76" to a "77" ie; 77ST19246991L. Please refer to page 8 for pull orientation above and below the worksurface. Locks are available on wood doors for an upcharge of \$100 list.

ORDERING PROCEDURE

To order, please specify the following:

- 1) Krug product model number
- 2) Wood species and finish
- 3) Wood edge detail - D or T see page 7
*Indicates model illustrated by line drawing
- 4) Pull style and color.
- 5) Grommet location and style if applicable.

CODE DESCRIPTION

ST- storage unit
L - door hinged left
R - door hinged right

STANDARD FINISHES

For a complete list of standard wood finishes please see page 5.

ORDERING NOTES:

Storage units have the option of pulls, instead of the standard touch latch doors. To select this option, please change the prefix in the model number from "76" to a "77" ie; 77ST19246991L. Please refer to page 8 for pull orientation above and below the worksurface.

BOOKCASES

Shelves are adjustable in 1.25" increments. Bookcases do not have finished backs.

ARTEMIS MODULAR & KNOCKED DOWN COMPONENTS

DESCRIPTION/MODEL		Rift Oak	Cherry		W	D	H	Shipping	
			Maple	Walnut				Weight	Cubes
Round Meeting Table	760536	911	957		36	36	29.25	50	5.75
	760542	1061	1114		42	42	29.25	62	7.5
	760548	1160	1219		48	48	29.25	80	9.5

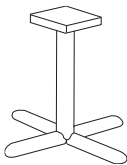


DESCRIPTION/MODEL		Rift Oak	Cherry	Maple	Walnut	W	D	H	Shipping	
									Weight	Cubes
Wood Mobile Pedestal	76MP1619274D	1005	1055			15.75	18.25	28.25	59	6.25
	76MP1627274D	1128	1184			15.75	27.25	28.25	78	9.25
	76MP1619274F	1075	1129			15.75	18.25	28.25	61	8.25
	76MP1627274F	1192	1252			15.75	27.25	28.25	83	9.25



Price

DESCRIPTION/MODEL		Rift Oak	Cherry	Maple	Walnut	W	D	H	Shipping	
									Weight	Cubes
Metal Base	765628	691				28	28	28	31	13
	765636	760				36	36	28	41	21



ORDERING NOTES:

Please note that the 28" base is to be used with the 36 diameter round meeting table and the 36" base is to be used with the 42" and 48" diameter meeting tables. Metal base is chrome finish.

DIMENSION KEY

W – width
 D – depth
 H – height of worksurface
 KW – kneehole width
 Dimensions are in inches and approximate.
 Contact Customer Service if dimensions are critical.
 See page 5 for *KrugExpress* program.

CODE DESCRIPTION

4 - full height pedestal
 D - 2 file drawers
 F - 2 box, 1 file drawer

STANDARD FINISHES

For a complete list of standard wood finishes please see page 5.

BOOKCASES

Shelves are adjustable in 1.25" increments.
 Bookcases do not have finished backs.