

- ▶ Leg available in Chrome.
- ▶ Attractive radius leg design and arched drawer pulls.
- ▶ Legs ship unattached.
- ▶ 3/4 height modesty panels.

- ▶ Rounded edge desk top with soft feel-vinyl edge.
- ▶ Wire management grommets in desk tops and pedestals.
- ▶ Laminate tops are constructed of 1 1/8" thick particleboard.
- ▶ 13 1/2" deep, central locking center drawer equipped with HON "One Key" interchangeable lock cores.

- ▶ High-sided file drawers accept hanging files without hangrails. Spring-loaded follower blocks are standard.
- ▶ 3/4 extension box drawers with one divider provide 20" deep filing capacity.
- ▶ Reinforced double "O" frame inner structure keeps desk solid and sturdy for years of use.

- ▶ 90% extension triple-tied cradles on all file drawers provide 21" deep filing capacity.
  - ▶ Vinyl edge and grommets match specified chassis color.
  - ▶ All interior drawer bodies are gray, pre-painted steel.
- ⚠ **Keyed alike cores must be ordered separately — see page 743.**

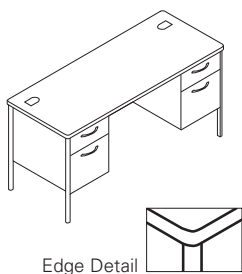


|  | Description  | Model              | Ship Weight | Cube | List   |
|--|--|--------------------|-------------|------|--------|
|  | <b>Double Pedestal Desk with Center Drawer (6" overhang on 3 sides) — 2/2</b><br>72"W x 36"D x 29 1/2"H, Chrome Leg and Pull<br>NOTES: Model H88976 requires Model H38242N 60"W Stack-on as top of desk extends over end panels. | <b>H88976 E♦A</b>  | 203         | 37.7 | \$1474 |
|  | <b>Double Pedestal Desk with Center Drawer — 2/2</b><br>60"W x 30"D x 29 1/2"H, Chrome Leg and Pull  | <b>H88962 E♦A</b>  | 178         | 26.7 | \$1221 |
|  | <b>Single Pedestal Desk with Center Drawer – Right, box/file</b><br>66"W x 30"D x 29 1/2"H, Chrome Leg and Pull  | <b>H88265R E♦A</b> | 162         | 29.2 | \$1109 |
|  | <b>Single Pedestal Desk with Center Drawer – Left, box/file</b><br>66"W x 30"D x 29 1/2"H, Chrome Leg and Pull   | <b>H88266L E♦A</b> | 162         | 29.2 | \$1109 |
|  | <b>Single Pedestal Desk with Center Drawer – Right, box/file</b><br>60"W x 30"D x 29 1/2"H, Chrome Leg and Pull  | <b>H88263R E♦A</b> | 145         | 26.7 | \$1053 |
|  | <b>Single Pedestal Desk with Center Drawer – Right, box/file</b><br>48"W x 30"D x 29 1/2"H, Chrome Leg and Pull  | <b>H88251R E♦A</b> | 130         | 21.6 | \$ 997 |

| How to specify  | 1st Option   | 2nd Option   |
|---|--|--|
| <b>Select Model Number from above</b><br><b>H   8   8   9   7   6   .</b> | <b>Select Laminate</b><br>See page 283<br><b>N   .</b> | <b>Select Paint Color</b><br>See pages 283-284<br><b>S  </b> |

# Mentor® Series Steel Desks

GSA SIN 711-2 Except as Noted



- ▶ Leg available in Chrome.
- ▶ Attractive radius leg design and arched drawer pulls.
- ▶ Legs ship unattached.
- ▶ 3/4 height modesty panels.
- ▶ Rounded edge desk top with soft feel-vinyl edge.
- ▶ Wire management grommets in desk tops and pedestals.
- ▶ Laminate tops are constructed of 1/8" thick particleboard.
- ▶ High-sided file drawers accept hanging files without hangrails. Spring-loaded follower blocks are standard.
- ▶ 3/4 extension box drawers with one divider provide 20" deep filing capacity.
- ▶ Reinforced double "O" frame inner structure keeps desk solid and sturdy for years of use.
- ▶ 90% extension triple-tied cradles on all file drawers provide 21" deep filing capacity.
- ▶ Vinyl edge and grommets match specified chassis color.
- ▶ All interior drawer bodies are gray, pre-painted steel.



|  | Description  | Model       | Ship Weight | Cube | List   |
|--|--|-------------|-------------|------|--------|
|  | Double Pedestal Credenza with Kneespace, box/file (non-locking)<br>60"W x 24"D x 29 1/2"H, Chrome Leg and Pull | H88231 E♦A  | 149         | 21.8 | \$1205 |
|  | Return, Right, box/file (non-locking)<br>42"W x 24"D x 29 1/2"H, Chrome Leg and Pull                           | H88235R E♦A | 92          | 15.5 | \$ 774 |
|  | Return, Left, box/file (non-locking)<br>42"W x 24"D x 29 1/2"H, Chrome Leg and Pull                            | H88236L E♦A | 92          | 15.5 | \$ 774 |
|  | Articulating Arm with Keyboard Platform  | H1706       | 16 [S]      | 1.4  | \$ 440 |
|  | Articulating Arm with Convertible Keyboard Platform  | H2107       | 16 [S]      | 1.3  | \$ 472 |
|  | Sit to Stand Arm with Convertible Keyboard Platform  | H2516       | 17 [S]      | 1.6  | \$ 551 |

Refer to page 749 for additional product information

### SIN 711-1, 711-2



### SIN 711-1, 711-2

|   |      |        |     |        |
|---|------|--------|-----|--------|
| <b>360° Swivel CPU Holder</b>   | HCPU | 16 [S] | 0.5 | \$ 230 |
| <ul style="list-style-type: none"> <li>• Vertically mounts to underside of worksurface.</li> <li>• 360° swivel.</li> <li>• Supports up to 55 lbs.</li> <li>• Height adjustable from 16" to 22" below worksurface.</li> <li>• Width adjustable to accept units from 3 1/4" to 6".</li> </ul> |      |        |     |        |
| ⚠ Silver only   |      |        |     |        |

| How to specify  | 1st Option   | 2nd Option   |
|---|--|--|
| <b>Select Model Number from above</b><br><b>H   8   8   2   3   1   .</b> | <b>Select Laminate</b><br>See page 283<br><b>N   .</b> | <b>Select Paint Color</b><br>See pages 283-284<br><b>S  </b> |



### ORDER PROCESSING

Orders will be processed more efficiently when placed electronically or via fax. Orders must only contain HON brand product.

#### Order Entry

Upon receipt of order, a 24-hour order entry turn-around time is achieved, provided the order is complete and accurate with pertinent information needed. Weekends and holidays are not included in the 24-hour count. Failure to provide The HON Company with correct colors, models, etc. may result in a delay in processing the order.

#### Missing Information

Orders missing information will result in The HON Company contacting you via email/fax/phone and processing will not be completed until after an answer/response is received.

The most frequent pieces of missing information causing delays in order processing are:

- Customer code numbers
- Drop ship phone numbers
- Bid sheets
- Invalid model number
- Invalid/discontinued color
- Missing complete color code

*Examples:* Frame color on chair  
Paint color on steel desk

#### Acknowledgement

An acknowledgement will be faxed/emailed the evening after order entry to Dealers unless the order is placed on credit hold or other hold. The order cannot be acknowledged until the hold is released.

Dealers are strongly advised to review these acknowledgements immediately to reduce the impact of order processing errors. All order changes must be communicated to The HON Company by the end of the next business day following the faxed acknowledgement.

After the order confirmation window, The HON Company will schedule production. Order changes after the confirmation window may not be possible.

#### Mark For

In an effort to reduce overall administrative costs and efforts to everyone involved, The HON Company does have the ability to mark each carton with your individual PO #s which can allow you to group orders under one "blanket P.O.", reducing invoices, shipping paperwork, acknowledgements, etc. If you would like assistance with order placement or order management, please contact HON Customer Service.

#### Terms

For Sales and Purchasing Terms and Conditions refer to The HON Company's *Sales and Discount Policies*.

### PURCHASE ORDER

The Purchase Order on the following page is provided as a guideline to the information required when placing an order. Feel free to copy the Purchase Order document on the following page and use it to compile and fax your order to The HON Company. Order electronically 24 hours-a-day, seven days-a-week at [honready.hon.com](http://honready.hon.com).

#### EDI

The HON Company has Electronic Data Exchange (EDI) capability and encourages your participation. Please contact HON Customer Service for details.

#### HOW TO SPECIFY

Specification instructions can be found on each product page.



Copy this form as needed — Fill out order — Please print — **Bold Information Required**  
 Order electronically 24/7 at **honready.hon.com** or fax to 1-800-344-9270

Page \_\_\_\_ of \_\_\_\_

**The HON Company**

Customer: \_\_\_\_\_ **Date:** \_\_\_\_\_

**Customer Code Number:** \_\_\_\_\_ Bid Number (if for whole order): \_\_\_\_\_

**Your Purchase Order:** \_\_\_\_\_ Receiver's Purchase Order: \_\_\_\_\_

**Ship To:** \_\_\_\_\_ **Mark For Address** (Intermarket Network, State Contract, etc.): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Country: \_\_\_\_\_ (If Canada, must supply The HON Company with Customer's Broker Phone and FAX Number)

Delivery no later than: \_\_\_\_\_ Date: \_\_\_\_\_

(for installation orders only) Time: \_\_\_\_\_

Preferred Routing: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED FOR DROP SHIPMENTS.**

**Phone Number to be called in scheduling delivery:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **(Required)**

Restrictions or maximum trailer length: \_\_\_\_\_

Dock / receiving hours: \_\_\_\_\_ Ramp needed: \_\_\_\_\_

Comments: \_\_\_\_\_

| Quantity | Model | Color | Bid / Promo Code | Carton Labeling |
|----------|-------|-------|------------------|-----------------|
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |
|          |       |       |                  |                 |

**Signed / Sender:** \_\_\_\_\_

**Phone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **FAX Number:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

The HON Company standard Purchase Order Terms and Conditions apply to this purchase order.  
 See The HON Company Sales & Discount Policies for a listing of those Terms and Conditions or call Customer Service.

(1) See Ordering Information at beginning of each product section of this Pricer. (2) See HON GSA Support for the Government Purchase Order information.

**Replacement Parts Order Form**



Copy this form as needed — Fill out order — Please print — **Bold Information Required**

Date \_\_\_\_\_

Submit to:

Page \_\_\_\_\_ of \_\_\_\_\_

**THE HON COMPANY**

**Parts Phone Number (800) 336-8398 • Email: PartsWeb@honcompany.com**

**Customer:** \_\_\_\_\_ **Customer Acct #:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Purchase Order #:** \_\_\_\_\_

**Phone #:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **FAX #:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED FOR REPLACEMENT KEYS/PARTS.**

**NOTE: Parts orders CANNOT be returned. There are NO discounts applied on parts orders.**

**When ordering keys,** please specify the number of keys and the letter designator on all key orders – example: E, R, H, 2X, etc. \_\_\_\_\_

**When ordering parts,** please provide:

Serial #: \_\_\_\_\_

Model #: \_\_\_\_\_

Color: \_\_\_\_\_

Date Code: \_\_\_\_\_

Billed: \_\_\_\_\_

Warranty: \_\_\_\_\_

(Even if it is a charge item, we require the serial number or date code from the unit so we can be sure to send the correct style part you need.)

Warranty reason: (This is required to receive parts under warranty. Please be very specific.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of part needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bill To:**

**Ship To:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Country: \_\_\_\_\_

When parts are needed to repair HON products, the following guidelines should be followed to expedite the process.

1. Contact the Parts Department at **Consumer Number: 1-800-336-8398**. Direct Dealers: Use standard HON 800 number. They will assist you with your order and answer any questions on parts.
2. There are no discounts applied to parts. Pricing quoted is the net value. Parts pricing is subject to change without notice.
3. The minimum order for a part not covered by warranty is \$7.50 (includes shipping and handling).
4. All keys are \$6.00 each plus a shipping and handling fee of \$3.00 per shipping location.
5. Touch-up paint brush bottles are \$7.00 each, spray cans of paint are \$14.50 each, plus shipping and handling. Note: All aerosol spray paint will be shipped via FedEx ground only.
6. Parts may be paid for with an approved credit card. Approved Cards: MasterCard, VISA and American Express.
7. Payment terms for invoiced parts are Net 30 days.
8. Due to short leadtimes on parts, no changes will be accepted after the order has been placed.
9. When placing a **warranty** parts order:

**If the product is under warranty, the product serial number must be provided.** Most finished goods products have a serial number placed on them at the factory. The label containing the serial number is located:

**Vertical Files** — right side of the uppermost drawer

**Lateral Files** — left side of the uppermost drawer or shelf

**Desk Towers** — outside of top drawer

**Desks, Credenzas, & Returns** — on the outside, kneespace side of the top drawer. Fully extend the drawer to find it.

**Desks, Credenzas, Corner Units, Bridges, Peninsulas & Returns without drawers** — underside of top

**Tables and Stands** — underside of the top

**Table Trucks** — underside of side rail

**Cabinets & Bookcases** — left inner side of the case

**Modular Component Top and Backs** — underside of top

**Modular End Panels** — top inside surface

**Reception Stations** — top inside surface of back panel

**Organizers** — top inside surface of left end panel near back panel

**Vertical Paper Manager** — back panel inside surface near top

**Pedestals** — bottom drawer right side exterior

**Seating** — underside of the seat

**Panels** — underside of the top cap

**Hutches, Storage Units, Overhead Storage** — underside of the shelf

**Hanging Bookshelves** — underside of shelf

NOTE: Removal of the serial number tag from the product voids the warranty.

**An important note regarding Product Serial Numbers:**

HON desks, tables, chairs, files and systems components are tagged with a serial number. This number helps us identify *when and where your product was made*, and to identify and correct the root causes for the problem. **NEITHER THE DEALER NOR THE CONSUMER SHOULD REMOVE THIS TAG UNDER ANY CIRCUMSTANCES.** To do so immediately voids your Warranty coverage for that particular item *and prevents us from further identifying it.* Instead, please transcribe the number and call your Dealer.