

Order Information

How to Place an Order

Please submit your order by one of the following means:

MAIL:

Harter by izzy+
Attn: Customer Service
11451 Harter Drive
Middlebury, IN 46540

EMAIL:

orders@harter.com

FACSIMILE:

866.528.2293

All orders need to include:

- Purchaser's name, address, phone number, and a contact person in both locations
- Receiver's name, address, and phone number (if different) and a contact person in both locations

Harter's Customer Service Department is available to assist you with your order. Contact Customer Service at: 1.800.543.5449

All orders must contain the following information:

- Quantity & Model Number
- Fabric & Colorway
- Frame Finish
- Caster Type

EXAMPLE:

Quantity & Model No. > 1 - G98G58
Fabric & Colorway > Tone, Ashgrove
Frame Finish > #24 Black
Caster Type > Hard Casters

See pages 14-17 to specify Fabric & Colorway.

If chair options are desired, add the appropriate suffix to the model number.

EXAMPLE: To add Relocatable Arms

Quantity & Model No. > 1 - G98G58RA
Fabric & Colorway > Tone, Ashgrove
Frame Finish > #24 Black
Caster Type > Hard Casters
Hard Casters

Order acknowledgements will be issued approximately 48 hours of order receipt. Please review acknowledgments carefully and notify Harter immediately if any changes must be made. Please review Prices & Terms, for further information concerning changes.

Quick Ship

To place a Quick Ship order, simply select any Quick Ship designated model, pair with an upholstery from the Harter Textile card, and follow the ordering procedure below.

QUICK SHIP TERMS AND LIMITATIONS

- Maximum order of 50 chairs.
- Orders must be marked Quick Ship.
- No cancellations.
- No changes to orders.

Note: COM (Customer's Own Material) fabric products can be ordered on the Quick Ship Program. Orders will ship within 10 working days from the date our factory receives the backed COM. Orders requesting Harter to Purchase COMs will be scheduled after receipt of backed COM.

For more information on Harter products, visit us at our Web site: www.harter.com

SCS Indoor Air Advantage



Environmental Attributes

Our products are made in the USA from sustainable designs, materials and manufacturing processes. The environment is important to us—and we know it's important to you—which is why we are committed to BIFMA level™ certification and supporting healthy indoor air quality through the SCS Indoor Advantage & Advantage Gold™ standards.