

## 2024 Office Furniture Center Fulfillment Schedule

### Pre-Owned Widget Orders

Order Size	Lead Time
\$0 - \$5,000	2 Business Days*
\$5,000-\$15,000	3-4 Business Days
\$15,000 - \$25,000	4-7 Business Days
\$25,000 - \$50,000	7-10 Business Days
\$50,000+	15 Business Days

*\*Same Day Pickup Available if Taken Direct from Showroom Floor*

### Refurb Widget Orders

Order Size	Lead Time
\$0 - \$5,000	1-2 Weeks
\$5,000-\$15,000	2-3 Weeks
\$15,000 - \$25,000	3 Weeks
\$25,000 - \$50,000	4 Weeks
\$50,000+	5 Weeks

### Pre-Owned Workstation Orders

Order Size	Lead Time
0-10 Stations	2 Weeks
10-20 Stations	3 Weeks
20+ Stations	4 Weeks

### Refurb Workstation Orders

Order Size	Lead Time
0-20 Stations	4 Weeks
20-50 Stations	5 Weeks
50+ Stations	6 Weeks

### Expedited Fee

Move your order up 1 line by adding **10%** surcharge to order.  
Expedited fee availability must be approved by Operations.

### Additional Guidelines

All orders must be complete before fulfillment clock starts.  
Any orders submitted with missing or incomplete data  
will be delayed.

Daily cutoff for orders is 11am Chicago time.  
Lead time for any order placed after 11am begins  
the following day.