



## Via Seating Odna Chairs



**VENDOR**: Innovative Office Solutions

DISCOUNT: 55% off of list, January 2023

**INCLUDES:** Advance synchro control mechanism, seat slider, adjustable armrests, adjustable lumbar support, all-floor casters. 12 year warranty including all parts and mesh..

NOTE: Prices are subject to change, obtain formal quote.

DESCRIPTION	MODEL #	U of M PRICE:	COLOR SELECTION:	QUANTITY
Odna Task Chair, High Mesh Back, Seat Slider, Height Adjustable Pivoting Arms, Black Fabric, Mesh and Frame. List Price: \$1475	203-0B-67C-SS-ONA1- 18BB-16SCG-OLUM1- 9FA	\$663.75		

### SHIPPING & INSTALLATION OPTIONS:

Twin Cities: Inside Delivery, Assembly, Installation, \$75 for first chair. \$40 each additional chair

Twin Cities: Home Delivery, Assembly, Installation, \$95 per chair

Twin Cities: Dock Delivery, No Charge, must have staffed dock, customer receives & assembles

Outside Twin Cities: Dock Delivery, No Charge, must have staffed dock, customer receives & assembles

\* Freight Damage - if product is delivered damaged customer must note, take photos of box and product and report immediately to Innovative.

### SHIP TO:

Contact:	
Email:	Phone:
U of M Dept:	
Building/Room #:	
Street:	
City/Zip:	



## HOW TO ORDER - SEE PAGE 2





# HOW TO PLACE AN ORDER

### TO PLACE AN ORDER:

- 1. Login in to **U Market**
- 2. Click Innovative Furniture Tile, then click punch out



- 3. Click Request or Review Quote button CLICK HERE TO REQUEST OR REVIEW QUOTES
- 4. Click **Request a Quote** and fill out required fields see below

- 5. Attach this completed form (optional) see below
- 6. Submit Quote Request You'll receive an email when your quote is ready
- 7. Log back into U Market
- 8. Click Request or Review Quotes
  - Find correct quote
  - Download quote attachment and review for accuracy
  - On the Quotes page click **Add to Cart** this adds entire quote to cart
- 9. Click Checkout
- 10. After proceeding to Checkout add Quote PDF to **Internal Attachments** in the U Market cart

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