

ORDERING PROCEDURES

How to Use Exposure Binder



The Exposure Product binder is redesigned for quick and easy quoting and ordering. A review of the Table of Contents will help to familiarize yourself with the binder layout. You will see that we have reorganized the binder into Straight Frame and Curved Frame sections. Each of these sections include three sub-tabs, Packages, Components and Parts. Each page of the package section serves as a Quote/Order form which may be copied and faxed directly to Abex. The following is a review of each section. Watch for **bold**, *italicized* words in the following overview for discount information.

Packages:

In the package section, the left page includes a package description including part numbers, prices and weights. You will find one price for the Hardware, which includes the frames, channel bars and cases, and one price for the complete panel set as shown. The part number and price for Hardware is provided for each of the suggested case options. Also included are suggested accessory options as well as blank lines to fill-in your own accessories. Space is also provided in the lower left corner of each page to note fabric colors. Please call out the fabric colors on the line drawing as well.

Once filled out completely, this page can serve as an order form which may be faxed directly to Abex. Please see the sample attached for specific information needed by the sales support department including company name, sales code#, P.O. and complete shipping information.

To save you time, we added an accessories page for each package. Located on the right hand page, we have listed suggested accessories for each package, i.e. case to table conversions, backlit header packages and much more. The accessory suggestions include part numbers and prices. If deletion of panels is required for the particular accessory, we did the math for you. Included is one price, the difference between the deletion of panels and the accessory cost. Please note that the price and part number for some accessories depends on the case option chosen. Be sure to add your accessory to the package page on the left hand side in the blank lines provided, and be sure to draw the location of each accessory on the unit.

Table Tops and 5' Towers

Table tops and 5' towers are already priced as discounted packages. To receive the discounted package price, these units must be ordered as shown without modification. Any deletion of panels will require a calculation of the panel price, based on the panel prices in the parts section. Complete hardware packages may be ordered as priced in the binder as a package without panels.

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How to Use Exposure Binder (cont.)



Components:

This section includes all packaged components including backlit header packages, shelf packages, monitor stands, frames, frame plug-ins and repair kits.

Parts:

This section includes all individual parts including channel bars, panels, frame parts, backlit header parts and shelves.

Design Ideas:

At the end of the Curved and Straight sections begins Design Ideas. This section includes special Designer packages that will be updated regularly. ***A 15% discount is available on the Hardware, Panel Sets and Cases, if the unit is ordered as shown and not modified.***

Accessories shown on Design Ideas are line items and may not be discounted. If you require an itemized quote that lists the prices for all items contained in the unit, please fax the request to the Design Department. Discounts are not shown on Design's quote.

Lights & Cases:

Lights and cases have been combined into one tab. Listed in this section are light packages and parts as well as cases, case accessories and case parts.

Ordering:

Along with this "How to Use Exposure Binder" information, included in the ordering section are examples of how to complete a package page before faxing the order to Abex. Also included is a replacement parts order form, Abex production lead times, an ordering checklist, helpful hints and sample orders. For your information, we have provided a flow chart of how an order moves through Abex.

Packing/Shipping:

Included in this section are packing instructions for the 4100, 4200 and 4300 cases.

Warranty/Repair:

This section explains our Lifetime No-Fault Warranty, and provides repair instructions for scissors and spacer bars.

Reference:

Please add any fabric cards or Exposure literature information from the old Exposure binder to the reference section in the new Exposure binder.

Addendum:

This tab is included for your convenience. Please place any Production Updates, Distributor Updates or Binder Addendums to this section for quick reference.