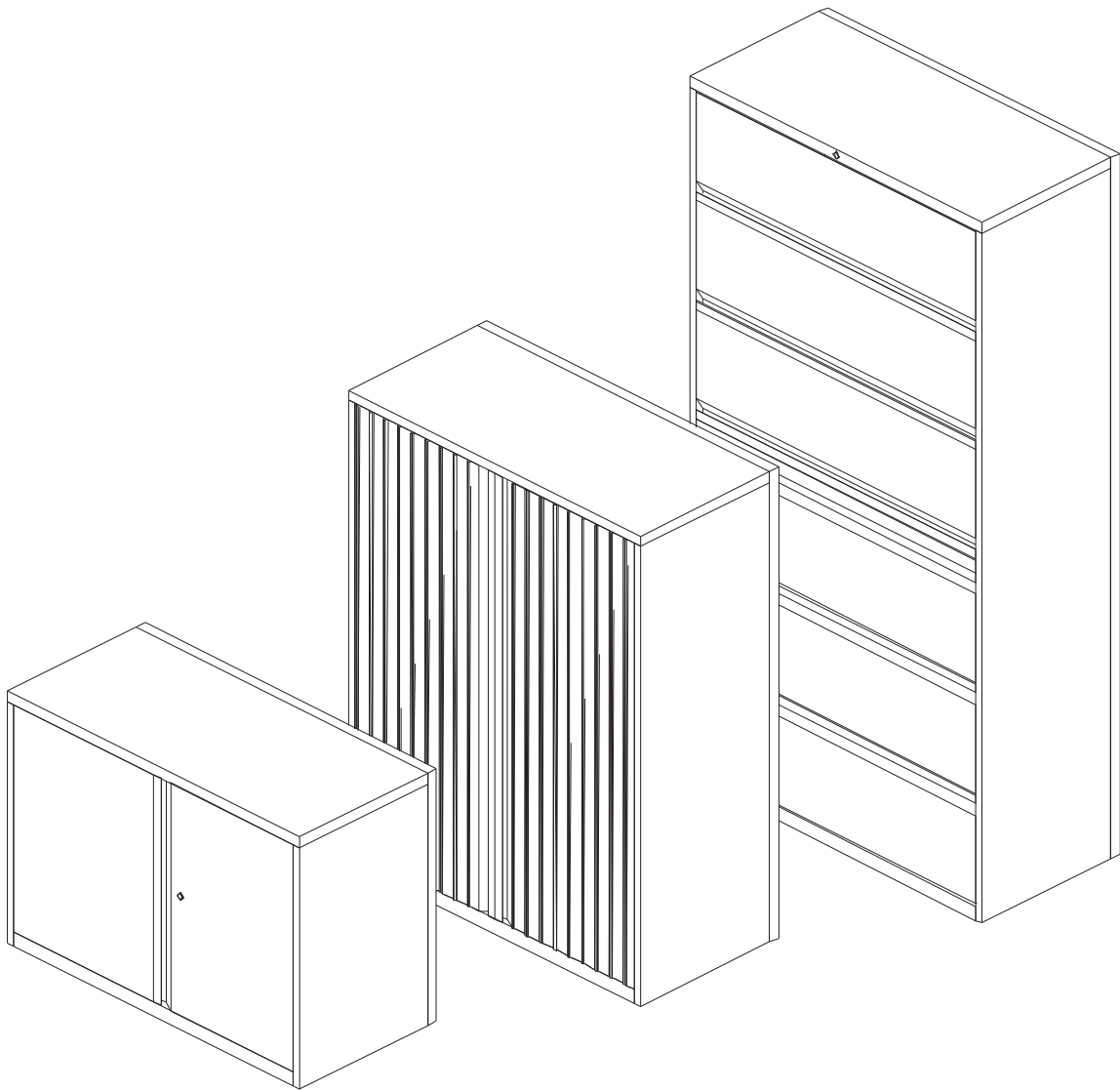


Lateral Files by Bisley

Specifiers Guide & Price List



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Introduction

Bisley Lateral Files are available in a total of 24 carcass sizes across five widths and eight heights which can accommodate all types of filing and storage from personal to archival.

Closure options include retractable flippers, cupboard doors, tambour doors and a selection of pull-out drawers. The drawers are fitted with a drawer interlock allowing only one drawer to be opened at a time.

A comprehensive range of internal fittings is available to satisfy a variety of storage requirements.

All storage units are fitted with locks from a mastered series. Furthermore, cylinders are interchangeable to enable furniture to be suited to the same key number - or for key numbers to be retrospectively altered for convenience or security reasons.

Technical Specification

Bisley Lateral Files have been developed with the requirements of the user in mind. Combining engineering excellence with a sleek aesthetic appeal supported by a solid manufacturing capability and active support over time.

Lateral Files are built to last. No screws, pop rivets or bolts are visible and front corners are welded and finished to eliminate joints. Seamless backs eliminate horizontal lines for a cleaner, flush appearance.

Closures are installed on uprights with 1.4" increments allowing you to create spaces sized to fit what needs to be stored: Maximum storage capacity for minimum space footprint.

Generously detailed handle recesses, sound deadening insulation and smooth, fully extending ball-bearing drawer slides mean **Lateral Files** feel and sound good to use.

All drawers are fitted with Bisley's own unbeatable Interlock to protect against cabinet topple. **Lateral Files** offer maximum safety in use.

Drawers have optional adjustable file bars to accept Foolscap, Dutch Folio, American Letter size, American Legal size and A4 Filing. Filing side to side or front to back on crossrails. All drawers are slotted to accept dividers.

Flipper doors use the same front as the drawers which are mounted on nylon pads for smooth operation, and maximum clearance.

Doors are of a double wall construction incorporating sound deadening. Doors are directly locked top and bottom to the carcass. 110 Degree opening quick release concealed 3 way adjustable European hinges for smooth door operation. Doors are self closing on to rubber damped adjustable stops.

The range is certified to BS 4875 Parts 7 and 8 and BS 5459 Part 3. It has passed Bifma/Ansi testing

Security: Up to 500 lock differs and barrels that can be changed with a universal key provides security that is easy to manage.

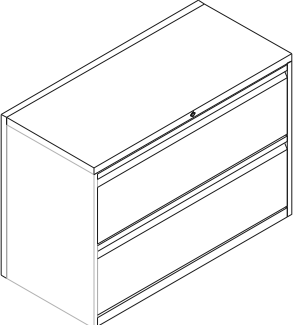
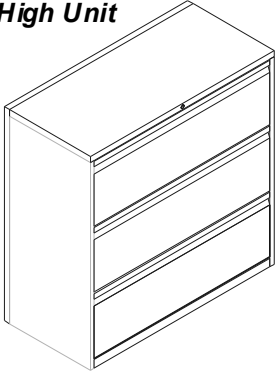
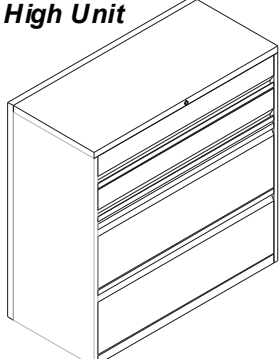
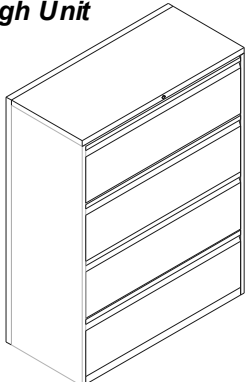
Adjustable levelling feet and ability to gang units in fixed banks allows you to create solid stable visually coherent, environments.

Colour range of sixteen standard colours in durable powder paint allows colour to be carried into the office landscape.

Standard Configurations

BLF	Code	Description
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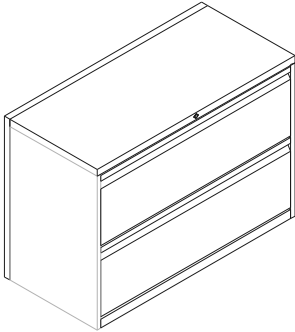
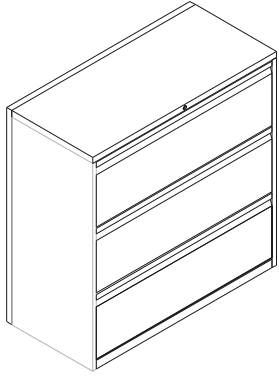
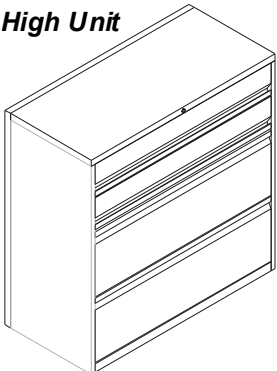
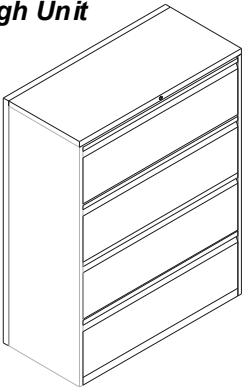
The following pages provide examples of popular configurations and the required components for ease of order.

<p>2 High Unit</p> 	08C202H / IC08FB	31.5" wide x 18.5" deep x 27.8" high with 2 no 12" drawers with File bars for side to side filing
	IACB08	Counterbalance weight
	10C202H / IC10FB	39.4" wide x 18.8" deep x 27.8" high with 2 no 12" drawers with File bars for side to side filing
	IACB10	Counterbalance weight
<p>3 High Unit</p> 	08C303H / IC08FB	31.5" wide x 18.5" deep x 39.8" high with 3 no 12" drawers with File bars for side to side filing
	IACB08	Counterbalance weight
	10C303H / IC10FB	39.4" wide x 18.5" deep x 39.8" high with 3 no 12" drawers with File bars for side to side filing
	IACB10	Counterbalance weight
<p>3 High Unit</p> 	08C302L2H / IC08FB	31.5" wide x 18.5" deep x 39.8" high with 2 no 6" drawers, 2 no 12" drawers with File bars for side to side filing w/ Counterbalance weight
	IACB08	
	IAD6P3	Optional 6" Drawer dividers 2 Pks. of 3
	10C302L2H / IC10FB	39.4" wide x 18.5" deep x 39.8" high with 2 no 6" drawers, 2 no 12" drawers with File bars for side to side filing w/ Counterbalance weight
IACB10		
IAD6P3	Optional 6" Drawer dividers 2 Pks. of 3	
<p>4 High Unit</p> 	08C404H / IC08FB	31.5" wide x 18.5" deep x 51.8" high with 4 no 12" drawers with File bars for side to side filing
	10C404H / IC10FB	39.4" wide x 18.5" deep x 51.8" high with 4 no 12" drawers with File bars for side to side filing

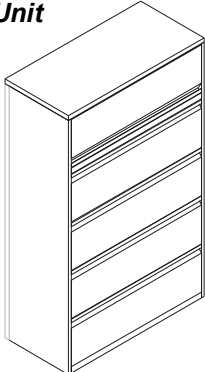
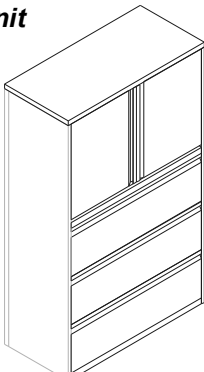
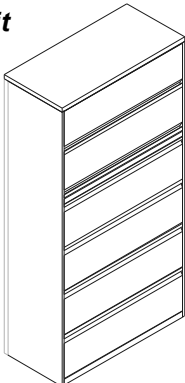
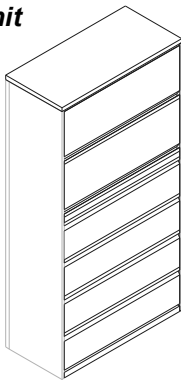
Standard Configurations

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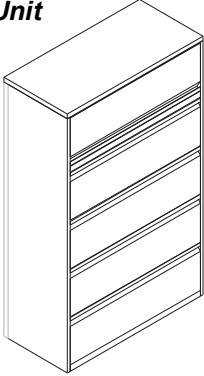
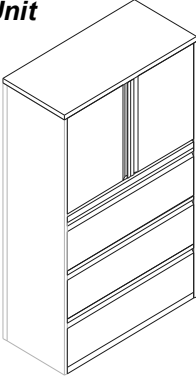
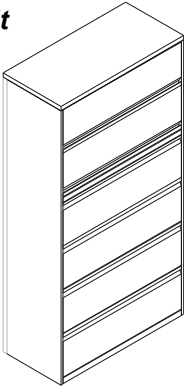
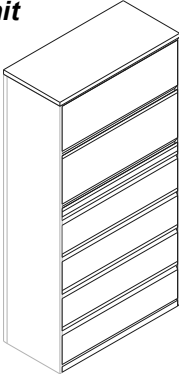
The following pages provide examples of popular configurations and the required components for ease of order.

<p>2 High Unit</p> 	<p>09C202H/ IC09FB/ IACB09</p>	<p>36" wide x 18.5" deep x 27.8" high with 2 no 12" drawers with File bars for side to side filing</p> <p>Counterbalance weight</p>
	<p>42C202H/ IC42FB/ IACB42</p>	<p>42" wide x 18.5" deep x 27.8" high with 2 no 12" drawers with File bars for side to side filing</p> <p>Counterbalance weight</p>
<p>3 High Unit</p> 	<p>09C303H/ IC09FB/ IACB09</p>	<p>36" wide x 18.5" deep x 39.8" high with 3 no 12" drawers with File bars for side to side filing</p> <p>Counterbalance weight</p>
	<p>42C303H/ IC42FB/ IACB42</p>	<p>42" wide x 18.5" deep x 39.8" high with 3 no 12" drawers with File bars for side to side filing</p> <p>Counterbalance weight</p>
<p>3 High Unit</p> 	<p>09C302L2H / IC09FB/ IACB09</p>	<p>36" wide x 18.5" deep x 39.8" high with 2 no 6" drawers, 2 no 12" drawers with File bars for side to side filing W/ Counterbalance weight</p> <p>Optional 6" Drawer dividers 2 Pks. of 3</p>
	<p>42C302L2H / IC42FB IACB42</p>	<p>42" wide x 18.5" deep x 39.8" high with 2 no 6" drawers, 2 no 12" drawers with File bars for side to side filing W/ Counterbalance weight</p> <p>Optional 6" Drawer dividers 2 Pks. of 3</p>
	<p>IAD6P3</p>	<p>Optional 6" Drawer dividers 2 Pks. of 3</p>
<p>4 High Unit</p> 	<p>09C404H / IC09FB</p>	<p>36" wide x 18.5" deep x 51.8" high with 4 no 12" drawers with File bars for side to side filing</p>
	<p>42C404H / IC42FB</p>	<p>42" wide x 18.5" deep x 51.8" high with 4 no 12" drawers with File bars for side to side filing</p>

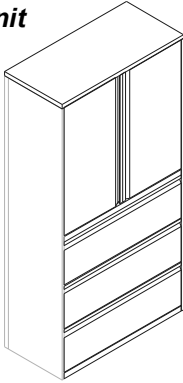
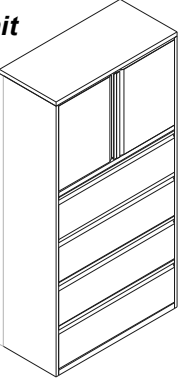
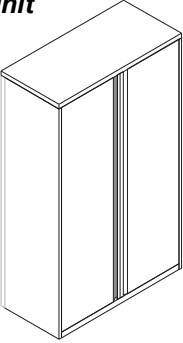
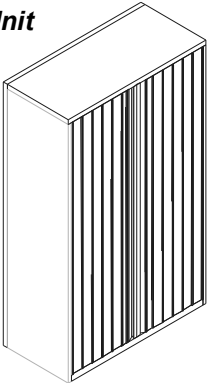
Standard Configurations

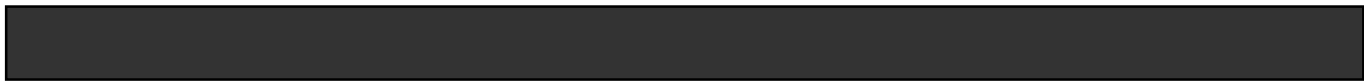
BLF	Code	Description
5 High Unit 	08C50CT4H / IC08FB	31.5" wide x 18.5" deep x 65.2" high with 1 no 12" flipper, tie bar shelf, 4 no 12" drawers with File bars for side to side filing
	IC08LRF	Lateral rail for 12" flipper
	10C50CT4H / IC10FB	39.4" wide x 18.5" deep x 65.2" high with 1 no 12" flipper, tie bar shelf, 4 no 12" drawers with File bars for side to side filing
	IC10LRF	Lateral rail for 12" flipper
5 High Unit 	08C50WT3H / IC08FB	31.5" wide x 18.5" deep x 65.2" high with 24" double doors, tie bar shelf and 3 no 12" drawers with File bars for side to side filing
	IC08BS	Basic shelf
	10C50WT3H / IC10FB	39.4" wide x 18.5" deep x 65.2" high with 24" double doors, tie bar shelf and 3 no 12" drawers with File bars for side to side filing
	IC10BS	Basic shelf
6 High Unit 	08C602CT4H / IC08FB	31.5" wide x 18.5" deep x 77.2" high with 2 no 12" flippers, tie bar shelf and 4 no 12" drawers with File bars for side to side filing
	IC08LRF	Lateral rails for lateral files
	10C602CT4H / IC10FB	39.4" wide x 18.5" deep x 77.2" high with 2 no 12" flippers, tie bar shelf and 4 no 12" drawers with File bars for side to side filing
	IC10LRF	Lateral rails for lateral files
6 High Unit 	08C602BT4J / IC08FB	31.5" wide x 18.5" deep x 77.2" high with 2 no 15" flippers, tie bar shelf and 4 no 10.5" drawers with File bars for side to side filing
	IC08LR	Lateral rail
	10C602BT4J / IC10FB	39.4" wide x 18.5" deep x 77.2" high with 2 no 15" flippers, tie bar shelf and 4 no 10.5" drawers with File bars for side to side filing
	IC10LR	Lateral rail

Standard Configurations

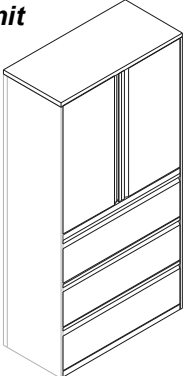
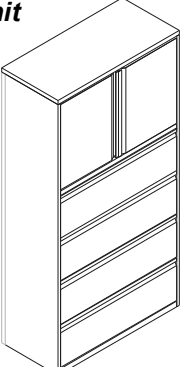
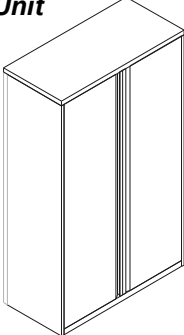
BLF	Code	Description
5 High Unit 	09C50CT4H / IC09FB	36" wide x 18.5" deep x 65.2" high with 1 no 12" flipper, tie bar shelf, 4 no 12" drawers with File bars for side to side filing 2 Lateral rail for 12" flipper
	IC09LRF	
	42C50CT4H / IC42FB	42" wide x 18.5" deep x 65.2" high with 1 no 12" flipper, tie bar shelf, 4 no 12" drawers with File bars for side to side filing 2 Lateral rail for 12" flipper
	IC42LRF	
5 High Unit 	09C50WT3H / IC09FB	36" wide x 18.5" deep x 65.2" high with 24" double doors, tie bar shelf and 3 no 12" drawers with File bars for side to side filing Basic shelf
	IC09BS	
6 High Unit 	09C602CT4H / IC09FB	36" wide x 18.5" deep x 77.2" high with 2 no 12" flippers, tie bar shelf and 4 no 12" drawers with File bars for side to side filing Lateral rails for lateral files
	IC09LRF	
	42C602CT4H / IC10FB	42" wide x 18.5" deep x 77.2" high with 2 no 12" flippers, tie bar shelf and 4 no 12" drawers with File bars for side to side filing Lateral rails for lateral files
	IC42LRF	
6 High Unit 	09C602BT4J / IC09FB	36" wide x 18.5" deep x 77.2" high with 2 no 15" flippers, tie bar shelf and 4 no 10.5" drawers with File bars for side to side filing
	IC09LR	Lateral rail

Standard Configurations

BLF	Code	Description
6 High Unit 	08C60XT3H / IC08FB	31.5" wide x 18.5" deep x 77.2" high with 36" double doors, tie bar shelf and 3 no 12" drawers with File bars for side to side filing
	IC08BS	Basic shelf ea.
	10C60XT3H / IC10FB	39.4" wide x 18.5" deep x 77.2" high with 36" double doors, tie bar shelf and 3 no 12" drawers with File bars for side to side filing
	IC10BS	Basic shelf ea.
6 High Unit 	08C60WT4H / IC08FB	31.5" wide x 18.5" deep x 77.2" high with 24" double doors, tie bar shelf and 4 no 12" drawers with File bars for side to side filing
	IC08BS	Basic shelf ea.
	10C60WT4H / IC10FB	39.4" wide x 18.5" deep x 77.2" high with 24" double doors, tie bar shelf and 4 no 12" drawers with File bars for side to side filing
	IC10BS	Basic shelf ea.
5 High Unit 	08D50	31.5" wide x 18.5" deep x 65.2" high with double doors
	IC08BS	Basic shelf ea.
	10D50	39.4" wide x 18.5" deep x 65.2" high with double doors
	IC10BS	Basic shelf ea.
5 High Unit 	08T50	31.5" wide x 18.5" deep x 65.2" high with tambour door
	IT08BS	Basic shelf ea.
	10T50	39.4" wide x 18.5" deep x 65.2" high with tambour doors
	IT10BS	Basic shelf ea.
	12T50	47.3" wide x 18.5" deep x 65.2" high with tambour doors
	IT12BS	Basic shelf ea.

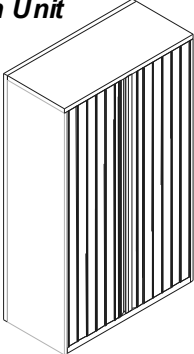
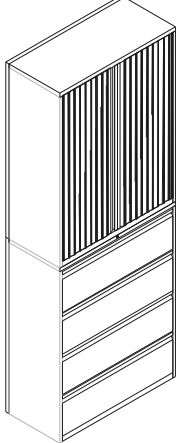


BLF	Code	Description
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<p>6 High Unit</p> 	<p>09C60XT3H / IC09FB</p> <p>IC09BS</p>	<p>36" wide x 18.5" deep x 77.2" high with 36" double doors, tie bar shelf and 3 no 12" drawers with File bars for side to side filing</p> <p>Basic shelf ea.</p>
<p>6 High Unit</p> 	<p>09C60WT4H / IC09FB</p> <p>IC09BS</p>	<p>36" wide x 18.5" deep x 77.2" high with 24" double doors, tie bar shelf and 4 no 12" drawers with File bars for side to side filing</p> <p>Basic shelf ea.</p>
<p>5 High Unit</p> 	<p>09D50</p> <p>IC09BS</p>	<p>36" wide x 18.5" deep x 65.2" high with double doors</p> <p>Basic shelf ea..</p>

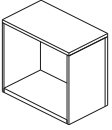
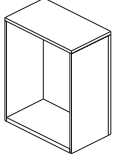
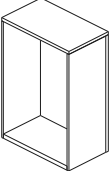
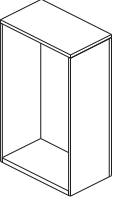
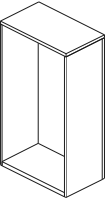
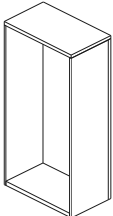
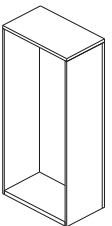
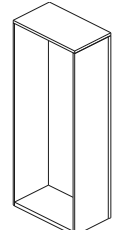
Standard Configurations

BLF	Code	Description
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<p>6 High Unit</p> 	08T60	31.5" wide x 18.5" deep x 77.2" high with tambour door
	IT08BS	Basic shelf ea.
	10T60	39.4" wide x 18.5" deep x 77.2" high with tambour doors
	IT10BS	Basic shelf ea.
	12T60	47.3" wide x 18.5" deep x 77.2" high with tambour doors
	IT12BS	Basic shelf ea.
<p>2no 4 High Units</p> 	S 08C404H / IC08FB	31.5" wide x 18.5" deep x 51.8" high with 4 no 12" drawers with File bar for side to side filing
	08T40	31.5" wide x 18.5" deep x 51.8" high with tambour door
	IT08BS	Basic shelf ea.
	S 10C404H / IC10FB	39.4" wide x 18.5" deep x 51.8" high with 4 no 12" drawers with File bar for side to side filing
	10T40	39.4" wide x 18.5" deep x 51.8" high with tambour doors
	IT10BS	Basic shelf ea.
<p>Where stacked units are required an additional charge will be made. The code also has a prefix S before lower cupboard code.</p>		

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1. Combination Carcase (31.5" Wide)

31.5" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	08C20	27.8" (27.5" - 28.2")	610	24
	08C30	39.8" (39.3" - 40.2")	914	36
	08C35	45.7" (45.3" - 46.2")	1066	42
	08C40	51.8" (51.3" - 52.2")	1218	48
	08C43	56.3" (55.8" - 56.7")	1322	52.5
	08C47	62.3" (61.7" - 62.7")	1484	58.5
	08C50*	65.2" (64.7" - 65.7")	1560	61.5
	08C60*	77.2" (76.7" - 77.7")	1864	73.5

* Indicates Tie Bar Shelf (38mm/1.5inches)

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

08C30

08 31.5" wide carcase

C Combination carcase

30 3 high carcase

The next digits describe the closure configuration.

This is always specified from the top down. The number indicates quantity and the letter refers to the component.

Example

08C302L2H

2L 2 no 6" Drawers

2H 2 no 12" Drawers

Application Notes

When determining the right carcase height and closure types, imperial measurements should be used. Metric dimensions are nominal.

See **Page 12** for combinations of drawers, flippers and doors in a variety of heights.

See **Page 19** for internal accessories.

Height adjustment: **0.9"** can be obtained by adjusting feet.

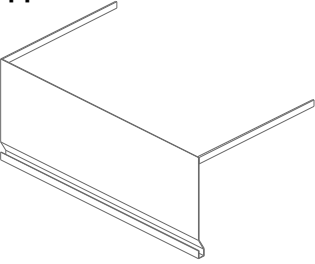
A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

P400052p4 (pack of 4)

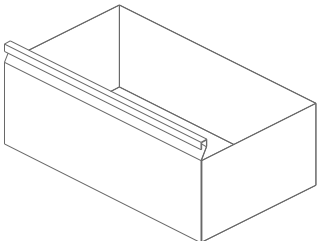
P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

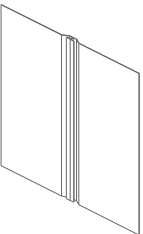
1. Combination Carcase (31.5" Wide)

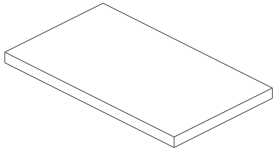
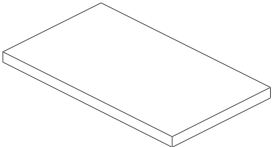
Combination Closures	Code	Description In inch	Height In mm/in.
	B	15" Flipper	380/15"
	C	12" Flipper	304/12"
	D	9" Flipper	228/9"
	E	16.5" Flipper	418/16.5"

A front access file pocket behind a 12" flipper must not measure more than 10.6" from the underside of the hook to the bottom edge of the pocket.

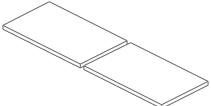
	G	15" Drawer	380/15"
	H	12" Drawer	304/12"
	J	10.5" Drawer	266/10.5"
	K	9" Drawer	228/9"
	L	6" Drawer	152/6"

10.5" drawers should only be used for the suspension of vertical files.

	W	24" Doors	610/24"
	X	36" Doors	914/36"
	Y	48" Doors	1218/48"

	T	Fixed Tie Bar Shelf (price included in carcase with *)	38/1.5"
	R	Pull-out Reference Shelf (to replace Tie Bar Shelf where required)	38/1.5"

The tie bar shelf is to be fitted in the top half of the carcase as close as possible to the centre.

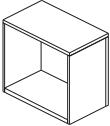
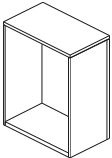
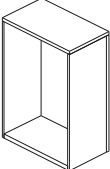
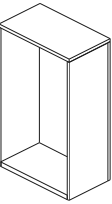
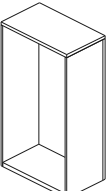
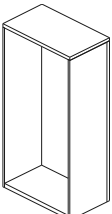
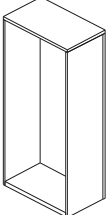
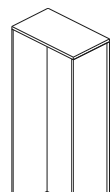
	IACB08	31.5" Counterbalance	
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Safety Warning

It is recommended that all cabinets below 51.2" high, which include pull-out elements, should be fitted with a counterbalance weight.

1. Combination Carcase (36" Wide)

XXXXXXXXXXXXXXXX

35.5" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	09C20	27.8" (27.5" - 28.2")	610	24
	09C30	39.8" (39.3" - 40.2")	914	36
	09C35	45.7" (45.3" - 46.2")	1066	42
	09C40	51.8" (51.3" - 52.2")	1218	48
	09C43	56.3" (55.8" - 56.7")	1322	52.5
	09C47	62.3" (61.7" - 62.7")	1484	58.5
	09C50*	65.2" (64.7" - 65.7")	1560	61.5
	09C60*	77.2" (76.7" - 77.7")	1864	73.5

* Indicates Tie Bar Shelf (38mm/1.5inches)

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

08C30

08 31.5" wide carcase

C Combination carcase

30 3 high carcase

The next digits describe the closure configuration.

This is always specified from the top down. The number indicates quantity and the letter refers to the component.

Example

08C302L2H

2L 2 no 6" Drawers

2H 2 no 12" Drawers

Application Notes

When determining the right carcase height and closure types, imperial measurements should be used. Metric dimensions are nominal. 36" is nominal the actual width for the carcase is 35.5"

See **Page 14** for combinations of drawers, flippers and doors in a variety of heights.

See **Page 20** for internal accessories.

Height adjustment: **0.9"** can be obtained by adjusting feet.

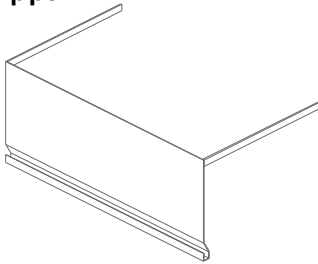
A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

P400052p4 (pack of 4)

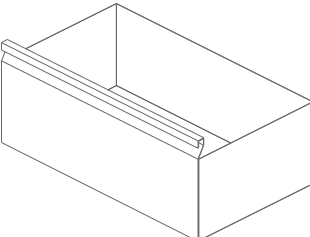
P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

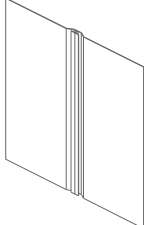
1. Combination Carcase (36" Wide)

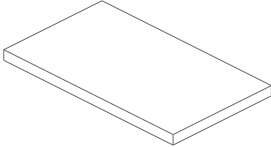
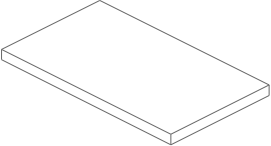
Combination Closures	Code	Description In inch	Height In mm/in
	B	15" Flipper	380/15"
	C	12" Flipper	304/12"
	D	9" Flipper	228/9"
	E	16.5" Flipper	418/16.5"

A front access file pocket behind a 12" flipper must not measure more than 10.6" from the underside of the hook to the bottom edge of the pocket.

	G	15" Drawer	380/15"
	H	12" Drawer	304/12"
	J	10.5" Drawer	266/10.5"
	K	9" Drawer	228/9"
	L	6" Drawer	152/6"

10.5" drawers should only be used for the suspension of vertical files.

	W	24" Doors	610/24"
	X	36" Doors	914/36"
	Y	48" Doors	1218/48"

	T	Fixed Tie Bar Shelf (price included in carcase with *)	38/1.5"
	R	Pull-out Reference Shelf (to replace Tie Bar Shelf where required)	38/1.5"

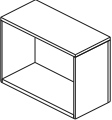
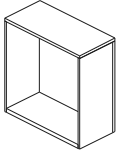
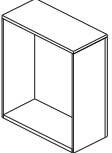
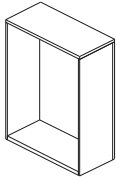
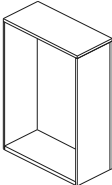
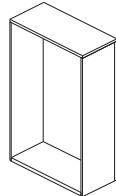
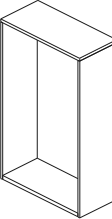
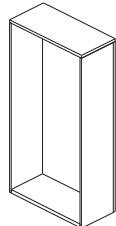
The tie bar shelf is to be fitted in the top half of the carcase as close as possible to the centre.

	IACB09	36" Counterbalance
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Safety Warning

It is recommended that all cabinets below 51.2" high, which include pull-out elements, should be fitted with a

2. Combination Carcase (39.4" Wide)

39.4" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	10C20	27.8" (27.3" - 28.2")	610	24
	10C30	39.8" (39.3" - 40.2")	914	36
	10C35	45.7" (45.3" - 46.2")	1066	42
	10C40	51.8" (51.3" - 52.2")	1218	48
	10C43	56.3" (55.8" - 56.7")	1322	52.5
	10C47	62.3" (61.7" - 62.7")	1484	58.5
	10C50*	65.2" (64.7" - 65.7")	1560	61.5
	10C60*	77.2" (76.7" - 77.7")	1864	73.5

* Indicates Tie Bar Shelf (38mm/1.5inches)

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

10C30

10 39.4" wide carcase

C Combination carcase

30 3 high carcase

The next digits describe the closure configuration.

This is always specified from the top down. The number indicates quantity and the letter refers to the component.

Example

10C302L2H

2L 2 no 6" Drawers

2H 2 no 12" Drawers

Application Notes

When determining the right carcase height and closure types, imperial measurements should be used. Dimensions are nominal. 36" wide is actual 35.5"

See **Page 16** for combinations of drawers, flippers and doors in a variety of heights.

See **Page 19** for internal accessories.

Height adjustment: **0.9"** can be obtained by adjusting feet.

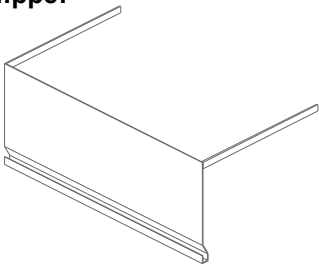
A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

P400052p4 (pack of 4)

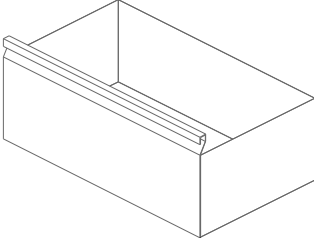
P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

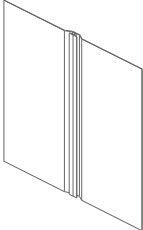
1. Combination Carcase (39.4" Wide)

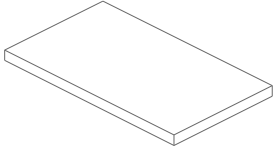
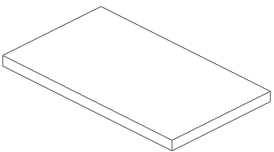
Combination Closures	Code	Description In inch	Height In mm/in
	B	15" Flipper	380/15"
	C	12" Flipper	304/12"
	D	9" Flipper	228/9"
	E	16.5" Flipper	418/16.5"

A front access file pocket behind a 12" flipper must not measure more than 10.6" from the underside of the hook to the bottom edge of the pocket.

	G	15" Drawer	380/15"
	H	12" Drawer	304/12"
	J	10.5" Drawer	266/10.5"
	K	9" Drawer	228/9"
	L	6" Drawer	152/6"

10.5" drawers should only be used for the suspension of vertical files.

	W	24" Doors	610/24"
	X	36" Doors	914/36"
	Y	48" Doors	1218/48"

	T	Fixed Tie Bar Shelf (price included in carcase with *)	38/1.5"
	R	Pull-out Reference Shelf (to replace Tie Bar Shelf where required)	38/1.5"

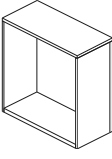
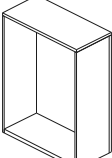
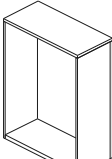
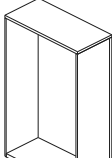
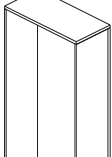
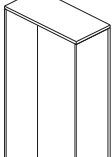
The tie bar shelf is to be fitted in the top half of the carcase as close as possible to the centre.

	IACB10	39.4" Counterbalance	
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Safety Warning

It is recommended that all cabinets below 51.2" high, which include pull-out elements, should be fitted with a counterbalance weight.

2. Combination Carcase (42" Wide)

42" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	42C20	27.8" (27.3" - 28.2")	610	24
	42C30	39.8" (39.3" - 40.2")	914	36
	42C40	51.8" (51.3" - 52.2")	1218	48
	42C43	56.3" (55.8" - 56.7")	1322	52.5
	42C50*	65.2" (64.7" - 65.7")	1560	61.5
	42C60*	77.2" (76.7" - 77.7")	1864	73.5

* Indicates Tie Bar Shelf (38mm/1.5inches)

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

10C30

10 39.4" wide carcase

C Combination carcase

30 3 high carcase

The next digits describe the closure configuration.

This is always specified from the top down. The number indicates quantity and the letter refers to the component.

Example

10C302L2H

2L 2 no 6" Drawers

2H 2 no 12" Drawers

Application Notes

When determining the right carcase height and closure types, imperial measurements should be used. Metric dimensions are nominal.

See **Page 10** for combinations of drawers, flippers and doors in a variety of heights.

See **Page 11** for internal accessories.

Height adjustment: **0.9"** can be obtained by adjusting feet.

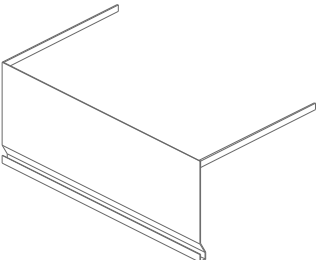
A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

P400052p4 (pack of 4)

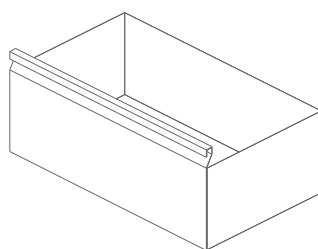
P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

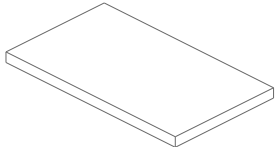
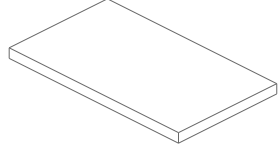
2. Combination Carcase (42" Wide)

Combination Closures	Code	Description	Height In mm.in"
	B	15" Flipper	380/15"
	C	12" Flipper	304/12"

A front access file pocket behind a 12" flipper must not measure more than 10.6" from the underside of the hook to the bottom edge of the pocket.

	G	15" Drawer	380/15"
	H	12" Drawer	304/12"
	J	10.5" Drawer	266/10.5"
	K	9" Drawer	228/9"
	L	6" Drawer	152/6"

10.5" drawers should only be used for the suspension of vertical files.

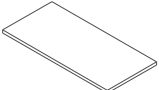
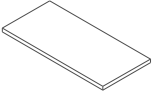
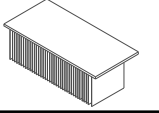
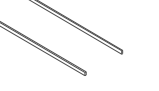
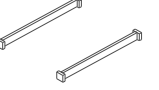
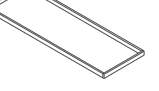
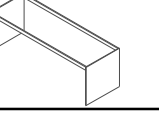
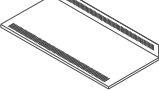
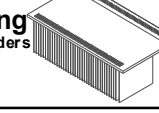
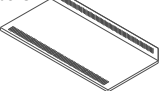
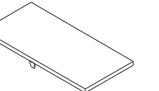
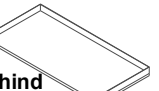


	T	Fixed Tie Bar Shelf (price included in carcase with *)	38/1.5"
	R	Pull-out Reference Shelf (to replace Tie Bar Shelf where required)	38/1.5"

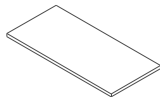
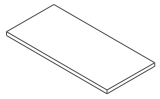
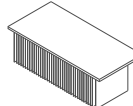

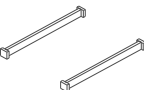
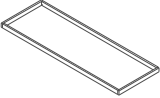
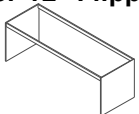
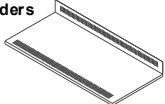
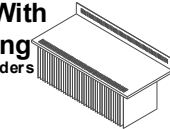
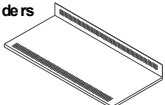
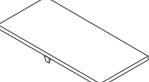
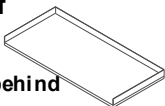


The tie bar shelf is to be fitted in the top half of the carcase as close as possible to the centre.

	IACB42	42" Counterbalance	
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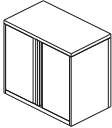
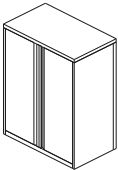
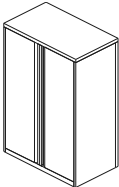
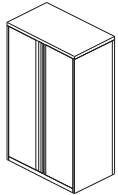
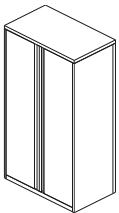
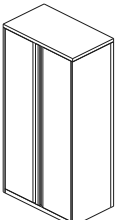
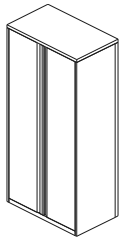
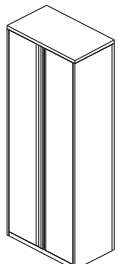
Safety Warning

It is recommended that all cabinets below 51.2" high, which include pull-out elements, should be fitted with a counterbalance weight.

Internal Accessories	Code	Cupboard Width
Basic Shelf - 1" used with flipper 	IC08NBS	31.5"
	IC10NBS	39.4"
Basic Shelf - 1.3" 	IC08BS	31.5"
	IC10BS	39.4"
Basic Shelf with undershelf filing 	IC08BSU	31.5"
	IC10BSU	39.4"
File bar for side to side filing 	IC08FB	31.5"
	IC10FB	39.4"
Cross rails for front to back filing The appropriate file bar width must be specified 	ICCR	31.5"
	ICCR	39.4"
Lateral Rail 	IC08LR	31.5"
	IC10LR	39.4"
Lateral Rail for 12" Flipper 	IC08LRF	31.5"
	IC10LRF	39.4"
Slotted Shelf See below for shelf dividers 	IC08SS	31.5"
	IC10SS	39.4"
Slotted Shelf With Undershelf filing See below for shelf dividers 	IC08SSU	31.5"
	IC10SSU	39.4"
Narrow Slotted Shelf See below for shelf dividers 	IC08NSS	31.5"
	IC10NSS	39.4"
Coat Rail - Front To Back With shelf 	IC08CR	31.5"
	IC10CR	39.4"
Roll-out Shelf (not available behind doors) 	IC08RS	31.5"
	IC10RS	39.4"
Dividers For Shelves and Drawers (pack of 3) 	IADSP3	All slotted shelves and drawer closure options (except 6" drawer)
Dividers For 6" Drawers (pack of 3) 	IAD6P3	6" Deep drawers only

Internal Accessories	Code	Cupboard Width
Basic Shelf - 1" used with flipper 	IC09NBS	36"
	IC42NBS	42"
Basic Shelf - 1.3" 	IC09BS	36"
	IC42BS	42"
Basic Shelf with undershelf filing 	IC09BSU	36"
File bar for side to side filing 	IC09FB	36"
	IC42FB	42"
Cross rails for front to back filing The appropriate file bar width must be specified 	ICCR	36"
	ICCR	42"
Lateral Rail 	IC09LR	36"
	IC42LR	42"
Lateral Rail for 12" Flipper 	IC09LRF	36"
	IC42LRF	42"
Slotted Shelf See below for shelf dividers 	IC09SS	36"
Slotted Shelf With Undershelf filing See below for shelf dividers 	IC09SSU	36"
Narrow Slotted Shelf See below for shelf dividers 	IC09NSS	36"
Coat Rail - Front To Back With shelf 	IC09CR	36"
Roll-out Shelf (not available behind doors) 	IC09RS	36"
Dividers For Shelves and Drawers (pack of 3) 	IADSP3	All slotted shelves and drawer closure options (except 6" drawer)
Dividers For 6" Drawers (pack of 3) 	IAD6P3	6" Deep drawers only

3. 2 Door Carcase (31.5" Wide)

31.5" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	08D20	27.8" (27.3" - 28.2")	610	24
	08D30	39.8" (39.3" - 40.2")	914	36
	08D35	45.7" (45.3" - 46.2")	1066	42
	08D40	51.8" (51.3" - 52.2")	1218	48
	08D43	56.3" (55.8" - 56.7")	1322	52.5
	08D47	62.3" (61.7" - 62.7")	1484	58.5
	08D50	65.2" (64.7" - 65.7")	1560	61.5
	08D60	77.2" (76.7" - 77.7")	1864	73.5

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

08D30

08 31.5" wide carcase

D 2 Door cupboard

30 3 high carcase

Application Notes

See **Page 23** for internal accessories.

Height adjustment: **0.9"** can be obtained by adjusting feet.

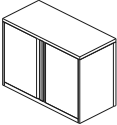
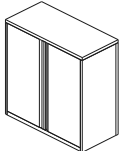
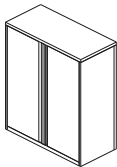
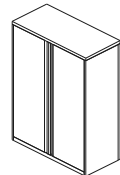
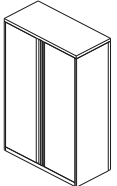
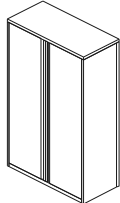
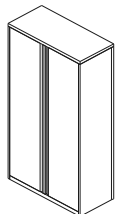
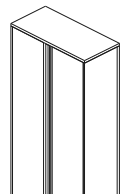
A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

P400052p4 (pack of 4)

P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

4. 2 Door Carcase (39.4" Wide)

39.4" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	10D20	27.8" (27.3" - 28.2")	610	24
	10D30	39.8" (39.3" - 40.2")	914	36
	10D35	45.7" (45.3" - 46.2")	1066	42
	10D40	51.8" (51.3" - 52.2")	1218	48
	10D43	56.3" (55.8" - 56.7")	1322	52.5
	10D47	62.3" (61.7" - 62.7")	1484	58.5
	10D50	65.2" (64.7" - 65.7")	1560	61.5
	10D60	77.2" (76.7" - 77.7")	1864	73.5

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

10D30

10 39.4" wide carcase

D 2 Door cupboard

30 3 high carcase

Application Notes

See **Page 23** for internal accessories.

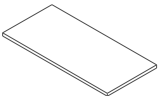
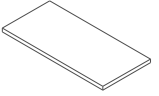
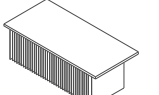
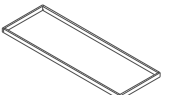
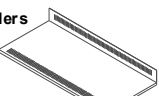
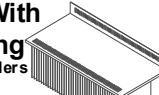
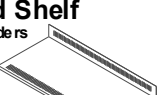

Height adjustment **0.9"** can be obtained by adjusting feet.

A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

P400052p4 (pack of 4)

P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

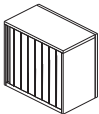


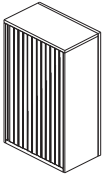
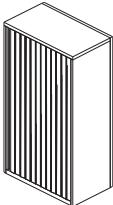
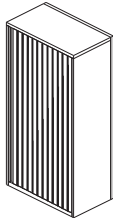

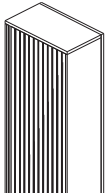
Internal Accessories	Code	Cupboard Width
Basic Shelf - 1" 	IC08NBS	31.5"
	IC10NBS	39.4"
Basic Shelf - 1.3" 	IC08BS	31.5"
	IC10BS	39.4"
Basic Shelf with undershelf filing 	IC08BSU	31.5"
	IC10BSU	39.4"
Lateral Rail 	IC08LR	31.5"
	IC10LR	39.4"
Slotted Shelf <small>See below for shelf dividers</small> 	IC08SS	31.5"
	IC10SS	39.4"
Slotted Shelf With Undershelf filing <small>See below for shelf dividers</small> 	IC08SSU	31.5"
	IC10SSU	39.4"
Narrow Slotted Shelf <small>See below for shelf dividers</small> 	IC08NSS	31.5"
	IC10NSS	39.4"
Coat Rail - Front To Back <small>With shelf</small> 	IC08CR	31.5"
	IC10CR	39.4"

NB.

Coat rails can accommodate security coat hangers as standard.

Dividers For Shelves <small>(pack of 3)</small> 	IADSP3	All slotted shelves and drawer closure options (except 6" drawer)
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5. Tambour Door Carcase (31.5" Wide)

31.5" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	08T20	27.8" (27.3" - 28.2")	610	24
	08T30	39.8" (39.3" - 40.2")	914	36
	08T35	45.7" (45.3" - 46.2")	1066	42
	08T40	51.8" (51.3" - 52.2")	1218	48
	08T43	56.3" (55.8" - 56.7")	1322	52.5
	08T47	62.3" (61.7" - 62.7")	1484	58.5
	08T50	65.2" (64.7" - 65.7")	1560	61.5
	08T60	77.2" (76.7" - 77.7")	1864	73.5

Specification Notes .

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

08T30

08 39.4" wide carcase

T Tambour door carcase

30 3 high carcase

NB. Shutter colour code denoted by affixing unit code with:

1 Light Grey

5 Black

9 Dove Grey

Application Notes

See **Page 27** for internal accessories.

Height adjustment: **0.9"** can be obtained by adjusting feet.

A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

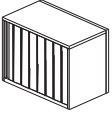
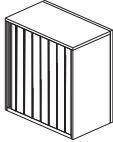
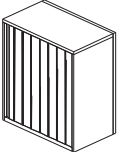
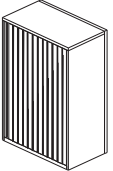
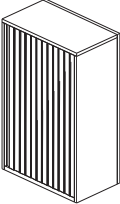
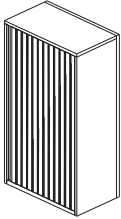
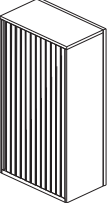
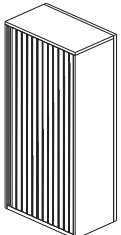
P400052p4 (pack of 4)

P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

31.5" wide tambour cupboard consists of only one roller door.

6. Tambour Door Carcase (39.4" Wide)

39.4" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	10T20	27.8" (27.3" - 28.2")	610	24
	10T30	39.8" (39.3" - 40.2")	914	36
	10T35	45.7" (45.3" - 46.2")	1066	42
	10T40	51.8" (51.3" - 52.2")	1218	48
	10T43	56.3" (55.8" - 56.7")	1322	52.5
	10T47	62.3" (61.7" - 62.7")	1484	58.5
	10T50	65.2" (64.7" - 65.7")	1560	61.5
	10T60	77.2" (76.7" - 77.7")	1864	73.5

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

10T30

10 39.4" wide carcase

T Tambour door carcase

30 3 high carcase

NB. Shutter colour code denoted by affixing unit code with:

1 Light Grey

5 Black

9 Dove Grey

Application Notes

See **Page 27** for internal accessories.

Height adjustment **0.9"** can be obtained by adjusting feet.

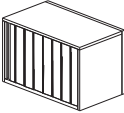
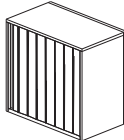
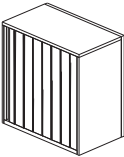
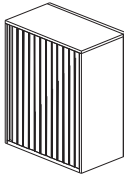
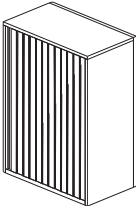
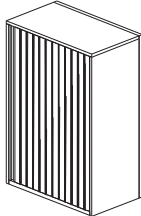
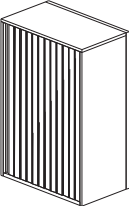
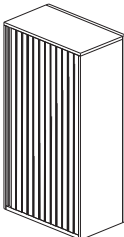
A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.

P400052p4 (pack of 4)

P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

7. Tambour Door Carcase (47.3" Wide)

47.3" Wide x 18.5" Deep Carcase	Code	External Height (adjustment)	Internal Height	
			mm	inches
	12T20	27.8" (27.3" - 28.2")	610	24
	12T30	39.8" (39.3" - 40.2")	914	36
	12T35	45.7" (45.3" - 46.2")	1066	42
	12T40	51.8" (51.3" - 52.2")	1218	48
	12T43	56.3" (55.8" - 56.7")	1322	52.5
	12T47	62.3" (61.7" - 62.7")	1484	58.5
	12T50	65.2" (64.7" - 65.7")	1560	61.5
	12T60	77.2" (76.7" - 77.7")	1864	73.5

Specification Notes

The first five digits of the lateral file order number describes the carcase:

(1) Width (2) Type (3) Height

Example

12T30

12 47.3" wide carcase

T Tambour door carcase

30 3 high carcase

NB. Shutter colour code denoted by affixing unit code with:

1 Light Grey

5 Black

9 Dove Grey

Application Notes

See **Page 27** for internal accessories.

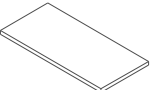
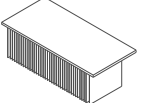
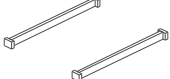
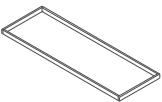
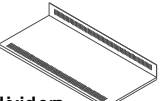
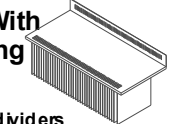
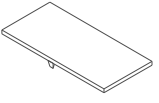
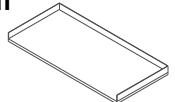
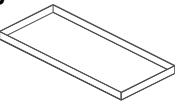
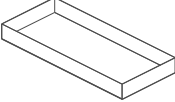
Height adjustment **0.9"** can be obtained by adjusting feet.

A **Height Extender** (black) is available to raise cabinets by a further **1.5"** which can be snap-fitted on site to the standard levelling feet.



P400052p4 (pack of 4)

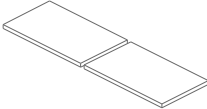
P400052p1000 (pack of 1000)

Note: If trying to align stacked cabinets next to single height carcasses contact Bisley Sales Office.

Internal Accessories	Code	Cupboard Width
Basic Shelf - 1.3" 	IT08BS	31.5"
	IT10BS	39.4"
	IT12BS	47.3"
Basic Shelf with undershelf filing 	IT08BSU	31.5"
	IT10BSU	39.4"
	IT12BSU	47.3"
Cross rails for front to back filing <small>The appropriate file bar width must be specified</small> 	ITCR	31.5"
	ITCR	39.4"
	ITCR	47.3"
Lateral Rail 	IT08LR	31.5"
	IT10LR	39.4"
	IT12LR	47.3"
Slotted Shelf  <small>See below for shelf dividers</small>	IT08SS	31.5"
	IT10SS	39.4"
	IT12SS	47.3"
Slotted Shelf With Undershelf filing  <small>See below for shelf dividers</small>	IT08SSU	31.5"
	IT10SSU	39.4"
	IT12SSU	47.3"
Coat Rail - Front To Back With shelf 	IT08CR	31.5"
	IT10CR	39.4"
	IT12CR	47.3"
Roll-out Shelf 	IT08RS	31.5"
	IT10RS	39.4"
	IT12RS	47.3"
Roll-out Filing Frame 	IT08RF	31.5"
	IT10RF	39.4"
	IT12RF	47.3"
Roll-out 4" Drawer 	IT08RD	31.5"
	IT10RD	39.4"
	IT12RD	47.3"

NB. Coat rails can accommodate security coat hangers as standard.

Dividers For Shelves <small>(pack of 3)</small> 	IADSP3	All slotted shelf closure options
Dividers For 4" Drawers <small>(pack of 3)</small> 	IAD4P3	For use with IT08RD, IT10RD and IT12RD

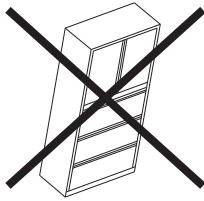
	IACB08	31.5" Counterbalance
	IACB10	39.4" Counterbalance (also used for 47.3" wide tambour cupboard)

Safety Warning

It is recommended that all cabinets below 51.2" high, which include 2 or more pull-out elements, should be fitted with a counterbalance weight.

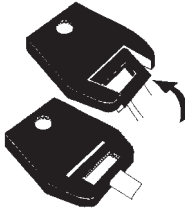
Information

Counterbalance Weight



Drawer units are fitted with an anti-tilt device, which prevents more than one drawer being opened at any one time. A counterbalance is available as an optional extra. **It is recommended that the counterbalance is fitted at the factory or by an authorised distributor. A counterbalance is recommended for freestanding cabinets with pull-out elements under 51.2" high.**

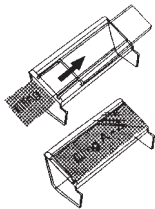
Locks And Keys



Each unit is supplied with two keys. The locks are from a mastered series, suited keys and removable barrels are available together with 500 alternative key differs.

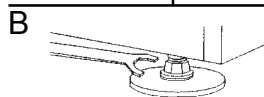
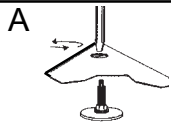
Master and removable barrel keys are only available to authorised personnel.

Title Card And Holders



A polythene bag will contain the relevant quality of holders. Title cards are supplied on a perforated strip for typewriter use, both sides are blank. Replacement/spare holders and cards available, please specify BLF CHA code.

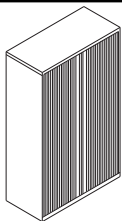
Levelling Of Base On Uneven Surfaces



On the inside base of the unit are four holes, using a flat head screwdriver (a), adjust the level of the unit, or by using a spanner (b), adjust from underneath the unit.

The levelling base is only for use on uneven floors, and should not be used to increase the height of the unit.

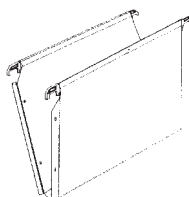
Side Tambour Care



Always ensure that side tambour doors are treated with care, do not force them open or closed.

Check that no obstructions have fallen onto the guide runner.

Lateral Filing

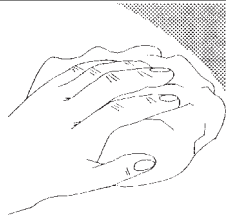


A side access file pocket for use behind a 12" flipper door must measure no more than 10 3/4". We recommend that Atlanta Lateral Files are used in this unit.

Contact Bisley or your Authorised Distributor for other recommended brands.

Information

Cleaning And Care



We recommend you clean your unit with warm water and a mild detergent solution. A damp cloth can be used to remove dust particles.
Constant polishing will alter the finish by increasing the gloss level.

Guarantee

**10
Year
Guarantee**

All **Bisley Lateral File** products are covered with a 10 year guarantee. Bisley will repair or replace any defective part on site **FREE** of charge. The warranty does not apply to damage resulting from neglect, misuse or accidents and applies when product is used during normal office hours. Bisley Office Furniture is able to offer a Repair Service for products requiring out of warranty maintenance or repair. If you require the Repair Service please call Bisley Customer Services for a quotation.

Quality And Testing



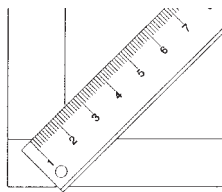
Bisley Office Furniture is a Quality Assured Company (BS EN ISO 9002). Lateral files have passed the following tests:
BS 4875 Part 7 1985 Level 4
BS 4875 Part 8 1985
BS 5459 Part 3 1983 Level H & S
BIFMA / ANSI

Replacement Parts



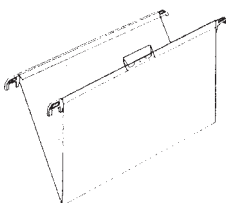
Please refer to your Guarantee, under the terms and conditions of the above, contact your nearest authorised dealer, who will examine the faulty part and arrange for a replacement to be fitted.
Do not attempt to remove or replace parts.

Dimensions And Weights



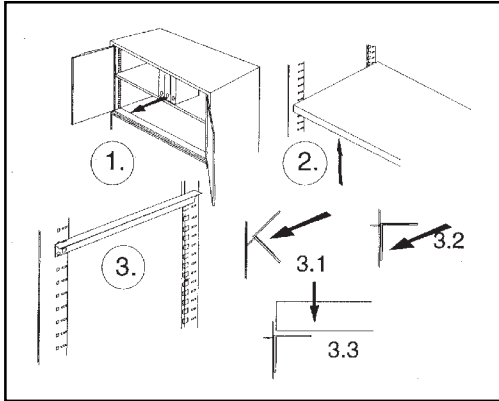
All dimensions shown are nominal. Weights stated are the recommended maximum, for your own safety ensure they are not overloaded. Please see **Page 22** for details. Contact your authorised distributor for exact dimensions if you intend to fit decorative tops to any Bisley Lateral File unit.

Vertical Filing



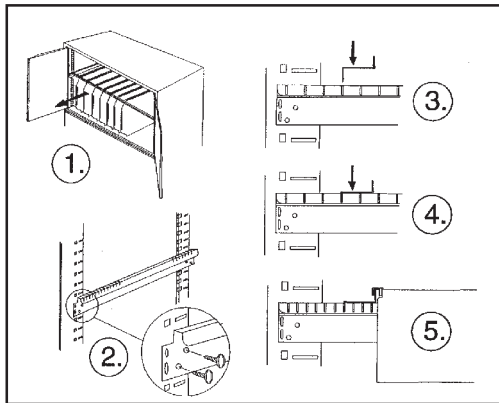
The units will accept all types of foolscap or A4 files. We recommend that Atlanta Vertical Files are used in this unit.
Contact Bisley or an authorised dealer for a list of recommended brands.

Adjustment Specification



Adjustment of shelves

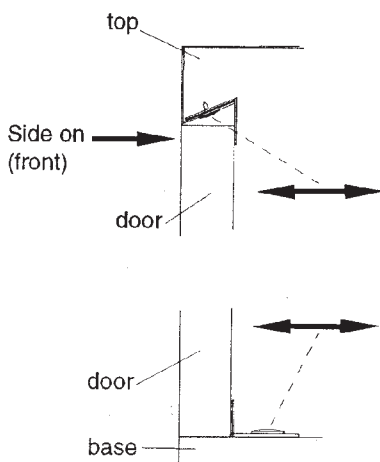
1. Unload the shelf (if flipper unit, remove flipper stop brackets).
2. Lift shelf up and off support brackets.
3. Angle bracket at 45 degrees, then remove.
- 3.1 Decide new shelf position, angle support bracket at 45 degrees.
- 3.2 Lower bracket into position so that it rests flush against side. Replace flipper stop brackets.
- 3.3 Lower shelf into place and load. **See Page 22 for recommended maximum weight loadings.**



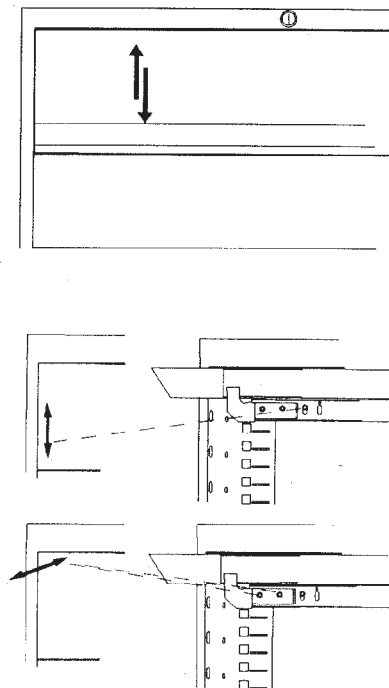
Adjustment of lateral rail (flipper)

1. If loaded, remove all files. Remove lateral rails from support brackets. Using a philips screwdriver, remove all 8 self tapping screws (4 on each side).
2. Decide new lateral rail position. Bracket should rest flush against side. Fix bracket into place by using all 8 self tappers.
3. - 4. Place lateral rails onto support brackets.
5. Load with lateral filing. **See Page 22 for recommended maximum weight loadings.**
If in doubt contact manufacturer or authorised dealer.

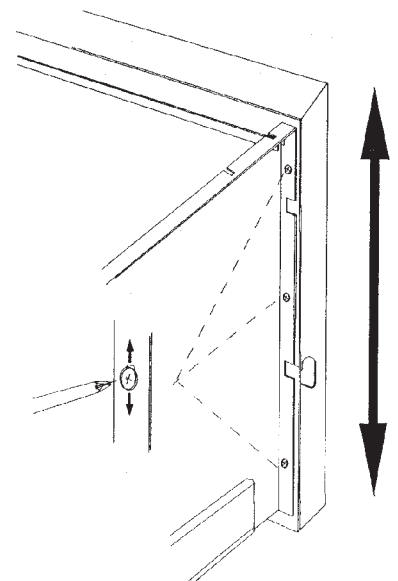
Adjustment of cupboard door



Adjustment of flipper door



Adjustment of drawer front



Maximum Evenly Distributed Load Bearings

31.5" Carcase

Ref	lbs	Kgs
IC08RS	55	25
IC08SS	143	65
IC08SSU (Shelf)	143	65
IC08BS	154	70
IC08BSU (Shelf)	154	70
ICCR	99	45
IC08LR	88	40
IC08LRF	55	25
IC08FB	99	45
IT08RS	55	25
IT08SS	143	65
IT08BS	154	70
ITCR	99	45
IT08LR	88	40
IT08RD	99	45
IT08RF	99	45
IT08BSU (Shelf)	154	70
IT08SSU (Shelf)	143	65

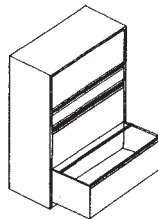
39.4" Carcase

Ref	lbs	Kgs
IC10RS	55	25
IC10SS	143	65
IC10BS	154	70
ICCR	99	45
IC10FB	99	45
IC10LR	132	60
IC10LRF	66	30
IC10SSU (Shelf)	143	65
IC10BSU (Shelf)	154	70
IT10RS	66	30
IT10SS	143	65
IT10BS	154	70
ITCR	99	45
IT10LR	99	45
IT10RD	99	45
IT10RF	99	45
IT10BSU (Shelf)	154	70
IT10SSU (Shelf)	143	65

47.3" Carcase

Ref	lbs	Kgs
IT12RS	55	25
IT12SS	132	60
IT12BS	143	65
ITCR	99	45
IT12LR	99	45
IT12RD	99	45
IT12RF	110	50
IT12SSU (Shelf)	132	60
IT12BSU (Shelf)	143	65

Maximum Evenly Distributed Drawer Loading



= 36 Kg (79 lbs) - 31.5" wide unit
= 45 Kg (99 lbs) - 39.4" wide unit
 (excludes 10.5" drawer)

Important Safety Warnings

Bisley's Office Furniture products are designed and manufactured to the highest standards.

All products are supplied with a Safety & Care leaflet, which contains the manufacturers recommended evenly distributed load bearings and drawer loadings (see above for details).

For your safety:

1. Ensure unit is level by using the adjustable glides prior to use.
2. Always load from base up. (Reverse this procedure for unloading).
3. Load each section evenly, ensuring that recommended maximum evenly distributed load bearings and drawer loadings are not exceeded (see above for details).
4. Ensure accessories or drawers are not stood upon.
5. Units with drawers are fitted with an anti-tilt device, which prevent more than one drawer being opened at any one time.
6. Fixing holes can be applied to units for securing to walls or each other. A counterbalance is available as an optional extra and is recommended for all freestanding cabinets under 1300mm high.
7. Do not attempt to re-configure the unit without first consulting the manufacturer, the manufacturers agent or an authorised dealer, otherwise this could affect your guarantee.

Conditions Of Sale

1. Acceptance of Orders

(a) No order shall be deemed to be accepted and no contract shall be deemed to be entered into by Bisley USA (hereinafter referred to as the seller) until a written acceptance of any Offer or quotation is approved by the Purchaser, or an official order from the Purchaser is received by the Seller.

(b) No variation or waiver of or addition to these conditions shall be binding unless expressly confirmed by a duly authorised representative of the company in writing.

2. Cancellation of Orders

Subsequent to a formation of a contract, as long as the seller is not in breach of the contract it shall have the right to refuse or accept any cancellation at its entire discretion, or to impose terms upon which any such cancellation may be accepted and in addition to any other sum claimed in respect of any cancellation and without prejudice to any other rights and remedies arising out of the cancellation, to charge a cancellation fee of \$200.00

3. Prices

The seller reserves the right to amend the contract prices in respect of any variation in cost of raw materials, labour and transport occurring between the date of any Offer and completion unless the original quotation was submitted on a fixed price basis.

4. Value Added Tax

Not applicable in the US GST is applicable in Canada

5. Passing of Property and Risk to the Buyer

The ownership of the goods will only be transferred to the purchaser when the purchaser has met all that is owing to the seller in respect of the goods. Until the date of payment the Purchaser, if the seller so desires, is required to store the goods in such a way that they are clearly the property of the seller. The risk in the goods shall pass to the purchaser at the time of the delivery. Upon delivery the goods will be deemed to have been delivered complete and in satisfactory condition unless at the time of delivery it is noted on the delivery receipt that the goods are damaged and written notice of the damage is given by the purchaser to the Carrier and to the Seller within three days of receipt of the goods.

6. Delivery

(a) Delivery will be to the Purchasers warehouse or to curbside. Alternative arrangements must be negotiated or costs incurred may be chargeable.

(b) In the absence of special arrangements the Seller reserves the right to deliver by installments and invoice accordingly.

(c) Where delivery by installments is specifically required by the purchaser, each delivery shall be deemed to be and treated as a separate contract and failure of any delivery shall not discharge the contract as to other deliveries. Payment of each invoice on the date due shall be a condition precedent to future deliveries.

(d) The seller shall not incur any liability or be responsible for any loss or damage sustained by the purchaser arising out of, or in consequence of, any delay in despatch.

(e) Without prejudice to any other rights and remedies the seller may have, it shall not be bound to deliver the goods unless the Purchaser has paid all sums owing to the Seller no matter on what grounds on their due dates.

7. Postponement or Refusal of Delivery

In the event of non-acceptance by the Purchaser of delivery of the goods in accordance with the date for which despatch shown on this Offer, the Seller reserves the right :

(a) To invoice the goods in full, such invoices to be payable as if the goods had been delivered.

(b) To place all or any of the goods into a warehouse and to charge all costs thereby incurred to the Purchaser.

8. The due date of payment is the date of shipping. Without prejudice to the seller's rights and remedies arising from non-payment on the due date, if full payment is not received from the Purchaser within 30 days of delivery, the Seller may, if it so desires, make an interest charge at the rate of 2% per calendar month or part thereof on so much as is outstanding until full payment, including payment of any interest, is received by the Seller.

9. Retentions

No retentions shall be allowed unless clearly stipulated by the Purchaser in his order or invitation to tender.

10. Discounts

No discount other than those shown on the Order Acknowledgement shall be admissible.

11. Although every care is taken by the Sellers suppliers to match finishes to its colour range, any condition or warranty on the Sellers part of an identical match to finishes previously supplied is expressly excluded.

12. Penalties

The Seller hereby repudiates all penalties or liquidation damages to which his specific acceptance in writing shall not have been given.

13. Progress Payments

The Seller reserves the right to invoice progress payments during the period of the contract the total of which shall not exceed 80% of the value of the contract. Such progress payments shall relate to the value of labour and materials incurred up to the date of each invoice.

14. General

In the event of the Purchaser's order or invitation to tender containing special conditions, shall have effect only in so far as they are not at variance with the above Conditions of Sale.

15. The Seller may revoke this offer at any time until a written acceptance signed by the Purchaser is received by the Seller and in any case this Offer is automatically revoked 14 days after the date is shown.

16. Due to a policy of continuing product development in a changing market, the Company reserves the right to vary or improve upon all specifications.

USA Sales

Bisley USA
3602 Quentin Road
Brooklyn, NY 11234

Tel: 718 627 5905
Fax: 718 627 5904
Out of area: 1.800 627 0075
E-Mail: Bisley@BisleyUSA.com
Website: www.BisleyUSA.com

New York Showroom

Bisley USA
BP Associates
New York Design Center
200 Lexington Avenue, Suite 1313
New York, New York 10016

Tel: 212.679.0800
Fax: 212.679.9284

London Showroom

Bisley Office Furniture
Northumberland House
155 - 157 Great Portland Street
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W1N 5FB

Tel: +44 (0)171 436 7111
Fax: +44 (0)171 436 8111

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Tel: +44 (0)1483 485600
Fax: +44 (0)1483 489 962

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Bisley Office Furniture
Caswell Way
Reevesland Ind Est
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Fax: +44 (0)1633 637 384

09/1998/Corrected 03/02

