

## Service Policy

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In adherence to Leeder Furniture LLC's (Leeder Furniture) Warranty, products are serviced under the following service policy.

Leeder Furniture provides Hot Spares to the school. Hot Spares are complete units which can immediately be moved into service. Said Hot Spares are warehoused on site at the school. If the school chooses not to warehouse Hot Spares the spares will be warehoused at a Leeder Furniture warehouse.

Leeder Furniture provides a Spare Parts Kit to the school for their use as needed. Parts included in the Spare Parts Kit are items such as panels, glides, screws, nuts, bolts, drawer fronts. Additionally, spare parts are inventoried at Leeder's warehouse. Warehouse hours are Monday through Friday, 8:30 to 5:00 central time.

Spare Parts, Hot Spares and labor can be requested by contacting Leeder Furniture at:

[Service@Leederfurniture.com](mailto:Service@Leederfurniture.com)

Or

847.201.2000 Customer Service

Leeder Furniture will respond within 24 hours of notification.

Complete customer satisfaction is guaranteed.

