

## Gala Order Check List:

**Specify:**

- 1. Complete model number
- 2. Finish color
- 3. Product options
- 4. Accessories
- 5. Power and data
- 6. Sidemark information  
(i.e. Key offices alike, Mike's Office)
- 7. Ship to address - (Contact name & phone number)
- 8. Special delivery instructions (i.e. Call before delivery, deliver to job site)

**Examples:**

1. GA3672DD | VWW  
(product) | (finish)

**Tackboard:** Vendor | Pattern | Color  
INTERFACE | BAILEY | SHERMAN PEWTER

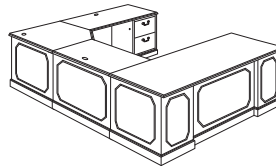
**2. Wood Finish**

- DWW Davenport Walnut
- MMW Mystic Mahogany
- RWW Royal Walnut
- TWW Traditional Walnut
- VWW Vintage Walnut
- WMW Windsor Mahogany

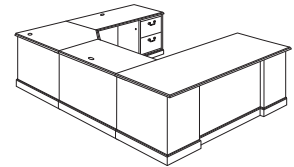
**NOTE:** Any specials or modifications must be accompanied by quote and approved drawing.

**3. Product Options:**

- Leather Inlay Top with Gold Leaf Detail: \$1,800 upcharge (please specify vendor and color)
- Leather Pulls: \$330 double Pedestal Desk upcharge \$165 Single Pedestal Desk upcharge (please specify vendor and color)
- Antique Pewter Pulls: No additional upcharge
- Dictation Slide on Approach Side of Desk: \$295 upcharge (10" writing surface on desk units with overhang)
- Grommet: \$60 per grommet upcharge (drawing for location and dimensions must be provided)
- High Pressure Laminate Top: No additional upcharge (For standard matching wood grain laminates only)
- Sheen Modification: 15% upcharge (For Top Only)
- Special Finish: \$226 upcharge
- Change Veneer Species: 40% upcharge (For oak or maple only)
- Change Drawer Configuration (keeping same depth and width): 5% upcharge (changing from shelf/tray/box/file to shelf/file/file or from shelf/file/file to shelf/tray/box/file)
- Without moulding: No additional upcharge



With Moulding  
(standard)



Without Moulding

All prices are list

**4. Accessories: (See page 306)**

<b>AK1</b> 	<b>MT1</b> 	<b>AK2</b> 	<b>AK3</b> 	<b>MT2</b> 
<b>AK4</b> 	<b>MT4</b> 	<b>12WC</b> <b>24WC</b> <b>36WC</b> 		

Requires wood finish

**5. Power and Data: Available in Black or Silver (See page 308)**

<b>EC3</b> 	<b>EC10</b> 	<b>EC11</b> 
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(Standard Location)