



COLOR MATCH PROGRAM

Poly Seating

Doni, Grazie, Intellect Wave, Learn2, LimeLite, Maestro, Ruckus and Strive



COLOR MATCH PROCESS

KI offers polypropylene color matching. To begin the process, please follow these easy steps:

1. Provide your KI customer service coordinator with a Pantone® color number or chip or two color samples (chip, swatch or paint sample) sized 2.5" x 3.5" at a minimum.

Ship via Postal Service to:	Ship via Federal Express, UPS or Other Carrier to:
KI Customer Service (include coordinator name, if known) ATTN: Color Match Required (reference PO# or project name) 1330 Bellevue Street Green Bay, WI 54302	KI Customer Service (include coordinator name, if known) ATTN: Color Match Required (reference PO# or project name) 1687 Westminster Dr., Gate #3 Green Bay, WI 54302

2. KI will match* the Pantone® color or provided sample and send that poly sample for approval (allow two to three weeks to produce the poly sample once it is received). If approved, sign the accompanying color match form and email it to your customer service coordinator within 48 hours.
You may also fax (920.468.2687) or email SalesOps@ki.com, though direct processing with your assigned coordinator is preferred.
3. Once KI receives an approved color match form, your order will be processed using the standard product lead time plus 15 working days.

Color matching is complimentary and the \$500 set-up fee is waived for quantities of 100 chairs or more per order of one seat style and color.

** KI will do its best to provide as close of a match as possible, taking into consideration that color will vary due to lighting, texture, pattern and finish penetration due to the variations in materials used. Matching translucent or metallic material may not be obtainable.*

FREQUENTLY ASKED QUESTIONS

How long does the color matching process take?

On average, it can take two to three weeks to produce a viable match and secure your approval. Prompt review of the match and return of the color match form will help speed the process. To ensure the shortest lead time possible, it's recommended to start color matching during the quoting process. Once the color match is complete, an additional 15 lead time days are added to the standard lead time.

Do I have to place an order before starting the color matching process?

No. You can initiate the color matching process during the quoting phase to speed the process.

When does the color matching process begin?

The color matching process begins upon receipt of your Pantone® color number or swatch or physical sample.



FREQUENTLY ASKED QUESTIONS (continued)

How does KI match the sample?

KI compares the sample you provided with the match created, taking into consideration lighting and materiality variations. You are then sent the color matched sample to review and approve. In the event the color is not quite right, please provide further direction on the color (e.g., needs more yellow tone or 10% darker) and return the form and the sample.

Is there a cost to color match?

Color matching is complimentary and the set-up fee is waived for quantities of 100 chairs or more of the same product line, color match and order (this applies to both solid and two-tone chairs). For quantities fewer than 100 chairs, there is a \$500 set-up fee to account for preparing the manufacturing equipment. The set-up fee will be listed as a “non-standard set-up fee” on the quote regardless of quote quantity, but it will be waived once the order is placed provided it meets or exceeds 100 units. Subsequent purchase orders for quantities fewer than 100 will incur the \$500 set-up fee. A single set-up fee applies when any non-standard poly is requested (examples: discontinued KI standard colors; KI current standard colors not offered as standard on a product line; Doni inner, outer or both colors are non-standard or when changing the inner and outer color combinations on Doni from standard offerings)

Does this color matching process apply to discontinued KI standard colors?

Yes the process applies to discontinued KI standard colors, however it may not be necessary for samples and sign off. Set-up fees and additional leadtime days do still apply.

What if there is an order for 50 4-leg chairs and 50 wire tower chairs, but they are all the same color-matched color(s)?

As long as the chairs are all the same product line/seat style (example; all Strive or all Doni in the same color) and the chairs are on the same purchase order, the \$500 set-up charge will be waived. Since the frame is separate and added after the poly shell is produced, all 100 shells can be run at the same time, avoiding press downtime (example: if 50 Strive chairs are ordered and 50 Doni chairs are ordered, the set up charges will not be waived. Each product line/seat style would have the set-up fee - a \$500 fee for Strive and a \$500 fee for Doni.)

Why is an extended lead time required to manufacture the product?

The additional lead time is needed to source material and prepare the equipment to eliminate contaminants that could affect the color. To ensure the shortest lead time possible, it's recommended to start color matching during the quoting process. See chart below.

STEP 1 (2-3 days)	STEP 2 (2-3 weeks)	STEP 3 (lead time + 15 days)	STEP 4 (shipping time)
Customer ships color match sample to KI.	KI matches color and sends sample and form to customer for review. This process continues until customer approves color match and returns signed approval form to KI.	KI processes order using the standard product lead time + 15 working days.	Order completed and ships to customer.

Who can I contact at KI if I have more questions or need clarification?

You can contact KI Customer Service by calling 800.424.2432 or emailing SalesOps@ki.com.

