



## **BRC Ordering Guidelines**

To better serve our customers, we have created the following checklist to be used when ordering BRC products. Following this checklist will ensure your purchase order is complete, and help to avoid any unnecessary delays.

To view images of our finishes, visit our website at: <https://brc.group/resources/finishes-materials/>.

Should you have any questions regarding the information below, please email [orders@brc.group](mailto:orders@brc.group) for assistance.

### **Laminates:**

BRC finishes are offered in two-sided LP laminate. Most LPL finishes can be matched to high-pressure laminate finishes. Some exceptions will apply. Minor variation in colour, sheen, and texture will occur between LPL and HPL finishes. All BRC laminate finishes are available in both LPL and HPL with matching edge trim.

All visible edge trim finishes are durable 2mm PVC hot melt applied.

Special Laminates not listed in the standard BRC finish guide can be specified and ordered by obtaining a quote. Contact BRC's Quote Team at [quotes@brc.group](mailto:quotes@brc.group) for more information.

### **Handles:**

We offer several handle and knob styles in various finishes. There is no up charge for any of our handles. Please specify your handle style and finish on your purchase order. If no handle is specified, we will automatically use the Flat Bar Pull silver handle.

### **Locks:**

All orders that requiring keying will need to have a copy of the BRC Key Order Form submitted with the PO. Please find a copy of the form attached.

### **Grommets:**

Please note that grommets are no longer standard on the tops of BRC desks and tables, however, they are standard on recessed gables. Please be sure to include them on your purchase order if applicable.

### **Fabrics:**

BRC standard fabrics are non-directional.

All COM (Customer's Own Material) fabrics must be shipped prepaid and approved by the factory. A sample of the fabric must be provided to BRC and the purchase order must indicate in what direction the fabric should be applied. BRC is not responsible for delays or costs incurred with processing COM orders. BRC does not warranty COM fabrics including the manufacturing, assembly, or labour involved in their use of COM.

### **Metal:**

BRC metal components come in black, silver and white finishes. Non-standard colours available include: Canadian Grey, Storm and Fashion Grey. Non-standard colours include an upcharge of \$435.00 list per job, which must be noted on the purchase order.

Custom metal finishes and paint matching may be available at extra cost. Contact BRC at [quotes@brc.group](mailto:quotes@brc.group) for more information.

### **Assembly:**

Some items with drawers and doors are shipped partially or fully assembled. Loose hardware such as feet and handles do not come installed. Installation manuals are available on our website at <https://brc.group/resources/installation>



## **BRC Ordering Guidelines Checklist**

- Top Material Thickness
  - M1 1" LPL Laminate
  - M3 ¾" LPL Laminate
  - H1 1" HPL Laminate
  - H3 ¾" HPL Laminate
- Top Laminate Finish
- Body Laminate Finish
- Front Laminate Finish
- Edge Colour (if different than laminate finish)
- Handle Type
- Handle Finish
- Lock Type
- Lock Finish
- Number of Grommet(s)
- Grommet(s) Position
- Fabric Colour
- Fabric Direction if COM Fabric
- Metal Finish
- Clear or Frosted Acrylic
- If BRC provided a quote for this order, please include the quote number on the purchase order.
- Any shipping and site contact information will need to be included on the purchase order.
- If this is your first order with BRC, please complete the BRC Credit Application Form (attached) and provide a 50% deposit when submitting you purchase order. The remaining balance is due before the ship date assigned.

### **A note from our Order Department:**

*In the event of a discrepancy between the product code and product description, BRC will process the order based on the product code. BRC takes no responsibility for production errors based on purchase orders with description errors. It is the responsibility of the purchaser to submit a complete and accurate purchase order including quantities, finishes, any drawings required, correct product codes and descriptions. Should the purchase order be incomplete, the lead time will be determined upon submission of all missing information.*

*Orders on credit hold will only be given a completion date once the account has been released.*

*Changes to orders or drawings will result in additional charges and a new completion date.*