

xpress program

order information

Orders must be received clean and ready to be processed by 12:00 pm eastern standard / eastern daylight savings time. orders received and ready to be processed after 12:00 pm eastern standard / eastern daylight savings time will be processed the next business day.

Teknion's Xpress Program is designed to offer expedited shipment to a large base of teknion customers needing delivery in an abbreviated time frame. It is not intended to replace our standard lead time product. For this reason, the following guidelines are in effect:

1. Quantities may be limited on individual items based on product availability.

5-day Program*	Expansion Casegoods, Expansion Desking, Expansion Learning	Maximum \$50,000 list
	Seating (non-wood)	Maximum 50 chairs
	Complements (excludes Height-Adjustable Tables)	Maximum 25 all items
10-day Program*	Leverage - COMPLETE PROGRAM OFFERING WILL BE AVAILABLE AT A LATER DATE	Maximum \$200,000 list
	District - COMPLETE PROGRAM OFFERING WILL BE AVAILABLE AT A LATER DATE	Maximum \$200,000 list
	District Storage - COMPLETE PROGRAM OFFERING WILL BE AVAILABLE AT A LATER DATE	Maximum \$200,000 list
	Filing & Storage (excludes wood fronts, cushions and special paint) - COMPLETE PROGRAM OFFERING WILL BE AVAILABLE AT A LATER DATE	Maximum 50 units
	Altos	Maximum \$75,000 list
	Tek Vue	Maximum \$150,000 list
	Seating (Wood)	Maximum 25 chairs

* Refer to the weekly Teknion Lead Time Sheet published on My Teknion for the relevant lead times. Delivery follows standard shipping schedules that may affect departure dates.

2. Orders can only be accepted in the fabrics, finishes and sizes outlined in Teknion's price list (special variations cannot be accepted).
3. Orders must be submitted via the Order Submission application on OnePlace.

changes and cancellations

No changes or cancellations are accepted on Xpress orders.

terms and conditions

All other terms and conditions of sale can be accessed by selecting the legal link on the top navigation bar at [teknion.com](https://www.teknion.com).

Not all products are available through Teknion Xpress. Refer to the specification software for complete product offering.