

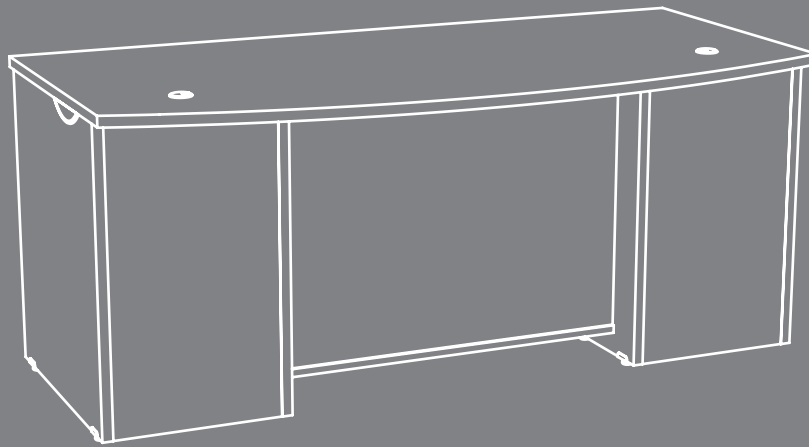


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Executive Desk

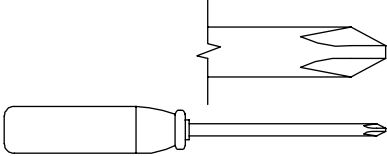
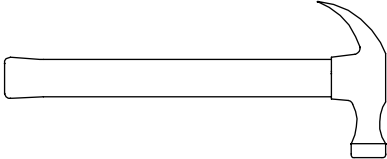
Via Collection | **SKU# 15437**

NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR
FUTURE REFERENCE.

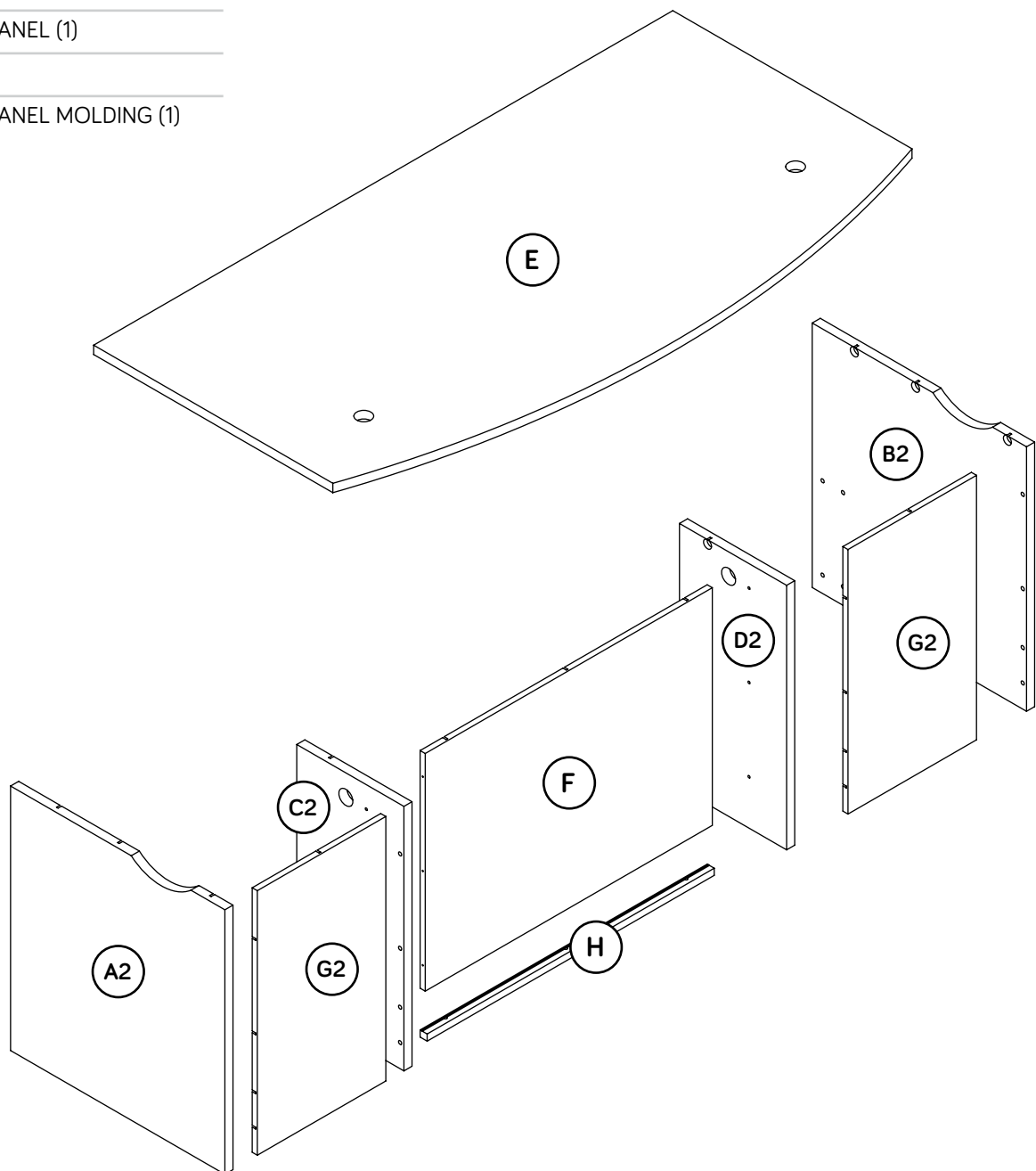
Lot # **927841**
Purchased: _____

05/01/26

Part Identification	3		No. 2 Phillips Screwdriver Tip Shown Actual Size
Hardware Identification	4		
Hardware Usage Guide	6		
Assembly Steps	5-14		Hammer Not actual size 😊
Safety	15		
Warranty	15		

While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

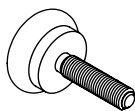
A2	RIGHT END (1)
B2	LEFT END (1)
C2	RIGHT UPRIGHT (1)
D2	LEFT UPRIGHT (1)
E	TOP (1)
F	MODESTY PANEL (1)
G2	BACK (2)
H	MODESTY PANEL MOLDING (1)



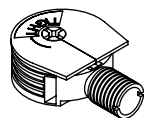
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

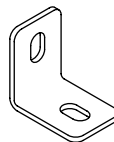
16E ADJUSTABLE GLIDE - 8



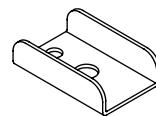
7F TWIST-LOCK® FASTENER - 29



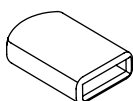
4G METAL BRACKET - 2



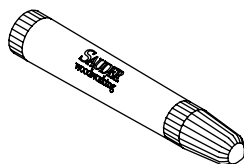
32G CASTER BRACKET - 8



59G RUBBER SLEEVE - 2



10M TOUCH-UP PEN - 1



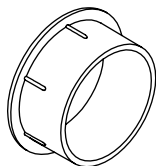
14M PROPEL NUT - 8



26P HOLE PLUG - 8



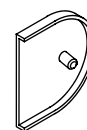
38P GROMMET - 2



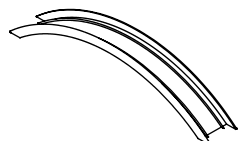
39P GROMMET CAP - 2



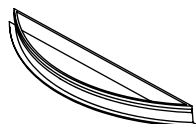
61P TWIST-LOCK® COVER - 29



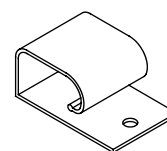
63P HALF GROMMET - 2



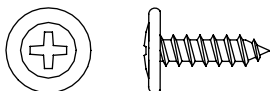
64P HALF GROMMET CAP - 2



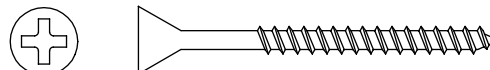
65P CORD MANAGER - 2



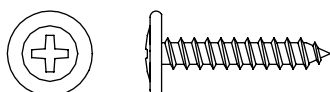
1S BLACK 9/16" LARGE HEAD SCREW - 2



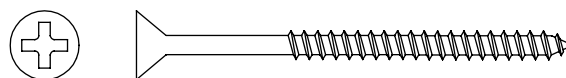
2S BLACK 1-7/8" FLAT HEAD SCREW - 3



17S BLACK 7/8" LARGE HEAD SCREW - 2



26S BLACK 2-1/4" FLAT HEAD SCREW - 6



Step 1

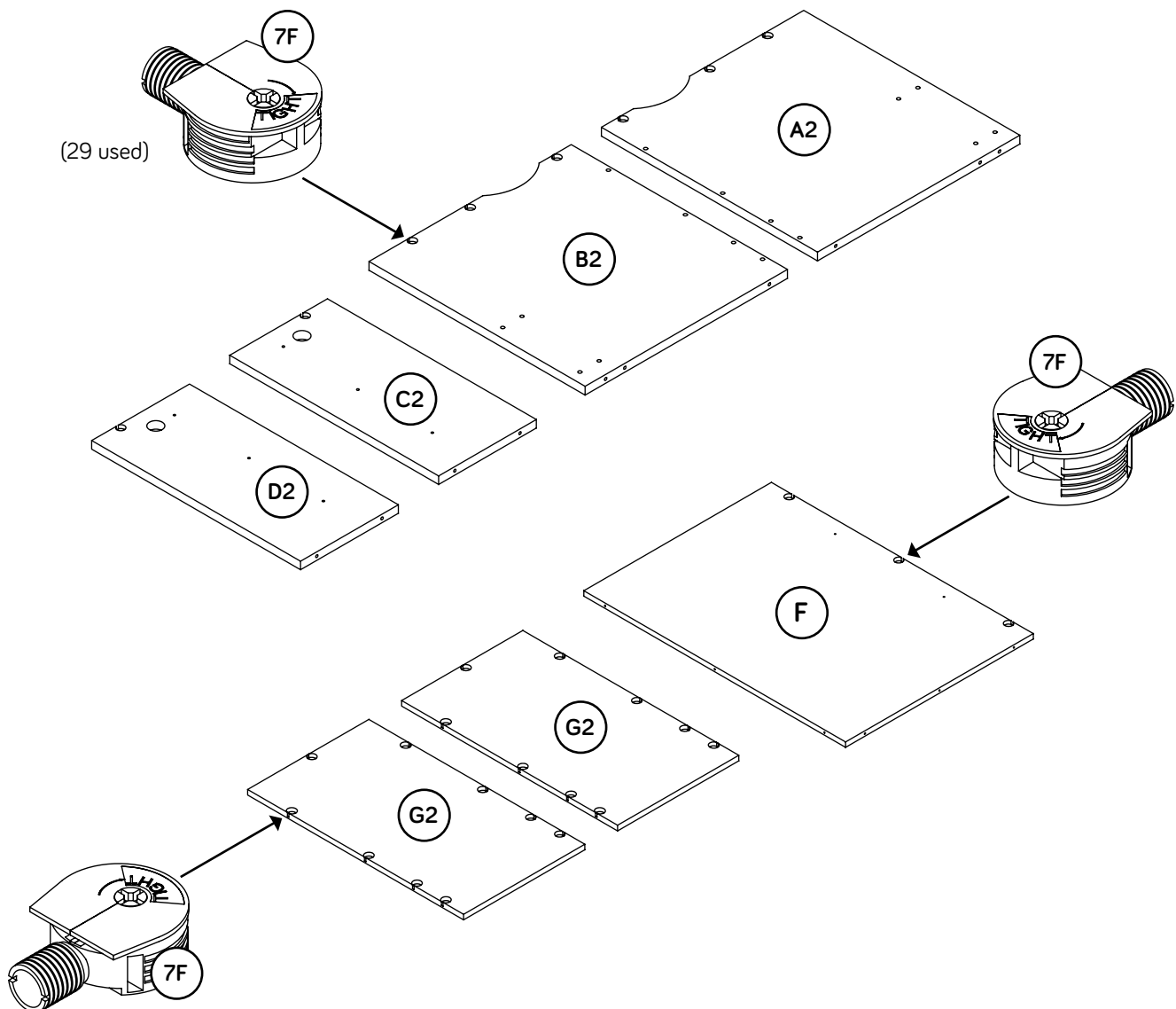
Look for this icon. It means a video assembly tip is available at www.sauder.com/service/tips
Find the numbered video or scan the QR code.

2



- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Push twenty-nine TWIST-LOCK® FASTENERS (7F) into the large holes in the ENDS (A2 and B2), UPRIGHTS (C2 and D2), MODESTY PANEL (F), and BACKS (G2).

Do not tighten the TWIST-LOCK® FASTENERS in this step.



Step 2

2



- ✚ Fasten the MODESTY PANEL (F) to the TOP (E). Tighten three TWIST-LOCK® FASTENERS.
- ✚ Fasten the MODESTY PANEL MOLDING (H) to the MODESTY PANEL (F). Use three BLACK 1-7/8" FLAT HEAD SCREWS (2S).
- ✚ **NOTE:** You should start each SCREW a few turns before completely tightening any of them.



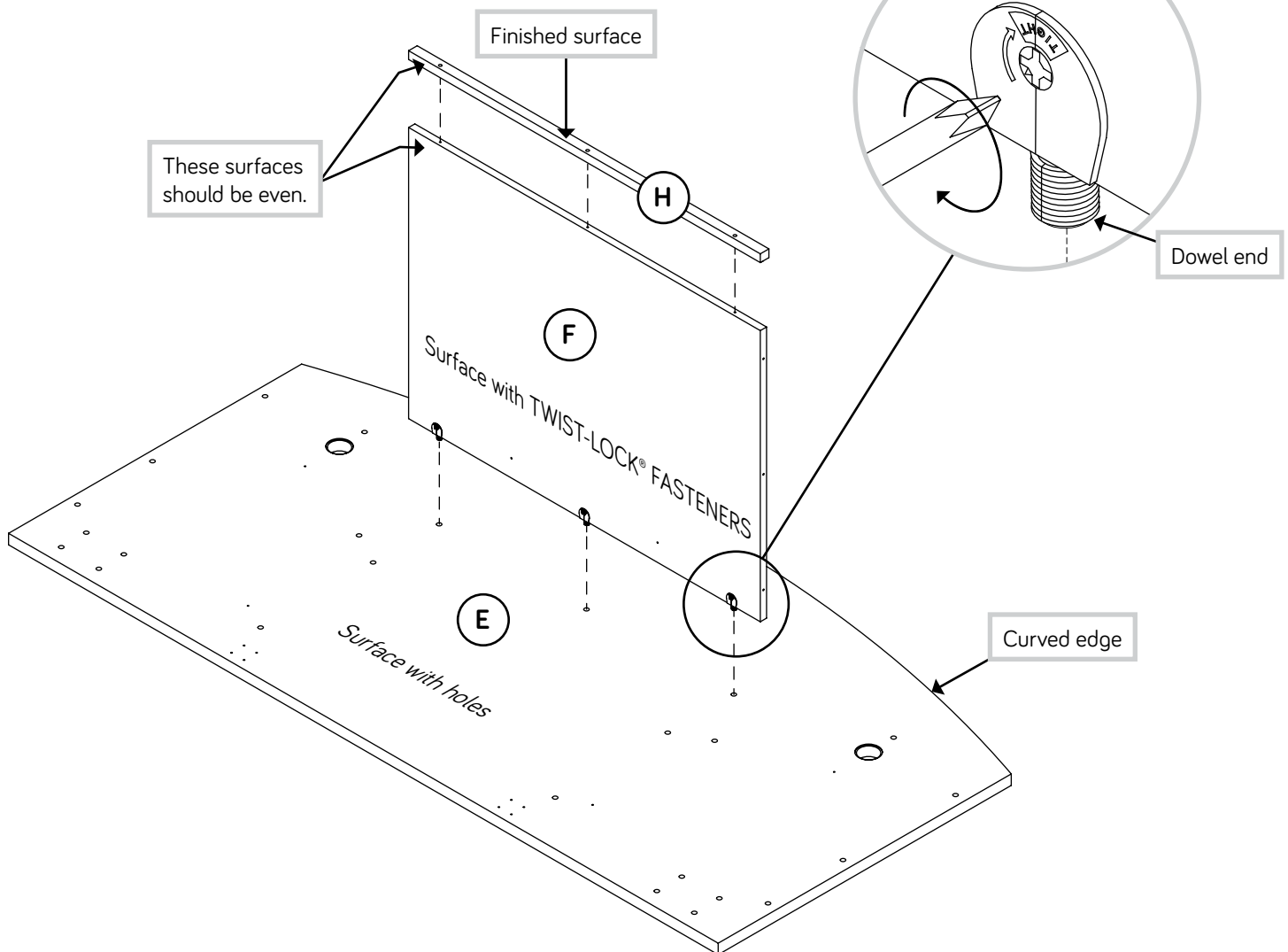
BLACK 1-7/8" FLAT HEAD SCREW
(3 used in this step)

How to use the TWIST-LOCK® FASTENER

1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.

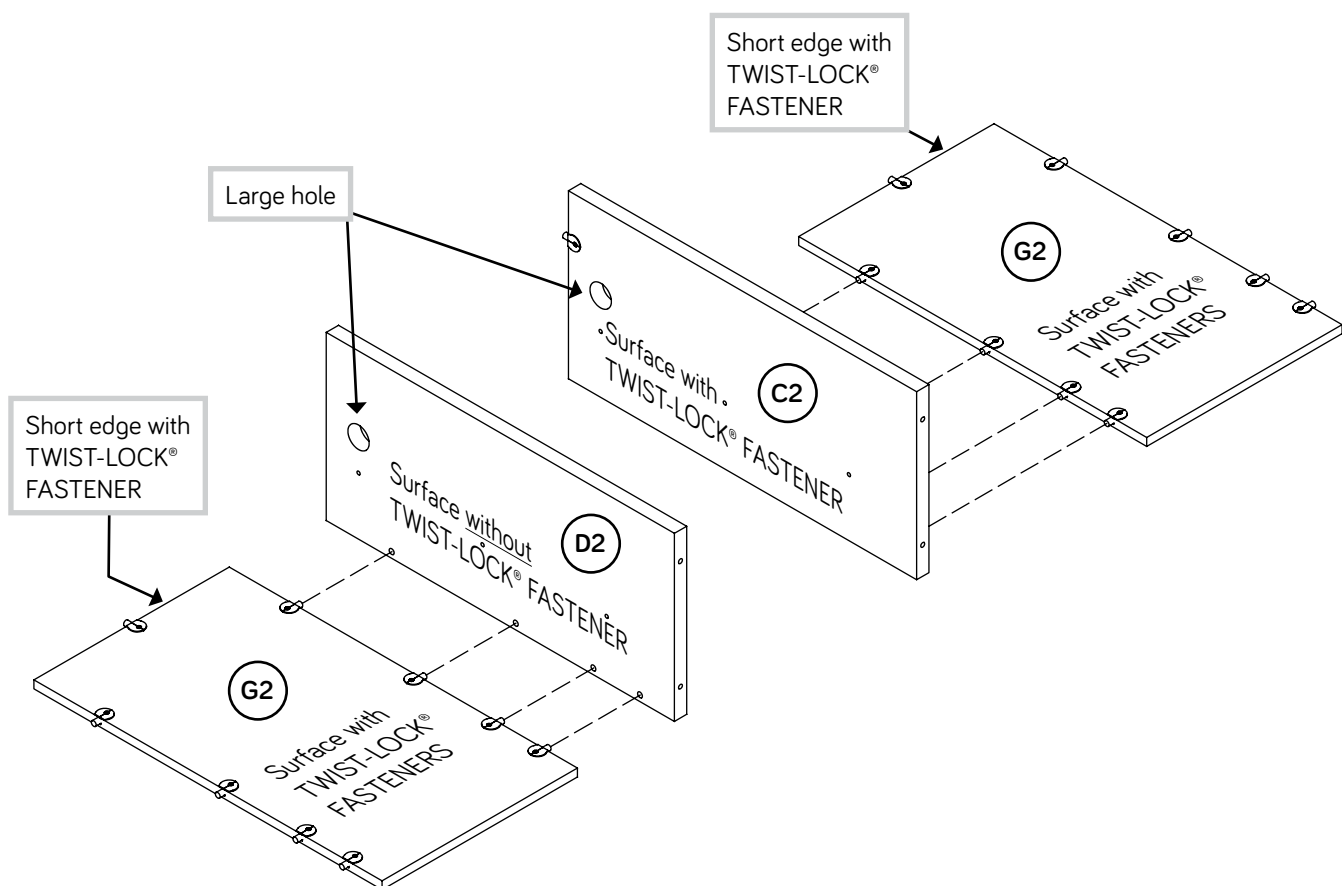


Step 3

2



- Fasten the UPRIGHTS (C2 and D2) to the BACKS (G2).
Tighten eight TWIST-LOCK® FASTENERS.



Step 4

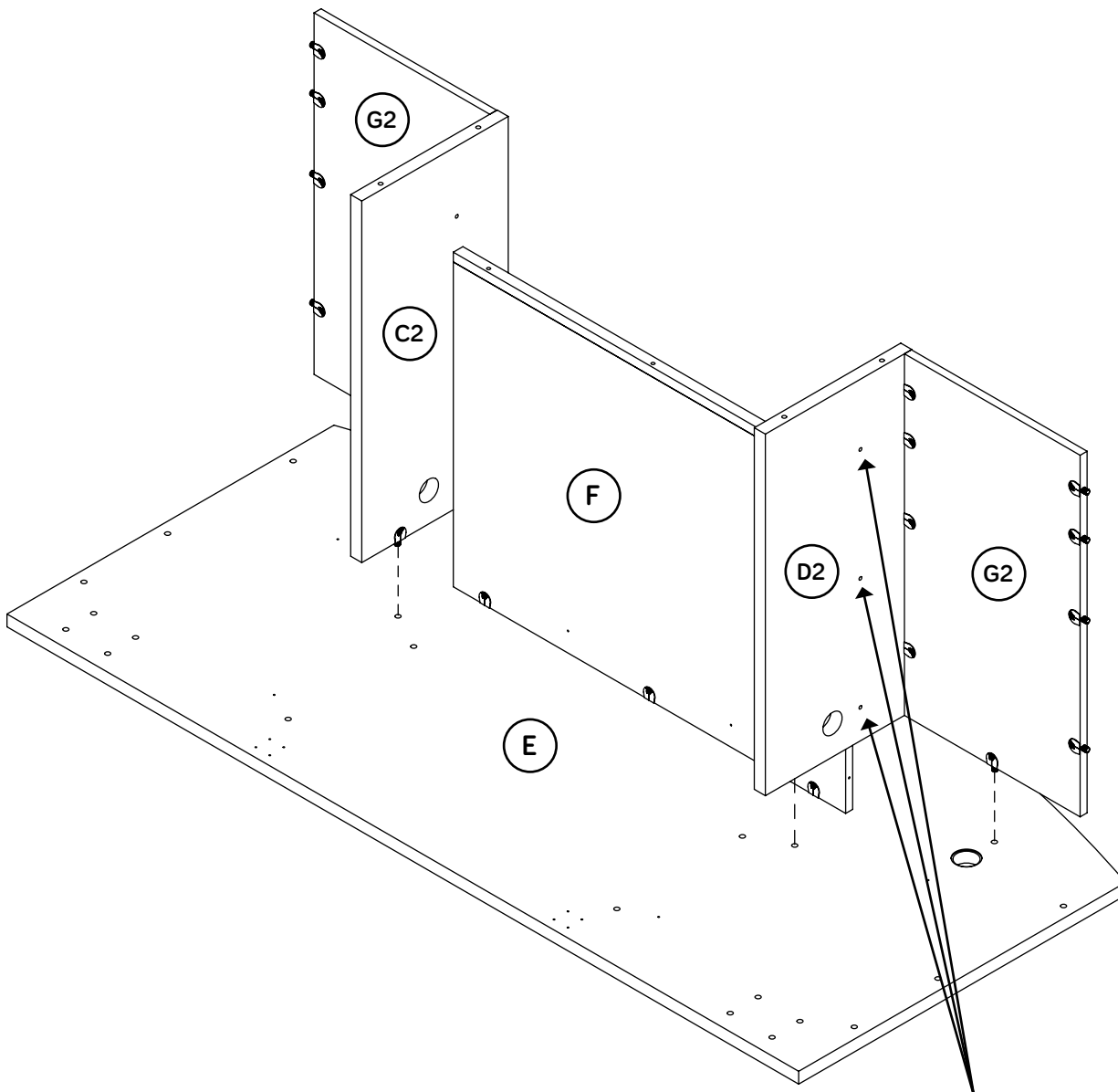
2



- Fasten the UPRIGHTS (C2 and D2) and BACKS (G2) to the TOP (E). Tighten four TWIST-LOCK® FASTENERS.
- Fasten the UPRIGHTS (C2 and D2) to the MODESTY PANEL (F). Use six BLACK 2-1/4" FLAT HEAD SCREWS (26S).
- NOTE:** You should start each SCREW a few turns before completely tightening any of them.



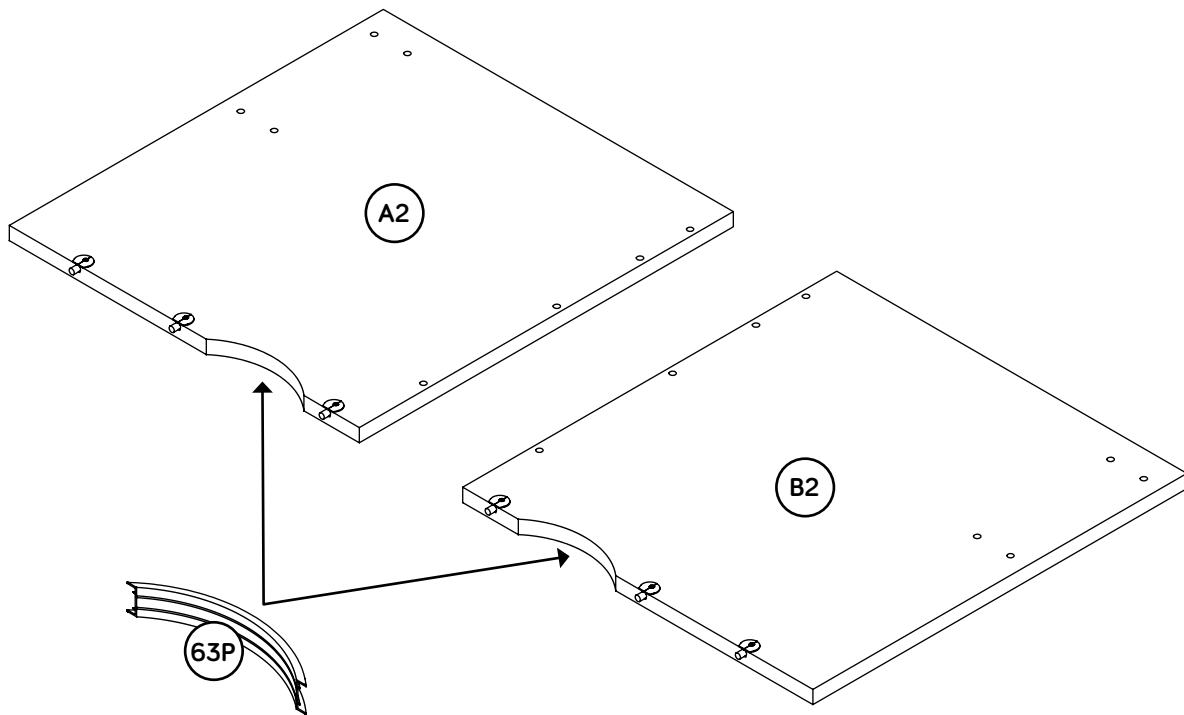
Just think. The sooner you do this, the sooner you do something else.



BLACK 2-1/4" FLAT HEAD SCREW
(6 used in this step)

Step 5

- ✚ Insert the HALF GROMMETS (63P) into the notches in the top edges of the ENDS (A2 and B2).

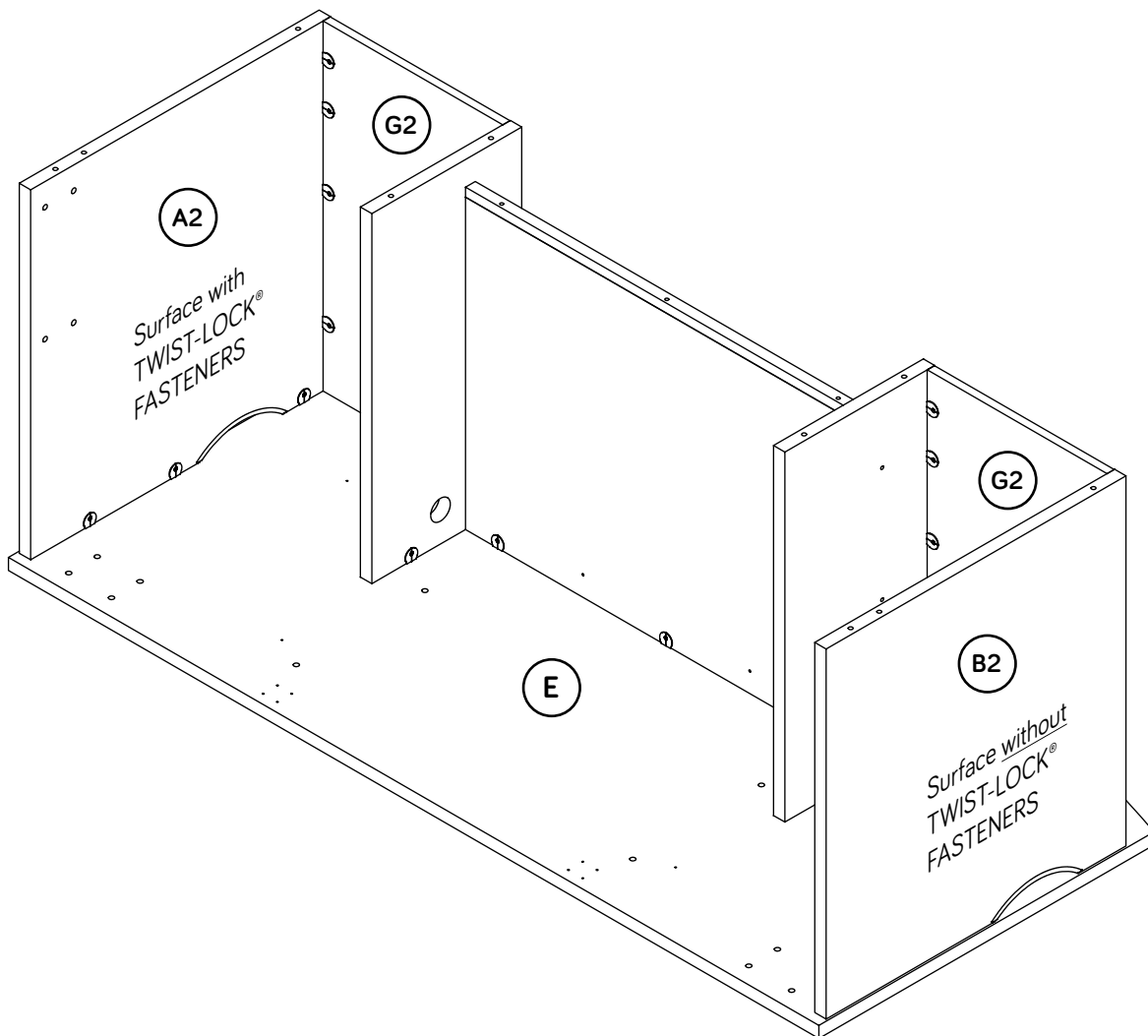


Step 6

2

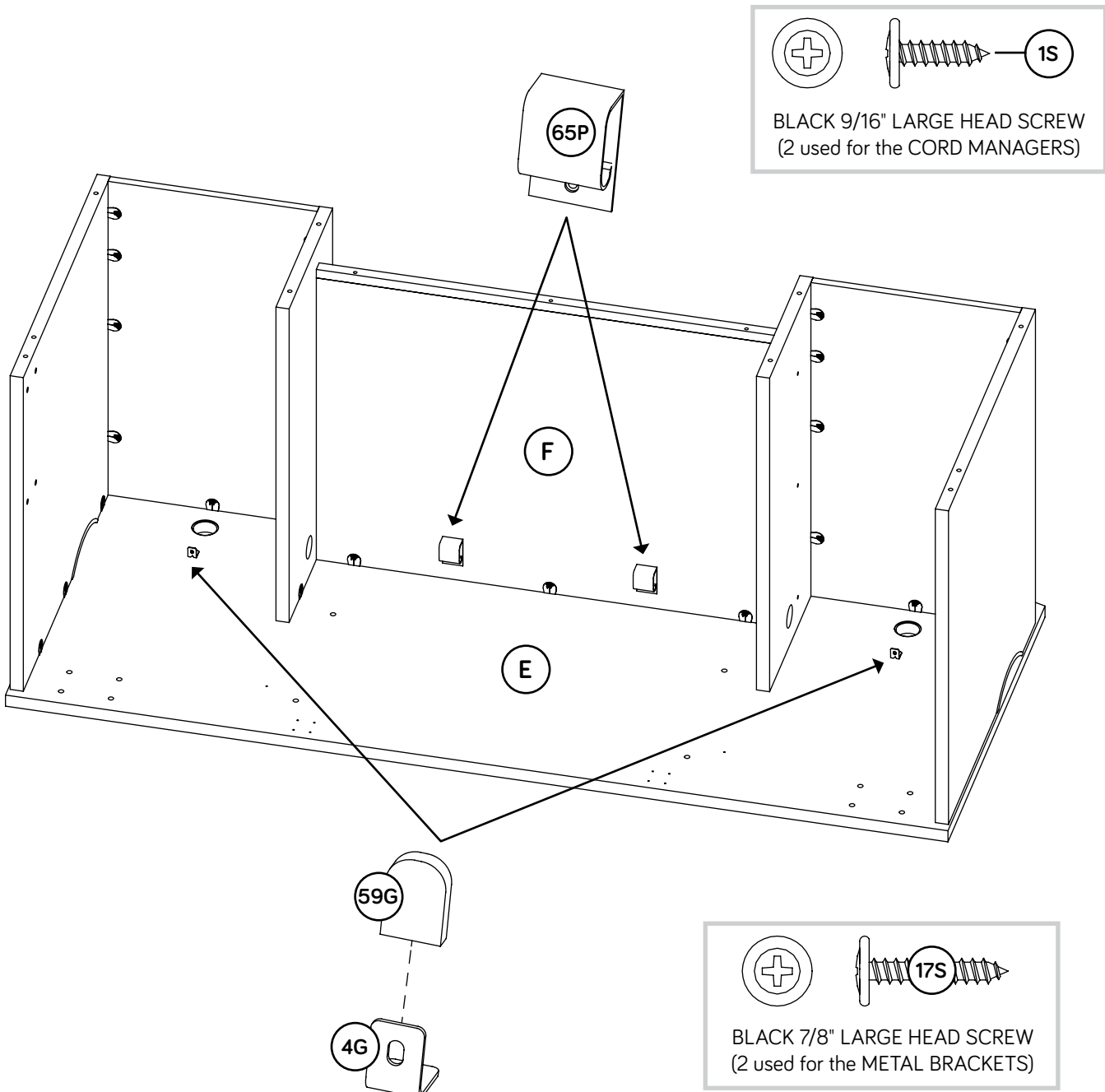


- Fasten the ENDS (A2 and B2) to the TOP (E) and BACKS (G2).
Tighten fourteen TWIST-LOCK® FASTENERS.



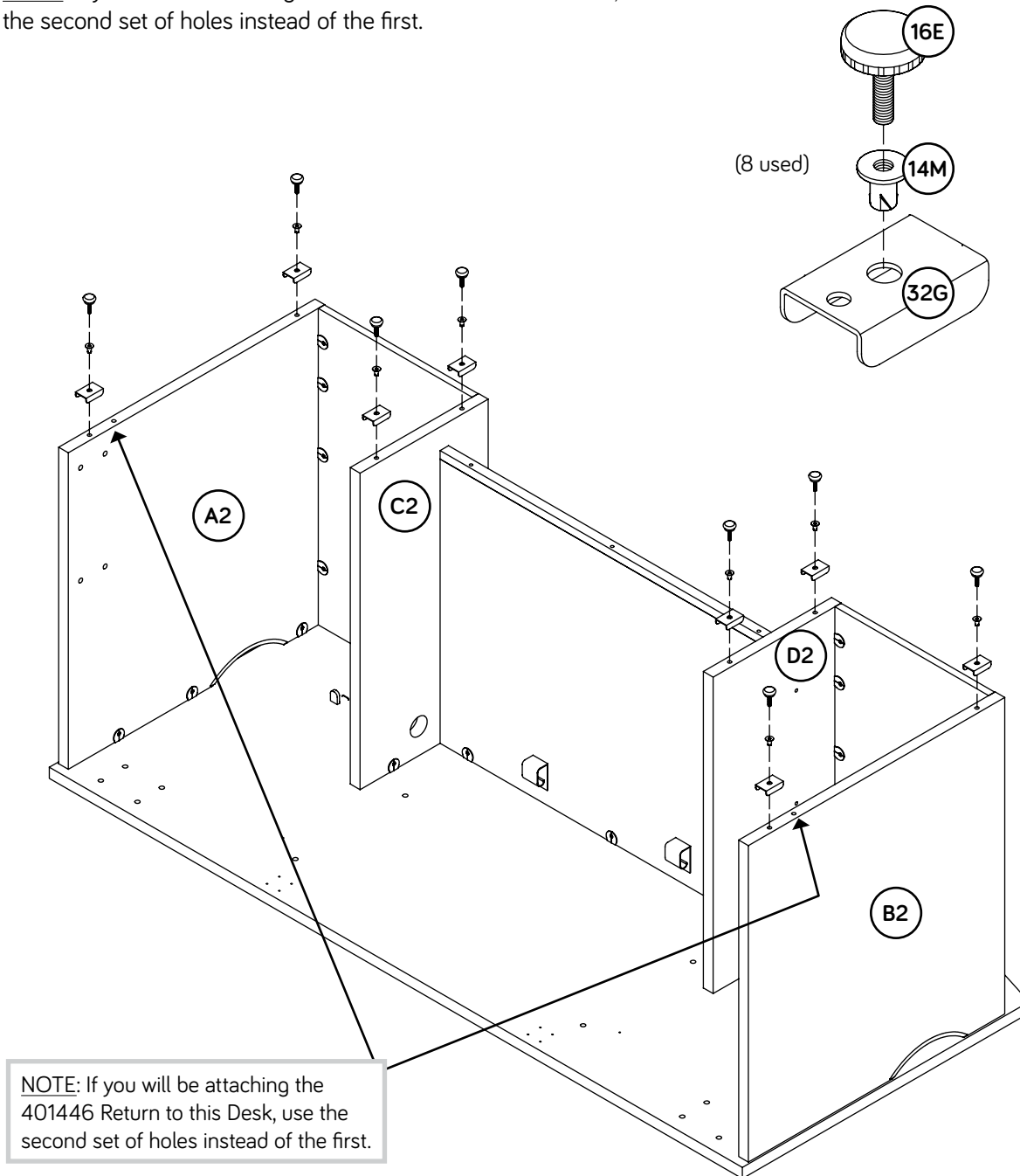
Step 7

- ✚ Fasten the CORD MANAGERS (65P) to the MODESTY PANEL (F).
Use two BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ Fasten the METAL BRACKETS (4G) to the TOP (E). Use two
BLACK 7/8" LARGE HEAD SCREWS (17S).
- ✚ Push the RUBBER SLEEVES (59G) onto the METAL
BRACKETS (4G). The RUBBER SLEEVES will be a tight fit.



Step 8

- Place a CASTER BRACKET (32G) over each hole in the bottom edges of the ENDS (A2 and B2) and UPRIGHTS (C2 and D2).
- Use a hammer to drive a PROPEL NUT (14M) through each BRACKET and into the holes in the ENDS and UPRIGHTS. Now, turn an ADJUSTABLE GLIDE (16E) into each PROPEL NUT.
- NOTE:** If you will be attaching the 401446 Return to this Desk, use the second set of holes instead of the first.

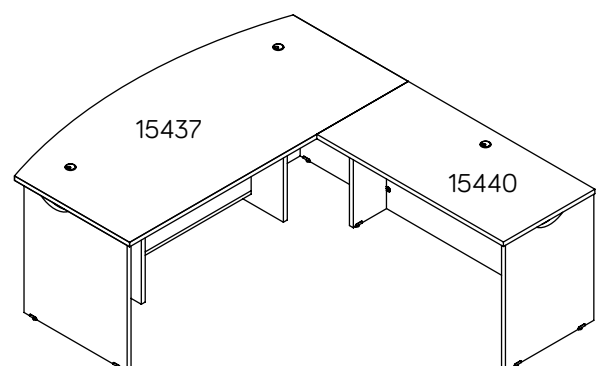
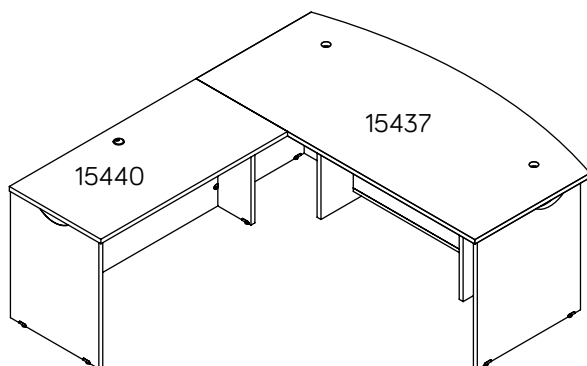
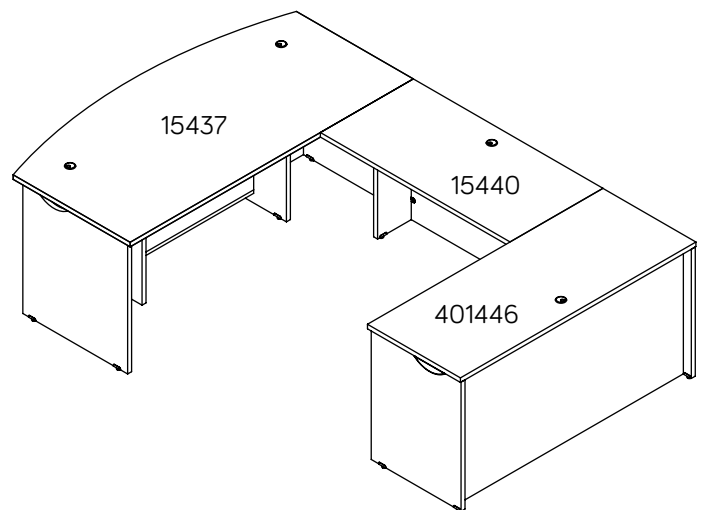
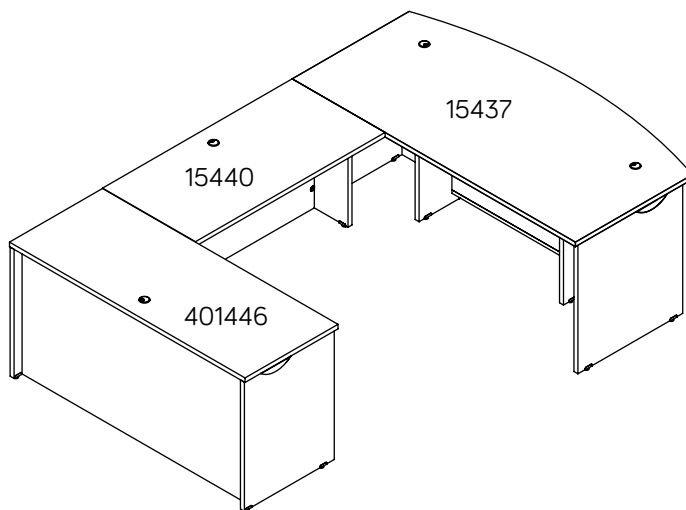


Option Page

- ✚ Carefully stand your unit upright.
- ✚ The 15437 Executive Desk may be attached to the 401446 Desk Return and 15440 Credenza as shown in the diagrams below.

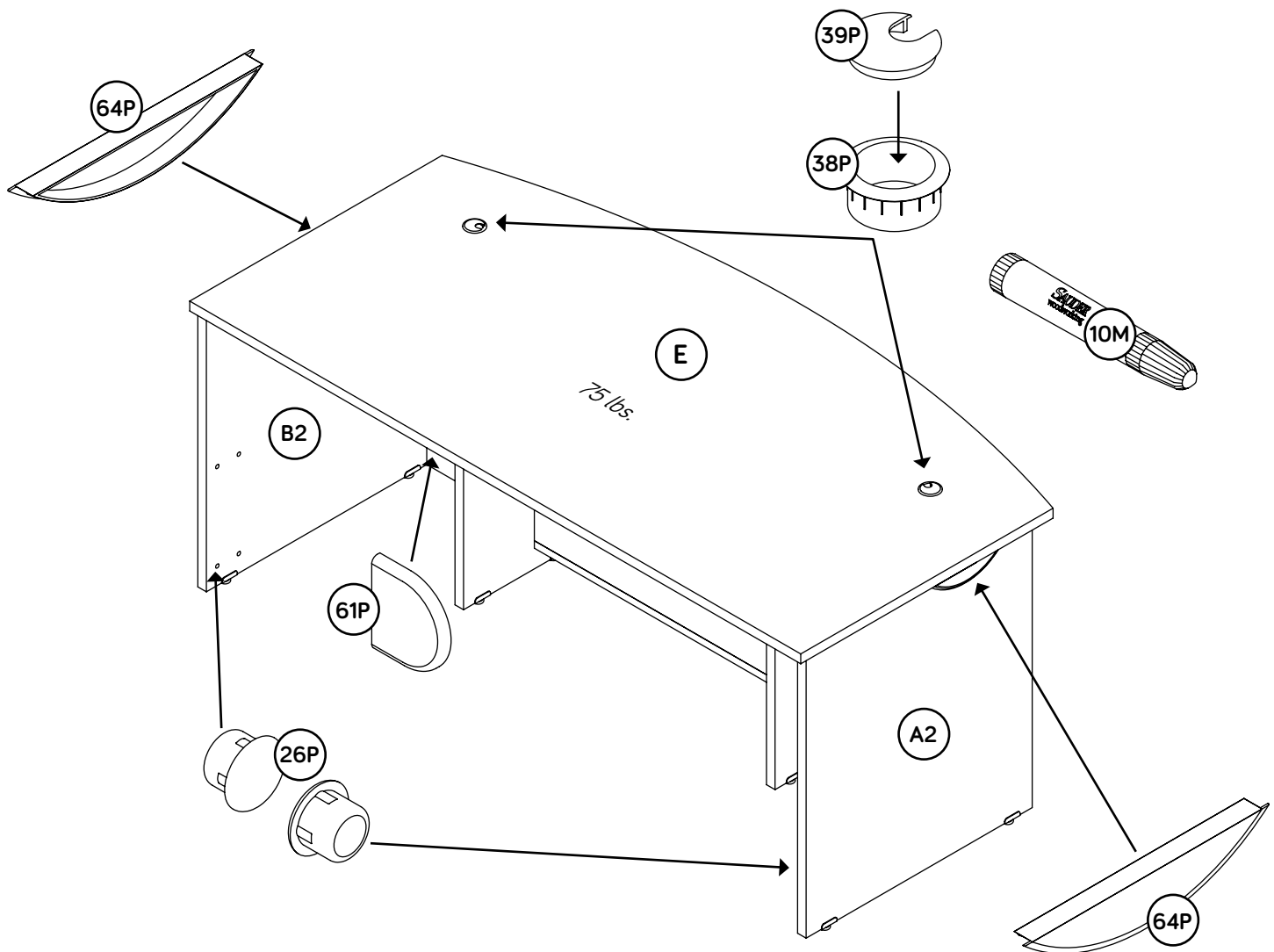


Pro Tip: Lift with your legs. And, you know, your arms.



Step 9

- ✚ Insert the HALF GROMMET CAPS (64P) into the notches in the top edges of the ENDS (A2 and B2).
- ✚ Push the GROMMETS (38P) and GROMMET CAPS (39P) into the large holes in the TOP (E).
- ✚ Insert a HOLE PLUG (26P) into any unused holes.
- ✚ Push a TWIST-LOCK® FASTENER COVER (61P) onto any visible TWIST-LOCK FASTENER®.
- ✚ For long term maintenance of your unit, you may touchup the edges with the TOUCH-UP PEN (10M).
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.



⚠ WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. ***Carefully read the following chart.***

Look out for:	What can happen:	How to avoid the problem:
- Overloaded shelves and drawers. - Improper loading can cause the product to be top-heavy.	- Risk of injury. - Top-heavy furniture can tip over. - Overloaded shelves and drawers can break.	- Never exceed the weight limits shown in the instructions. - Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.
Improperly moving furniture that is not designed and equipped with casters.	- Furniture can tip over or break if improperly moved. - Physical injury. Furniture can be very heavy. - Breakage of tops - particularly with double pedestal furniture (drawers at both ends).	- Unload shelves and drawers from top to bottom before moving the unit. - Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place. - Provide support to the center section of the top when lifting the furniture.
Placing TVs on furniture items that are not designed to support a television is hazardous.	Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	This product is not designed to support a television.

1-YEAR LIMITED WARRANTY

1. Sauder Woodworking Co. (Sauder®) provides limited warranty coverage to the original purchaser of this product for a period of one year from the date of delivery against defects in materials or workmanship of Sauder furniture components. As used in this Warranty, "defect" means imperfections in components which substantially impair the utility of the product. This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

2. There is no warranty coverage for defects or conditions that result from the failure to follow product assembly instructions, information or warnings, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, or use of the product in a manner inconsistent with its intended use, nor any condition resulting from incorrect or inadequate maintenance, cleaning, or care. There is also no warranty coverage for rented products or any products purchased "used" or "as is", at a distress or going-out-of-business sale, or from a liquidator.

3. As the exclusive remedy under this Warranty, Sauder will (at its sole option) repair, replace or refund the value of any defective furniture component. Sauder may require independent confirmation of the claimed defect and proof of purchase. Replacement parts will be warranted for only the remaining period of the original Warranty. SAUDER SHALL HAVE NO LIABILITY for ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND and all such damages are EXCLUDED FROM THIS WARRANTY, such as loss of use, disassembly, transportation, labor or damage to property on or near the product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

4. This Warranty applies only to warranted defects that first arise and are reported to Sauder within the warranty coverage period. The Warranty cannot be transferred to subsequent owners or users of the product, and it shall be immediately void in the event the product is resold, transferred, leased or rented to any third party or person other than the original purchaser.

5. THERE ARE NO OTHER WARRANTIES APPLICABLE TO THIS PRODUCT. Under the laws of certain states, there may be no implied warranties from Sauder and all implied warranties, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE are disclaimed where allowed by law. TO THE EXTENT ANY IMPLIED WARRANTIES ARE APPLICABLE, ANY IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THIS EXPRESS WARRANTY or the minimum period allowed by law, whichever is shorter. Some states do not allow limitations on how long an implied Warranty lasts, so the above limitation may not apply to you.

6. For Warranty inquiries or claims, please visit our website www.sauder.com. You can also contact Sauder at 1.800.523.3987. Sauder may require Warranty claims to be submitted in writing to: Sauder Woodworking Co., 502 Middle Street, Archbold, OH 43502 USA. Please include your sales receipt or other proof of purchase and a specific description of the product defect.



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Furniture



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If you need assistance or want to learn more, please call us at **800.558.1010.**

General Conformity Certificate

1. This certificate applies to the Sauder Woodworking Product identified by this Instruction Book.
2. This certificate applies to compliance of this product with the CPSC Ban on Lead-Containing Paint (16 CFR 1303).
3. This product is manufactured by:
Sauder Woodworking Company
502 Middle St.
Archbold, OH 43502
419-446-2711
4. Date of Manufacture: _____



Made in USA
with U.S. and imported materials

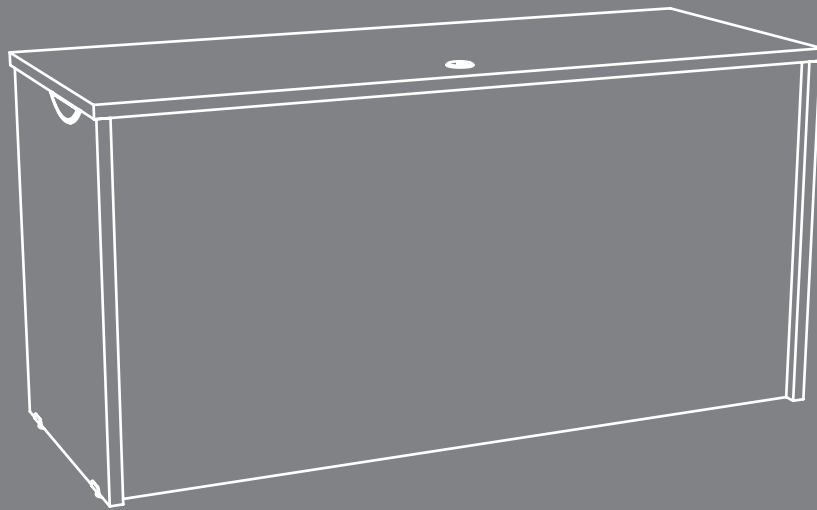


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To order replacement parts, call 800.558.1010.



Credenza

Via Collection | **SKU# 15440**

NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

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FUTURE REFERENCE.

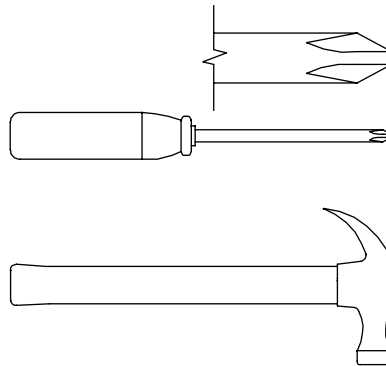
Lot # **927864**
Purchased: _____

04/29/26

Table of Contents

Assembly Tools Required

Hardware Identification	2
Part Identification	3
Hardware Usage Guide	7
Assembly Steps	4-10
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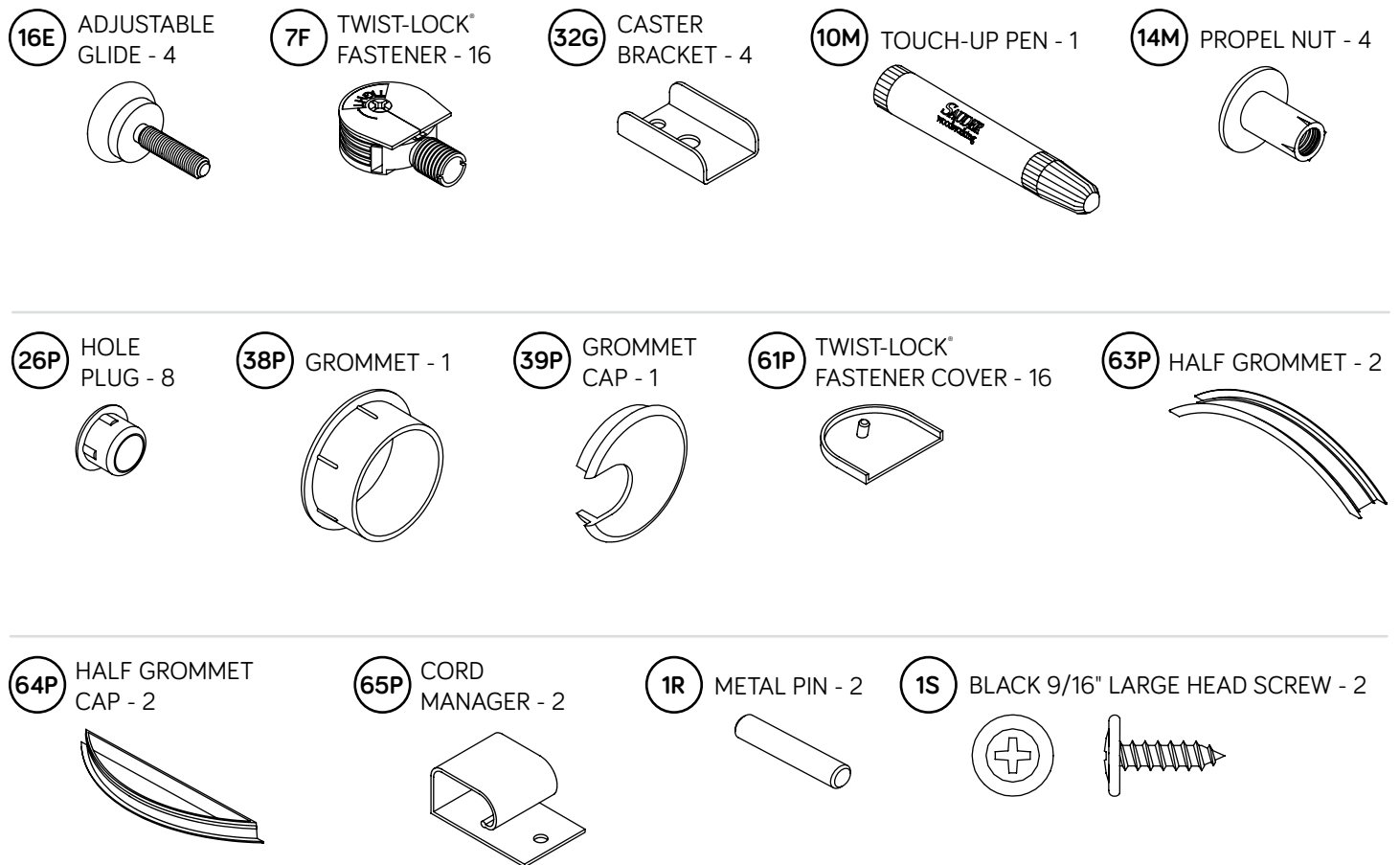


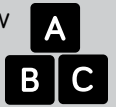
No. 2 Phillips Screwdriver
Tip Shown Actual Size

Hammer
Not actual size 😊

Hardware Identification

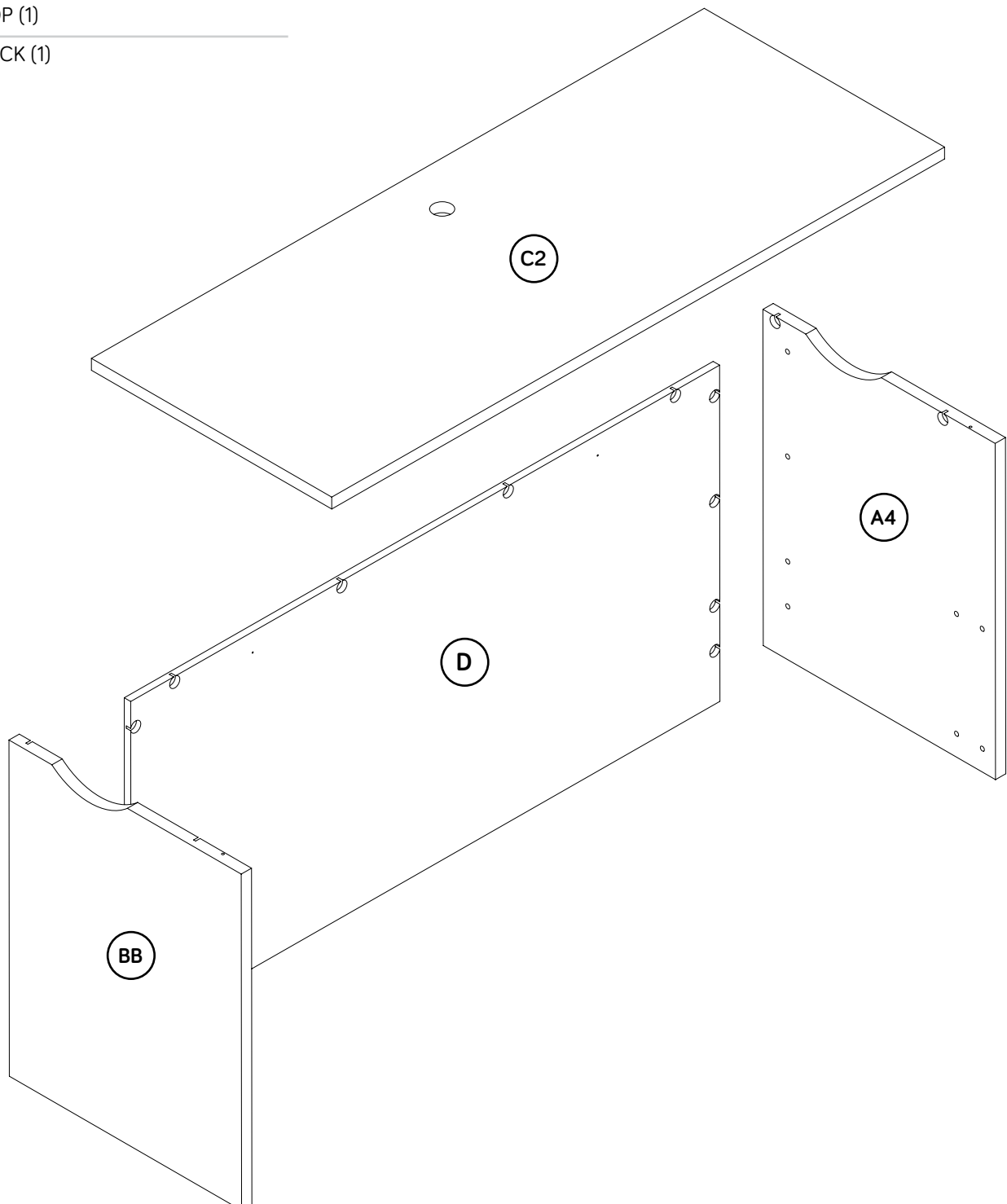
† Screws are shown actual size. You may receive extra hardware with your unit.





- ⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

A4	RIGHT END (1)
BB	LEFT END (1)
C2	TOP (1)
D	BACK (1)



Step 1

Look for this icon. It means a video assembly tip is available at www.sauder.com/service/tips. Find the numbered video or scan the QR code.

2

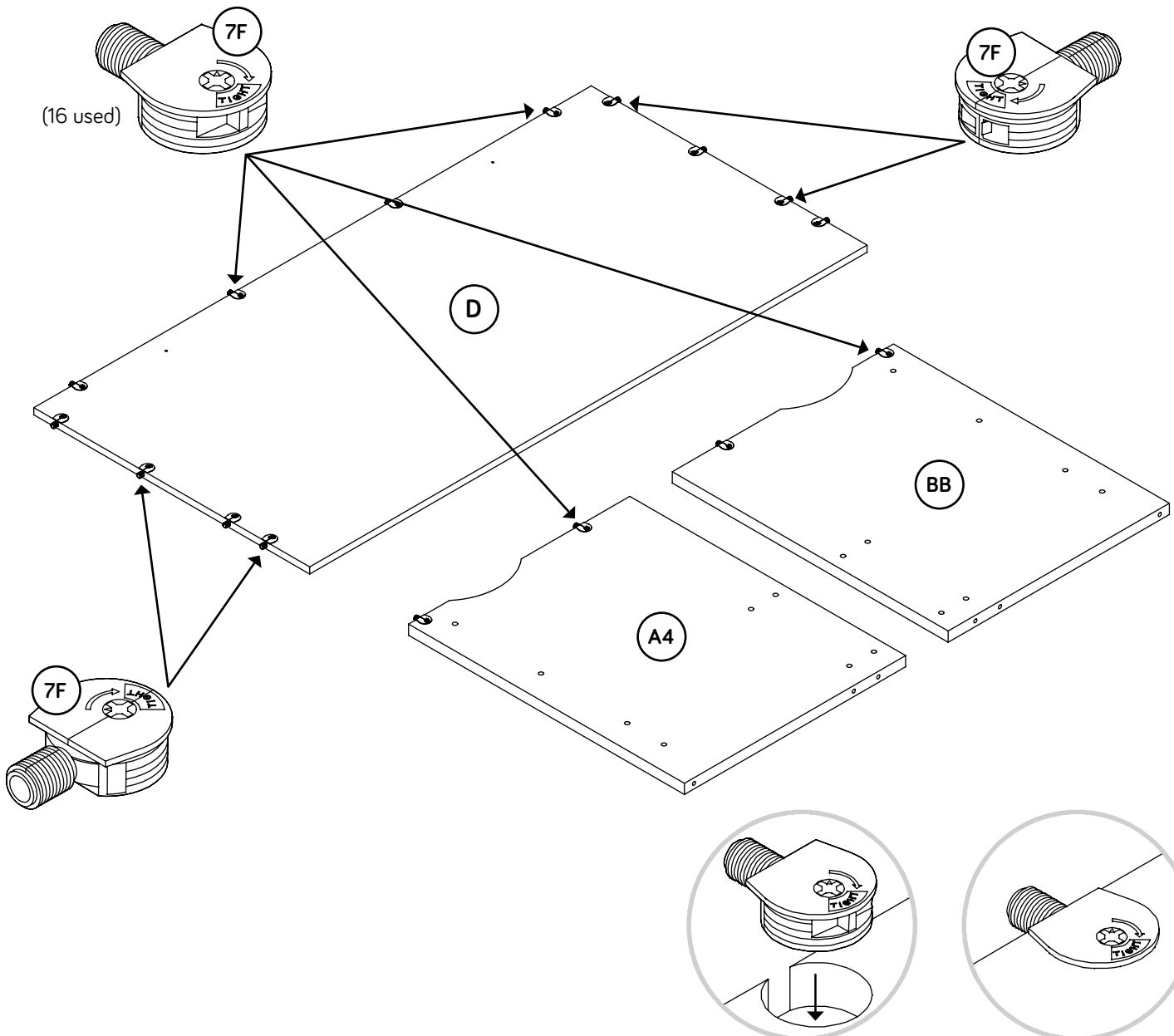


- ⚠ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ⚠ Push sixteen TWIST-LOCK® FASTENERS (7F) into the large holes in the ENDS (A4 and BB) and BACK (D).

STOP

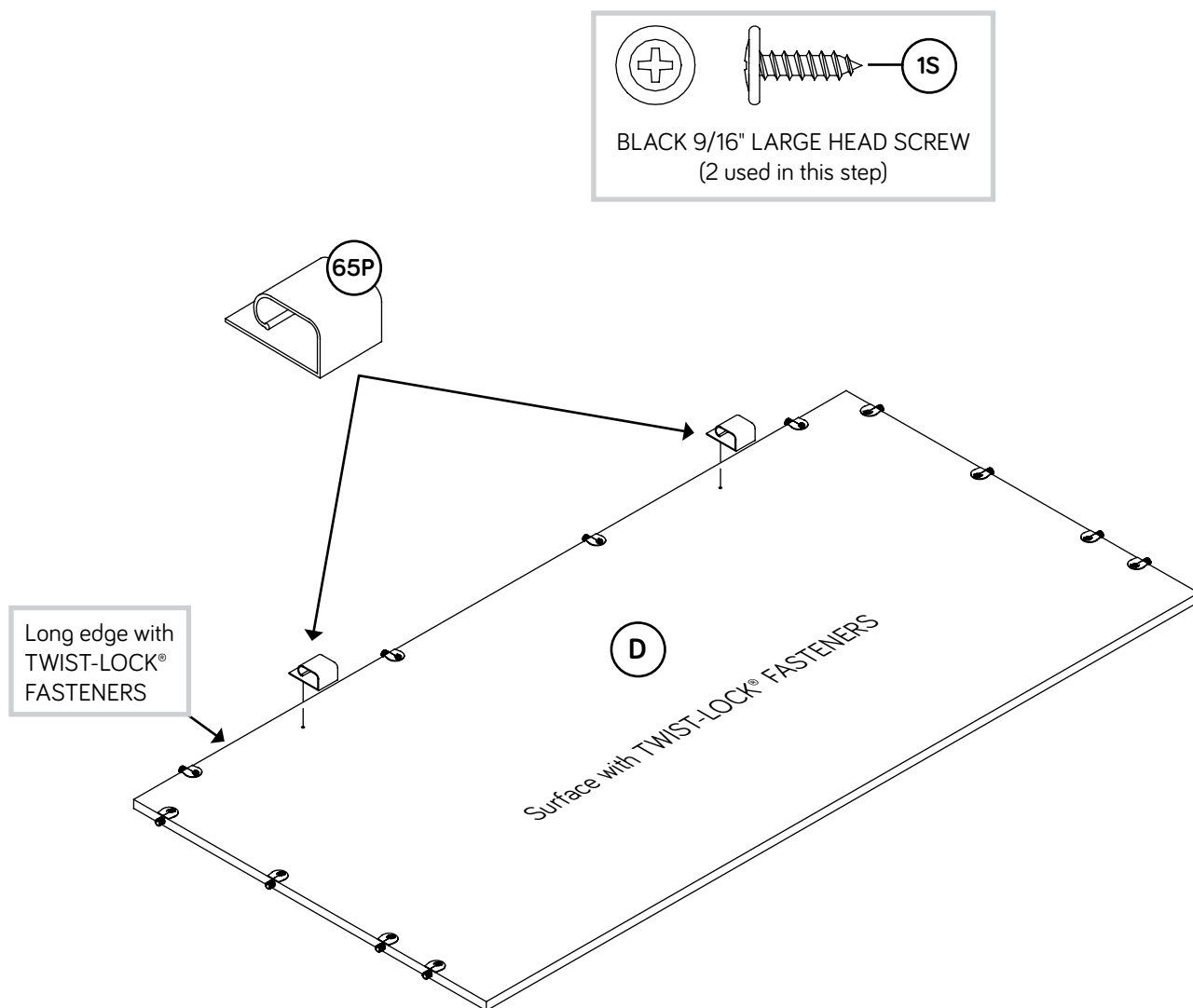
If you purchased the 424469 Hutch or 424472 Reception Hutch, assemble that unit first.

Do not tighten the TWIST-LOCK® FASTENERS in this step.



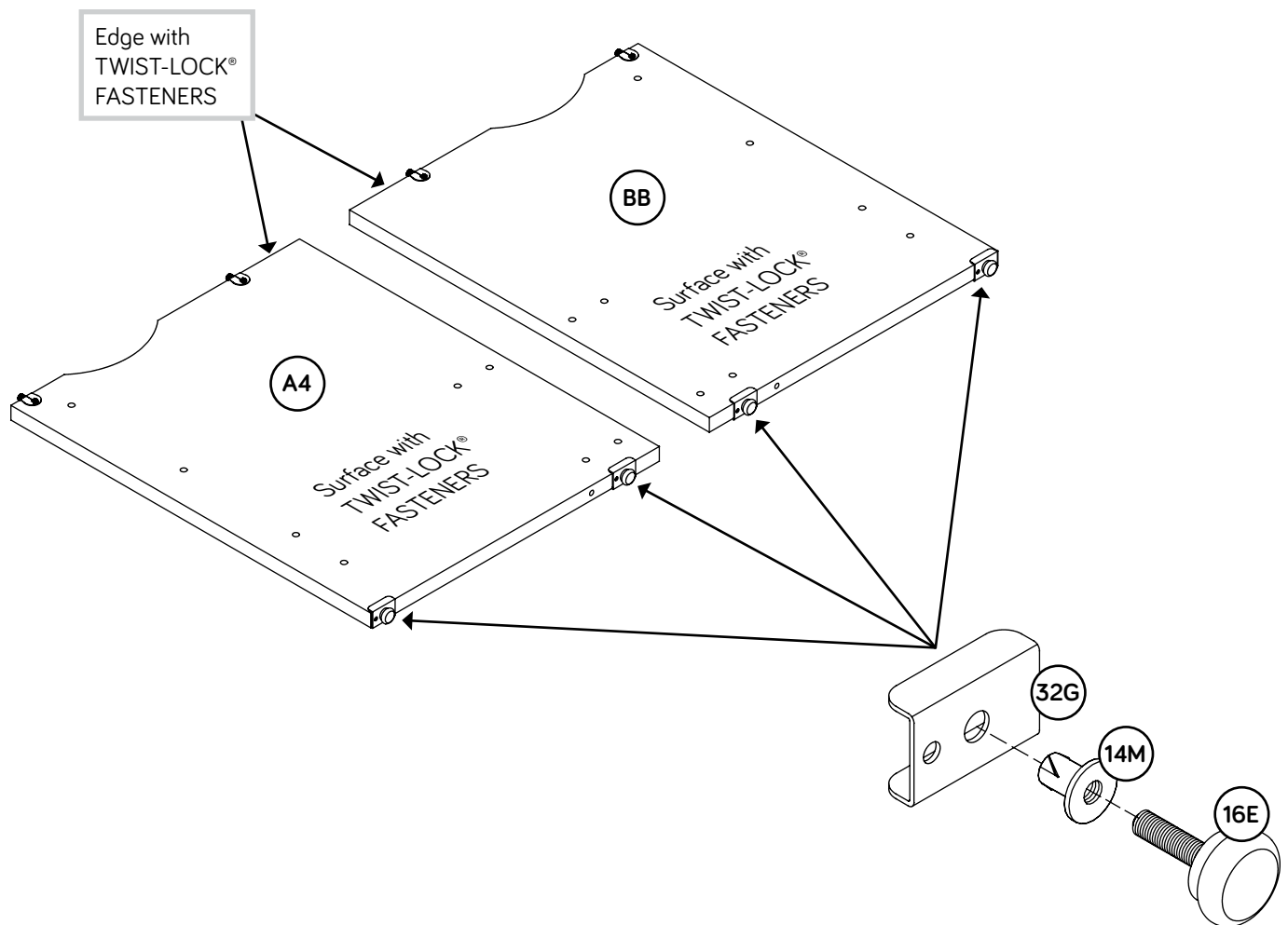
Step 2

- Fasten two CORD MANAGERS (65P) to the BACK (D).
Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



Step 3

- ✚ Push four CASTER BRACKETS (32G) over the exact holes shown in the bottom edges of the ENDS (A4 and BB).
- ✚ Using your hammer, gently tap a PROPEL NUT (14M) into the holes in the CASTER BRACKETS (32G) and ENDS (A4 and BB). Now, turn an ADJUSTABLE GLIDE (16E) into each PROPEL NUT.
- ✚ **NOTE:** To raise a corner of the unit, turn the GLIDE counter-clockwise. To lower a corner, turn the GLIDE clockwise.



Step 4

2



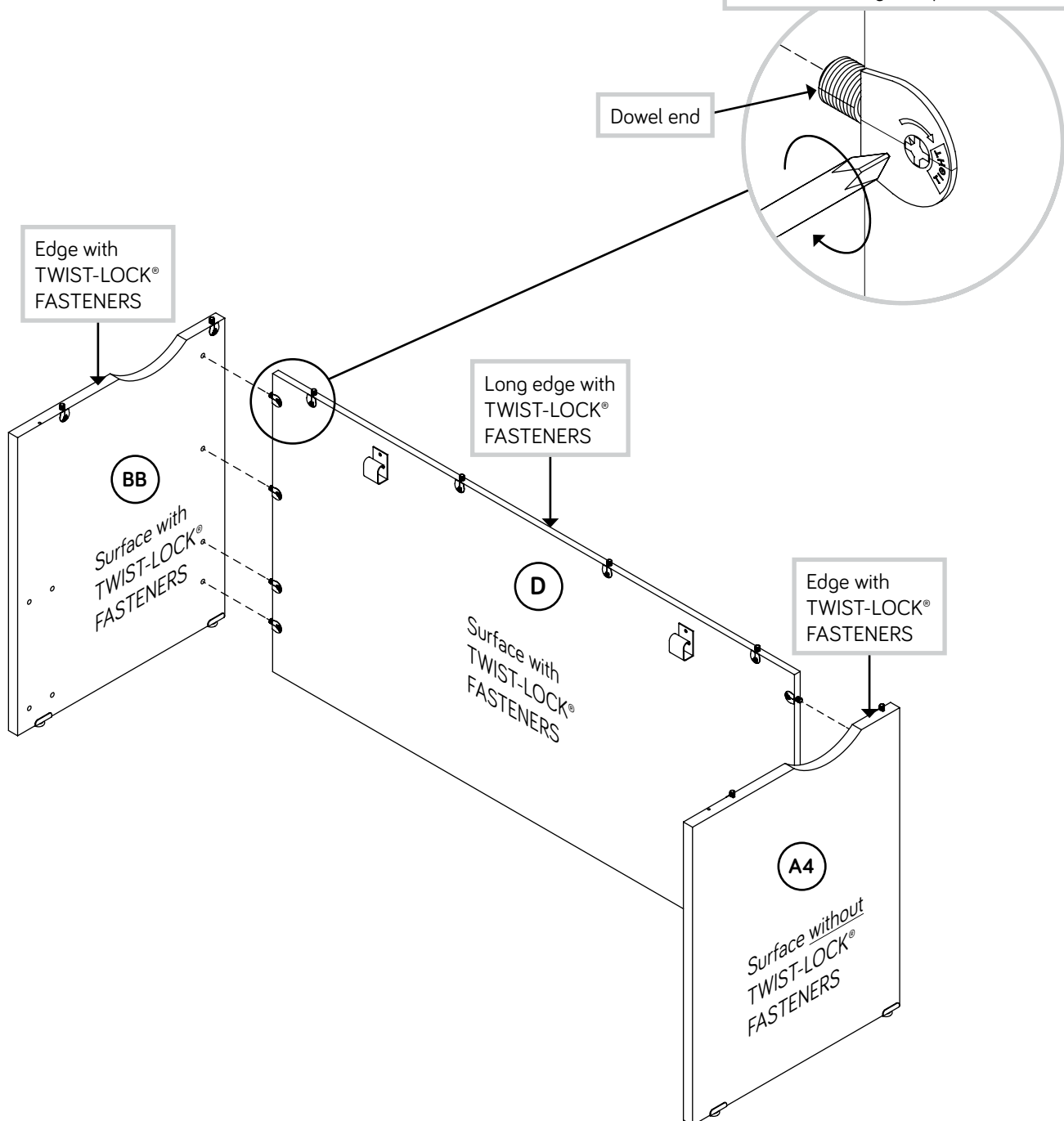
- ✚ Fasten the ENDS (A4 and BB) to the BACK (D). Tighten eight TWIST-LOCK® FASTENERS.

How to use the TWIST-LOCK® FASTENER

1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

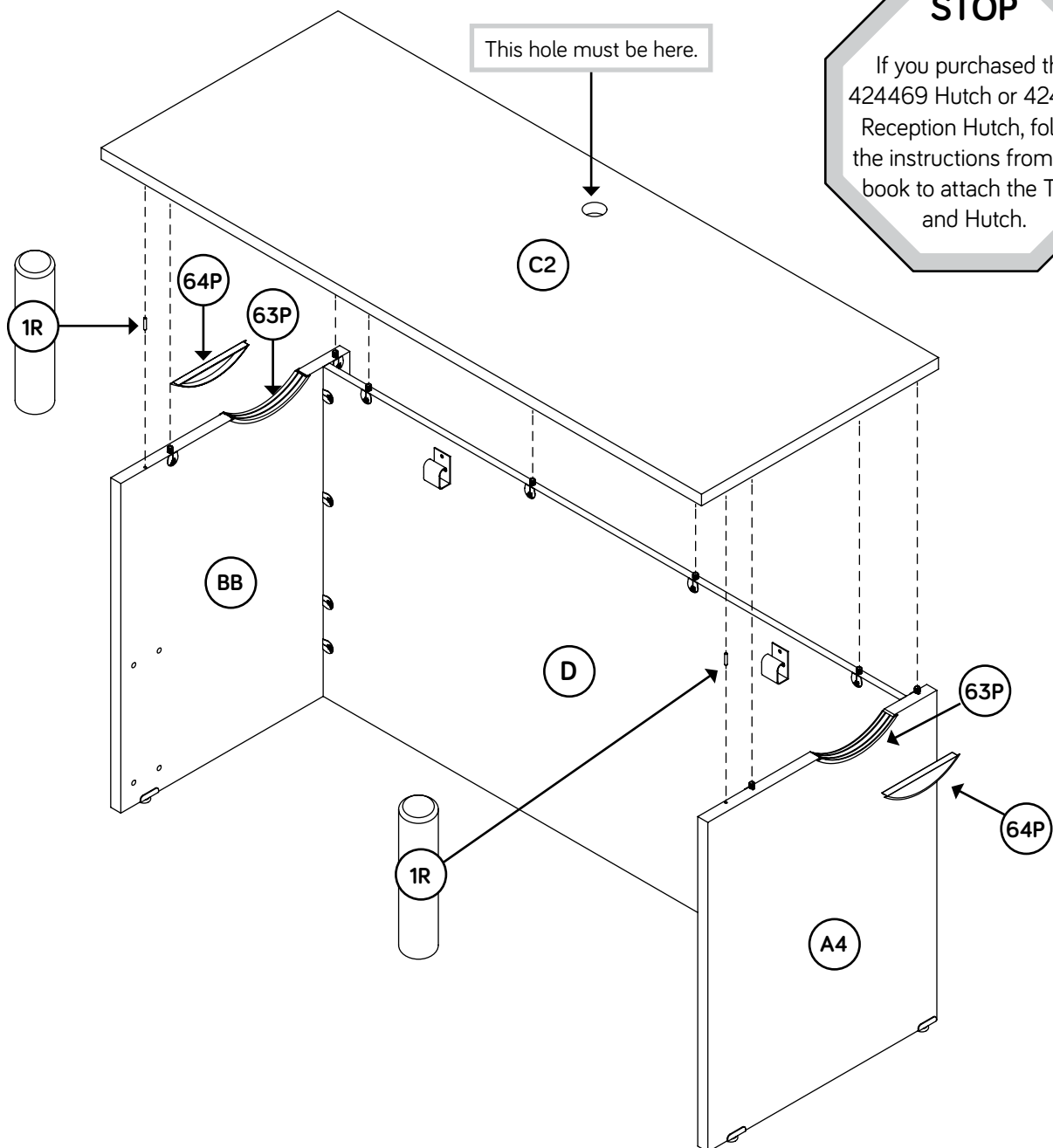
NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



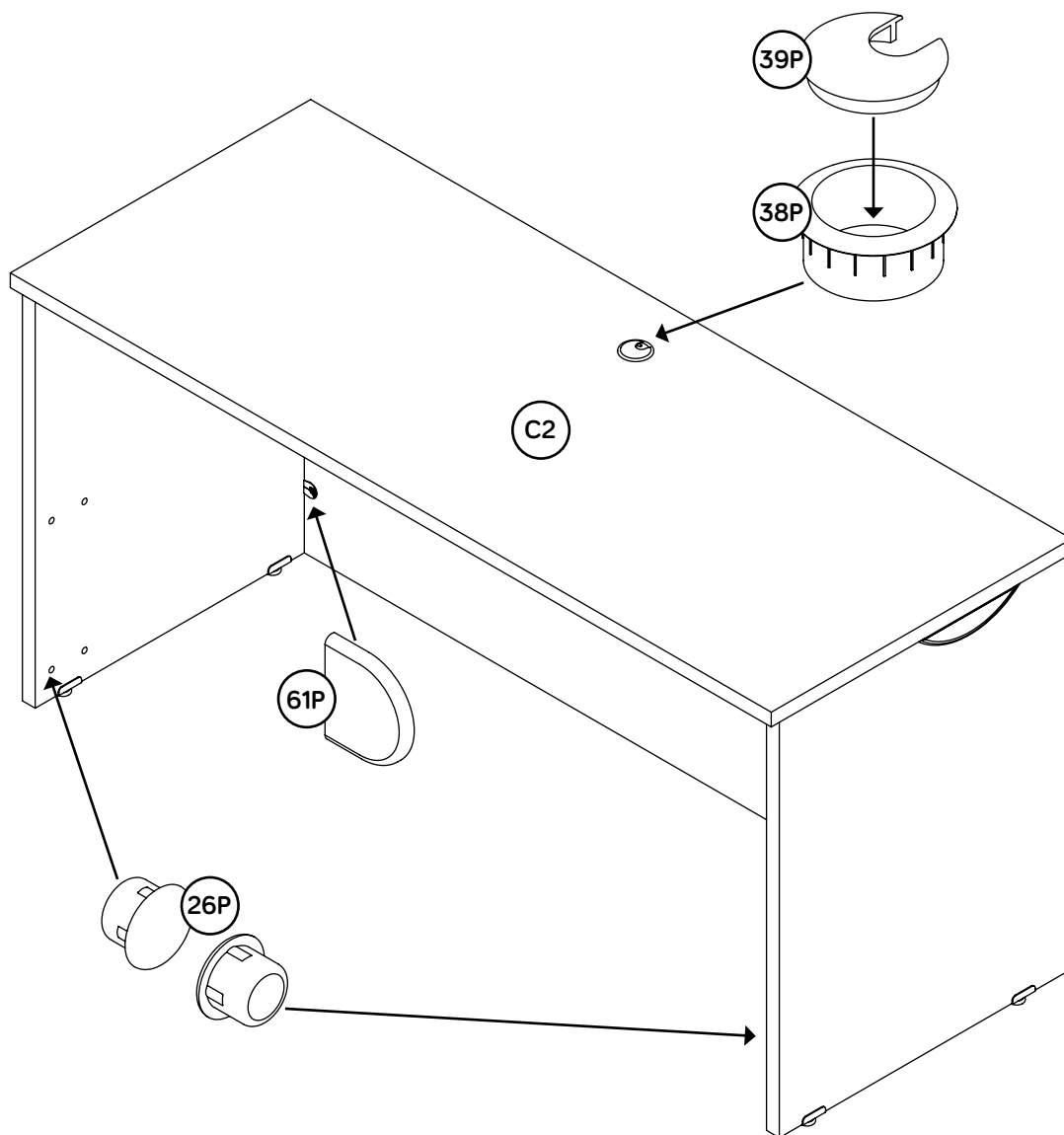


- ✚ Insert the HALF GROMMETS (63P) and HALF GROMMET CAPS (64P) into the notches in the top edges of the ENDS (A4 and BB).
- ✚ Insert two METAL PINS (1R) into the holes in the top edges of the ENDS (A4 and BB).
- ✚ **STOP:** If you purchased the 424469 Hutch or 424472 Reception Hutch, follow the instructions from that book to attach the TOP (C2) and Hutch.
- ✚ If you are not attaching the 424469 Hutch or 424472 Reception Hutch, continue with the following steps.
- ✚ Fasten the TOP (C2) to the ENDS (A4 and BB) and BACK (D). Tighten eight TWIST-LOCK® FASTENERS.
- ✚ **NOTE:** Be sure the METAL PINS insert into the holes in the TOP.



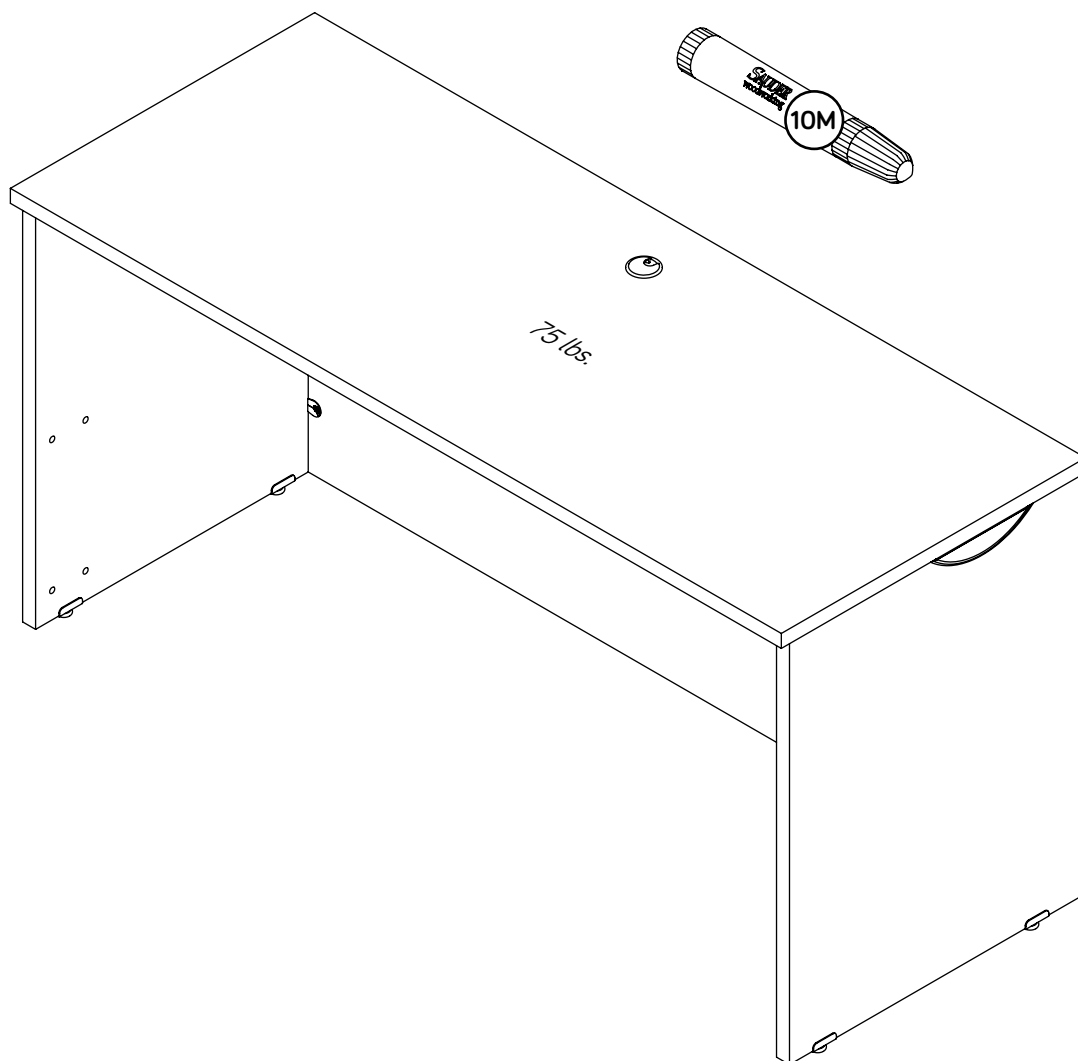
Step 6

- ✚ Push a GROMMET CAP (39P) and GROMMET (38P) into the large hole in the TOP (C2).
- ✚ Insert a HOLE PLUG (26P) into any unused holes.
- ✚ Push a TWIST-LOCK® FASTENER COVER (61P) onto any visible TWIST-LOCK® FASTENER.



Step 7

- ✦ For long term maintenance of your unit, you may touchup the edges with the TOUCH-UP PEN (10M).
- ✦ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✦ This completes assembly. Clean with a damp cloth. Wipe dry.



⚠ WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. ***Carefully read the following chart.***

Look out for:	What can happen:	How to avoid the problem:
- Overloaded shelves and drawers. - Improper loading can cause the product to be top-heavy.	- Risk of injury. - Top-heavy furniture can tip over. - Overloaded shelves and drawers can break.	- Never exceed the weight limits shown in the instructions. - Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.
Improperly moving furniture that is not designed and equipped with casters.	- Furniture can tip over or break if improperly moved. - Physical injury. Furniture can be very heavy. - Breakage of tops - particularly with double pedestal furniture (drawers at both ends).	- Unload shelves and drawers from top to bottom before moving the unit. - Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place. - Provide support to the center section of the top when lifting the furniture.
Placing TVs on furniture items that are not designed to support a television is hazardous.	Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	This product is not designed to support a television.

1-YEAR LIMITED WARRANTY

1. Sauder Woodworking Co. (Sauder®) provides limited warranty coverage to the original purchaser of this product for a period of one year from the date of delivery against defects in materials or workmanship of Sauder furniture components. As used in this Warranty, "defect" means imperfections in components which substantially impair the utility of the product. This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

2. There is no warranty coverage for defects or conditions that result from the failure to follow product assembly instructions, information or warnings, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, or use of the product in a manner inconsistent with its intended use, nor any condition resulting from incorrect or inadequate maintenance, cleaning, or care. There is also no warranty coverage for rented products or any products purchased "used" or "as is", at a distress or going-out-of-business sale, or from a liquidator.

3. As the exclusive remedy under this Warranty, Sauder will (at its sole option) repair, replace or refund the value of any defective furniture component. Sauder may require independent confirmation of the claimed defect and proof of purchase. Replacement parts will be warranted for only the remaining period of the original Warranty. SAUDER SHALL HAVE NO LIABILITY for ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND and all such damages are EXCLUDED FROM THIS WARRANTY, such as loss of use, disassembly, transportation, labor or damage to property on or near the product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

4. This Warranty applies only to warranted defects that first arise and are reported to Sauder within the warranty coverage period. The Warranty cannot be transferred to subsequent owners or users of the product, and it shall be immediately void in the event the product is resold, transferred, leased or rented to any third party or person other than the original purchaser.

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6. For Warranty inquiries or claims, please visit our website www.sauder.com. You can also contact Sauder at 1.800.523.3987. Sauder may require Warranty claims to be submitted in writing to: Sauder Woodworking Co., 502 Middle Street, Archbold, OH 43502 USA. Please include your sales receipt or other proof of purchase and a specific description of the product defect.



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3. This product is manufactured by:
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502 Middle St.
Archbold, OH 43502
419-446-2711
4. Date of Manufacture: _____



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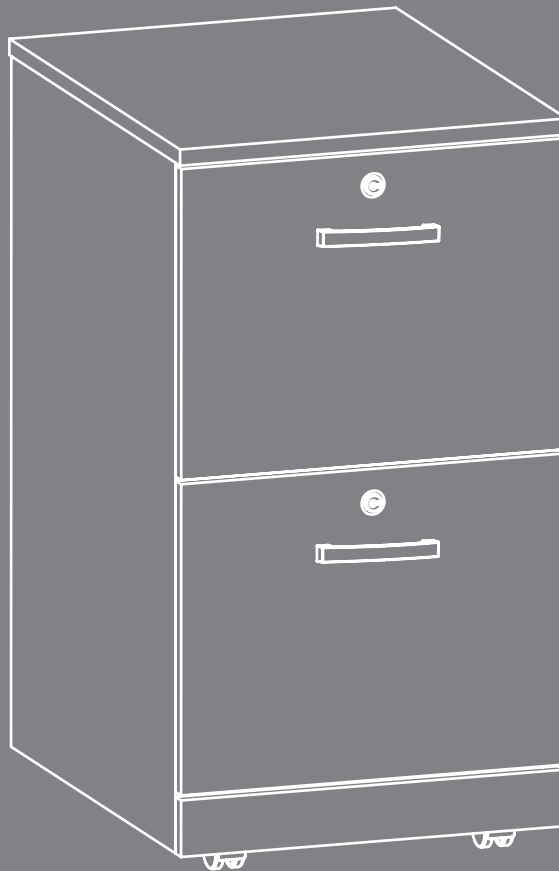


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2-Drawer Pedestal

Via Collection | **SKU# 111432**

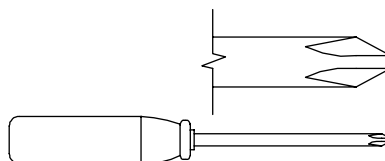
NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR
FUTURE REFERENCE.

Lot # **927848**
Purchased: _____

04/27/26

Part Identification	2
Hardware Identification	3
Assembly Steps	4-6
Safety	7
Warranty	7



No. 2 Phillips Screwdriver
Tip Shown Actual Size

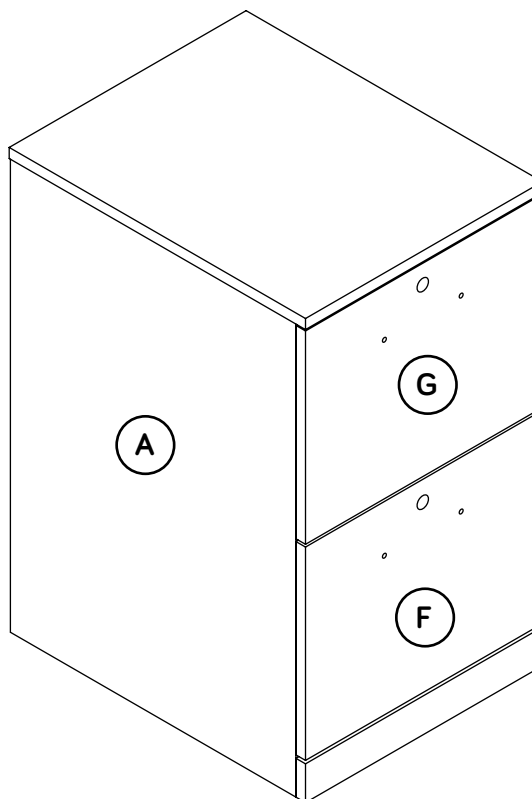
Part Identification

Now you know
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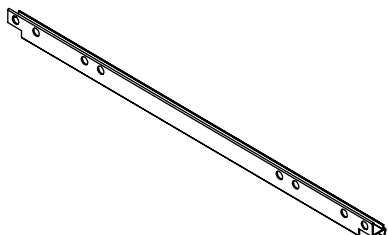
A	CABINET (1)
F	LOWER DRAWER (1)
G	UPPER DRAWER (1)



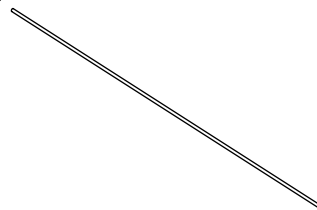
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

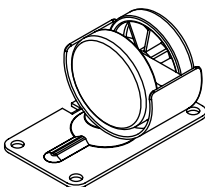
6B FILE GLIDE - 4



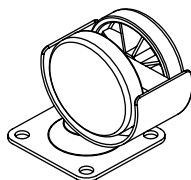
8B FILE ROD - 4



8CN NON-SWIVEL
CASTER - 2



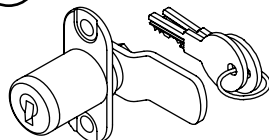
8CS SWIVEL
CASTER - 2



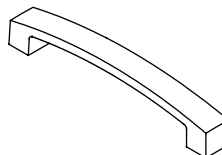
8J LOCK
COVER - 2



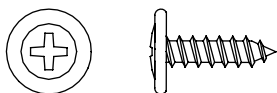
20J LOCK - 2



96K PULL - 2



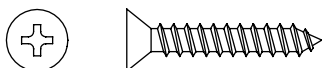
1S BLACK 9/16" LARGE HEAD SCREW - 16



11S BLACK 1/2" FLAT HEAD SCREW - 4

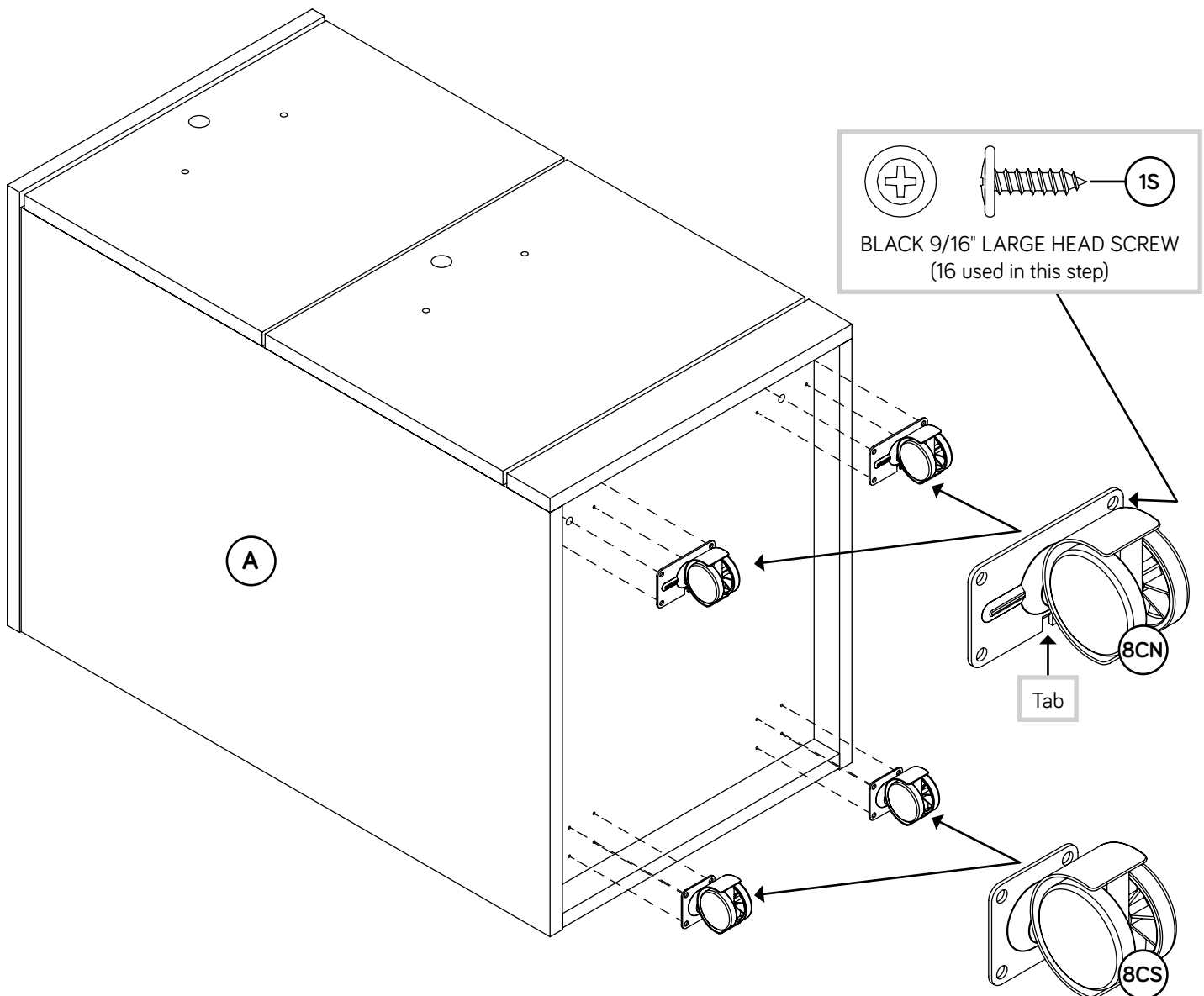


12S BROWN 1" FLAT HEAD SCREW - 4



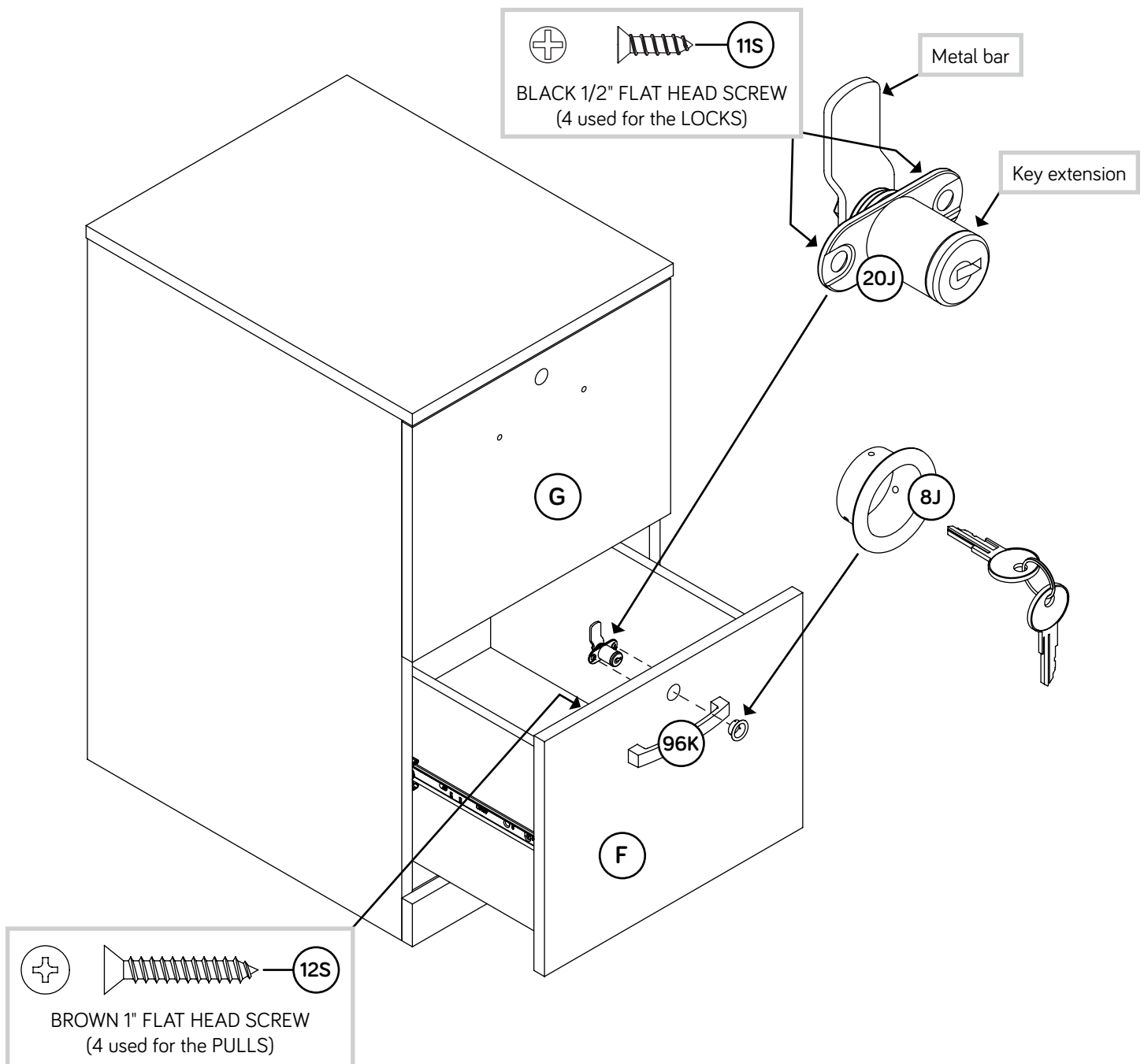
Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Remove the hardware box from inside your unit.
- ✚ Carefully turn the unit onto its back edges.
- ✚ Fasten the NON-SWIVEL CASTERS (8CN) to the bottom of the CABINET (A) exactly as shown. Use eight BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ Fasten the SWIVEL CASTERS (8CS) to the bottom. Use eight BLACK 9/16" LARGE HEAD SCREWS (1S).



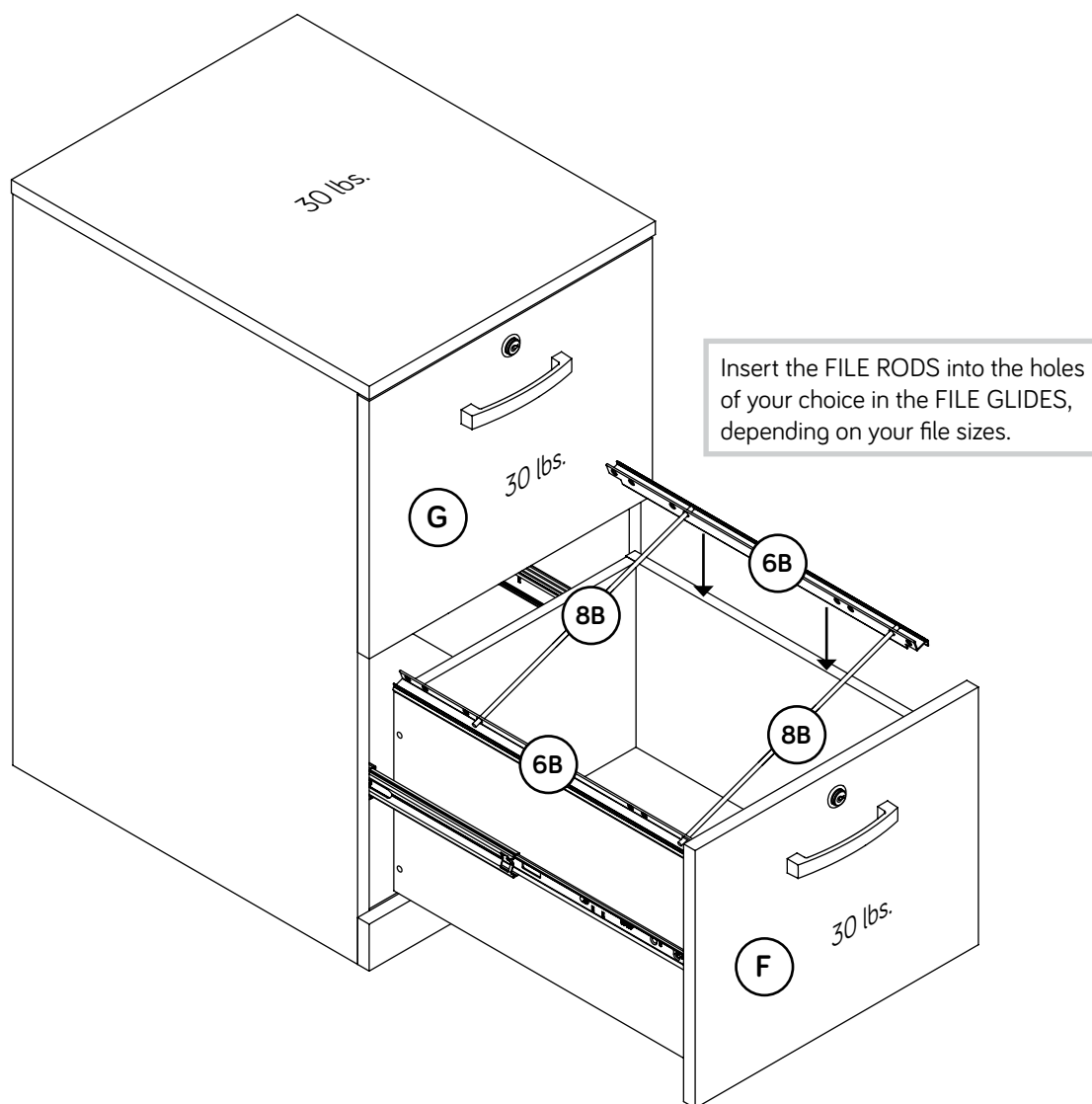
Step 2

- ✚ Carefully stand your unit upright.
- ✚ Fasten one PULL (96K) to the LOWER DRAWER (F). Use two BROWN 1" FLAT HEAD SCREWS (12S).
- ✚ Fasten one LOCK (20J) to the LOWER DRAWER (F). Use two BLACK 1/2" FLAT HEAD SCREWS (11S).
- ✚ **NOTE:** Be sure the metal bar on the LOCK is facing the direction shown.
- ✚ Push one LOCK COVER (8J) over the key extension on the LOCK.
- ✚ Repeat this step for the UPPER DRAWER (G).



Step 3

- ✚ Push a FILE GLIDE (6B) onto the left drawer side of the LOWER DRAWER (F).
- ✚ Slide the FILE RODS (8B) into the FILE GLIDE (6B) on the left drawer side.
- ✚ Slide another FILE GLIDE (6B) onto the other end of the FILE RODS (8B), then press this FILE GLIDE over the right drawer side.
- ✚ Repeat this step for the UPPER DRAWER (G).
- ✚ **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.



⚠ CAUTION

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. **Carefully read the following chart.**

Look out for:	What can happen:	How to avoid the problem:
• Overloaded file cabinet drawers.	• Risk of injury. • Top-heavy furniture can tip over. • Overloaded drawers can break.	• Never exceed the weight limits shown in the instructions. • Work from bottom to top when loading drawers. Place the heavier items on lower drawers.
• Improperly moving the file cabinet.	• Risk of injury or equipment damage. • The file cabinet can tip if not moved carefully over obstacles or across a changing floor surface (for example, from a wood floor to a carpeted floor).	• Lift the file cabinet so the casters clear any obstacles or abrupt changes in the floor surface.
• Placing TVs on furniture items that are not designed to support a television is hazardous.	• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	• This product is not designed to support a television.

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419-446-2711
4. Date of Manufacture: _____



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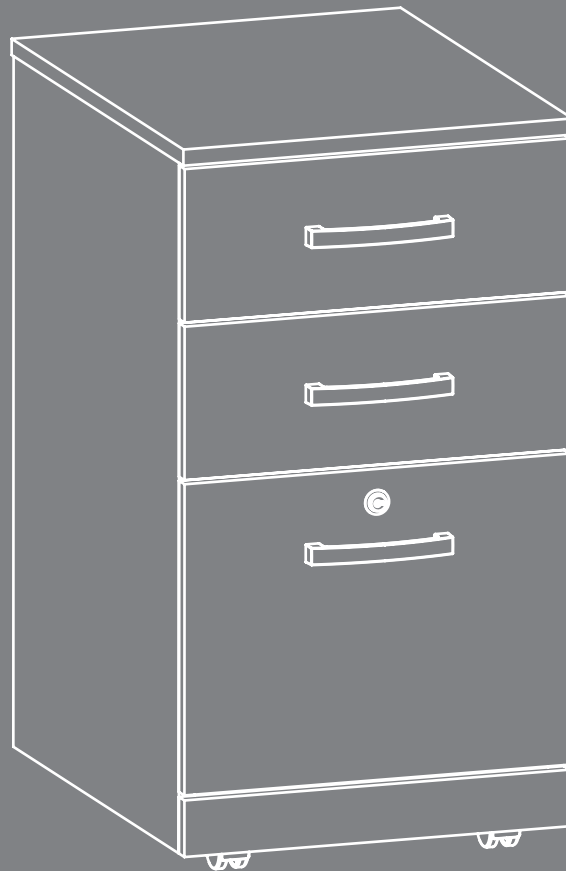


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3-Drawer Pedestal

Via Collection | **SKU# 111433**

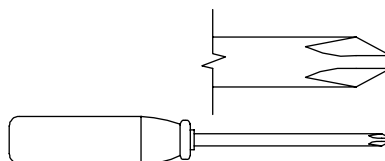
NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR
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Lot # **927849**
Purchased: _____

04/27/26

Part Identification	2
Hardware Identification	3
Assembly Steps	4-6
Safety	7
Warranty	7



No. 2 Phillips Screwdriver
Tip Shown Actual Size

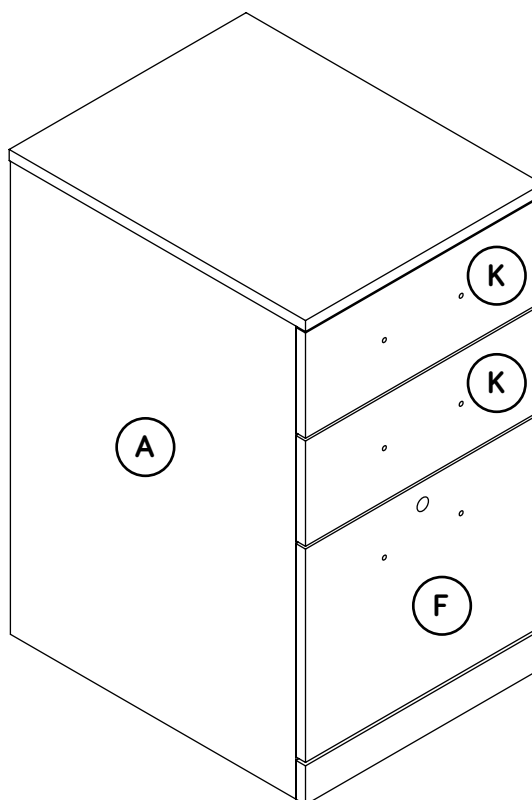
Part Identification

Now you know
our ABCs.



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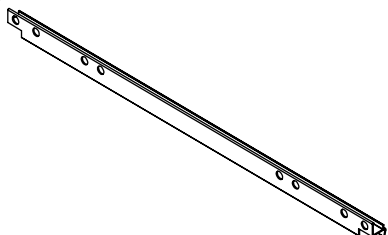
A	CABINET (1)
F	LOWER DRAWER (1)
K	UPPER DRAWER (2)



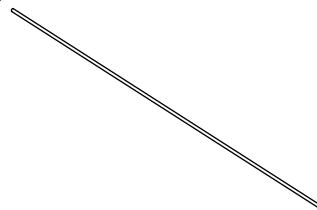
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

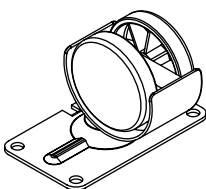
6B FILE GLIDE - 2



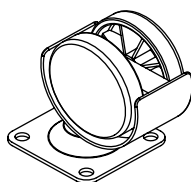
8B FILE ROD - 2



8CN NON-SWIVEL
CASTER - 2



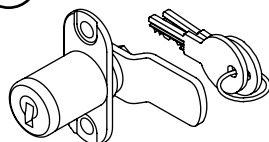
8CS SWIVEL
CASTER - 2



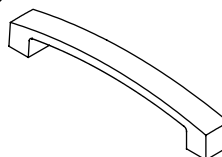
8J LOCK
COVER - 1



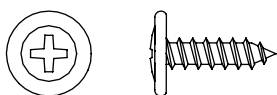
20J LOCK - 1



96K PULL - 3



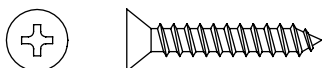
1S BLACK 9/16" LARGE HEAD SCREW - 16



11S BLACK 1/2" FLAT HEAD SCREW - 2

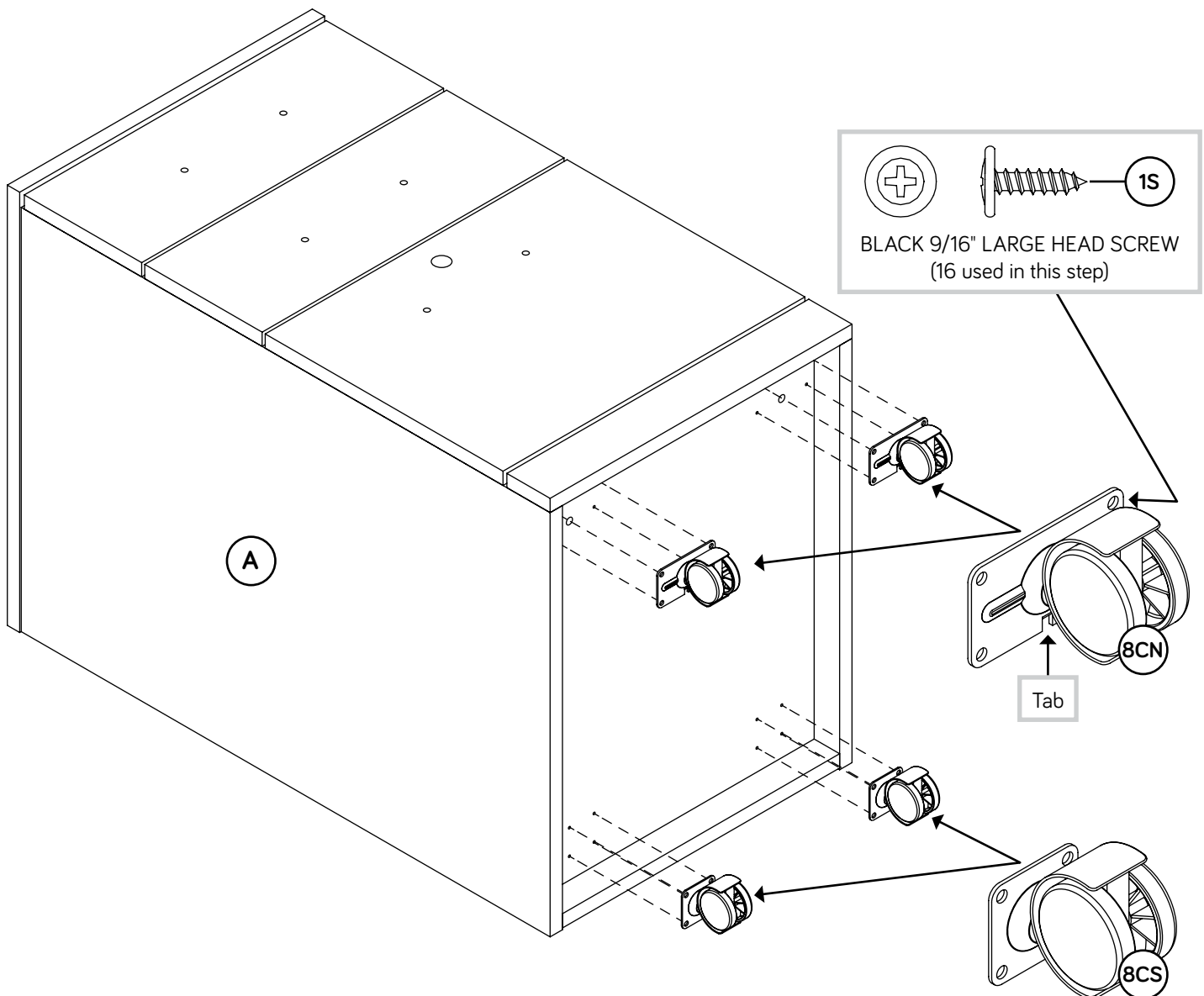


12S BROWN 1" FLAT HEAD SCREW - 6



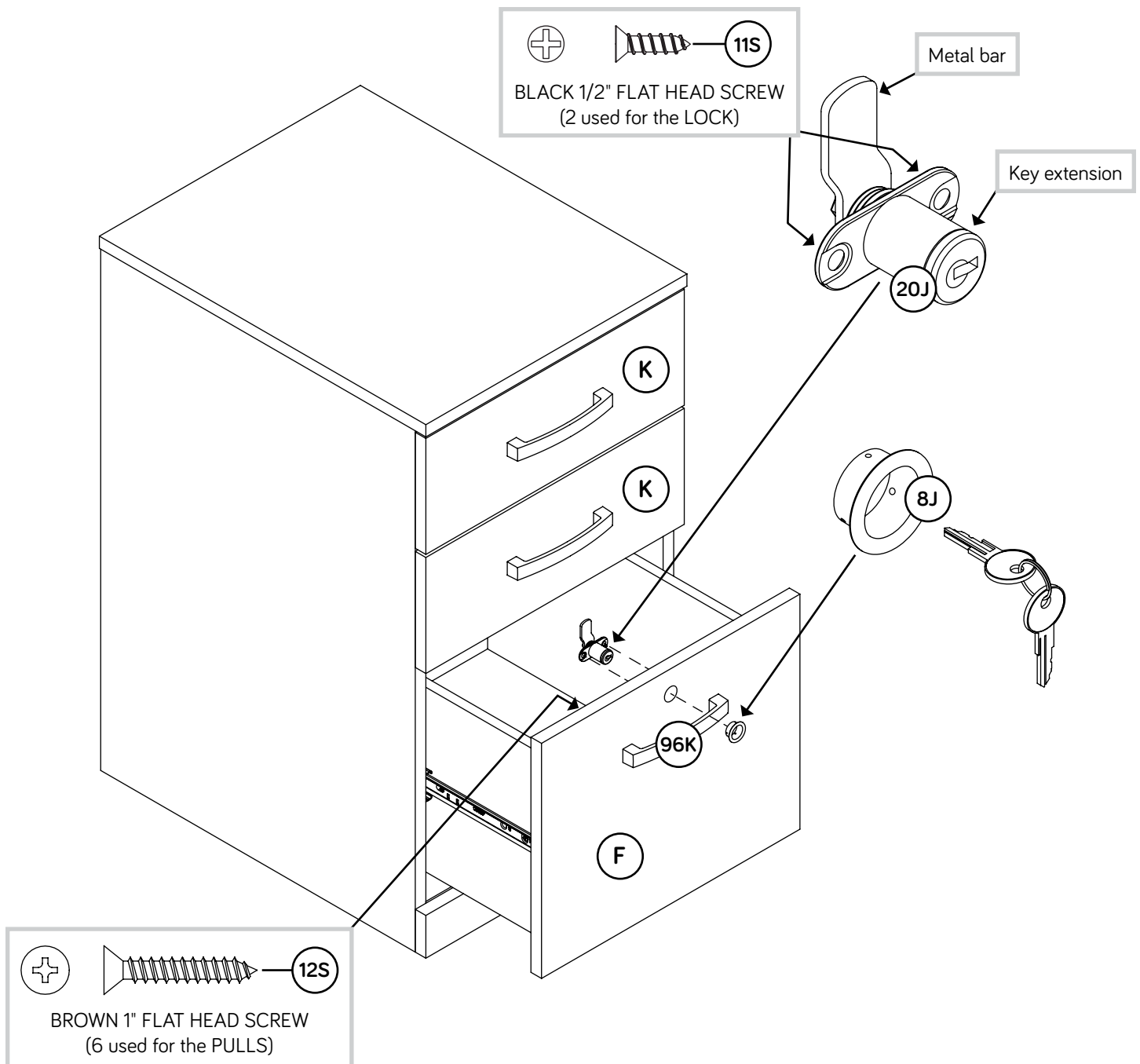
Step 1

- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
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- ✚ Fasten the NON-SWIVEL CASTERS (8CN) to the bottom of the CABINET (A) exactly as shown. Use eight BLACK 9/16" LARGE HEAD SCREWS (1S).
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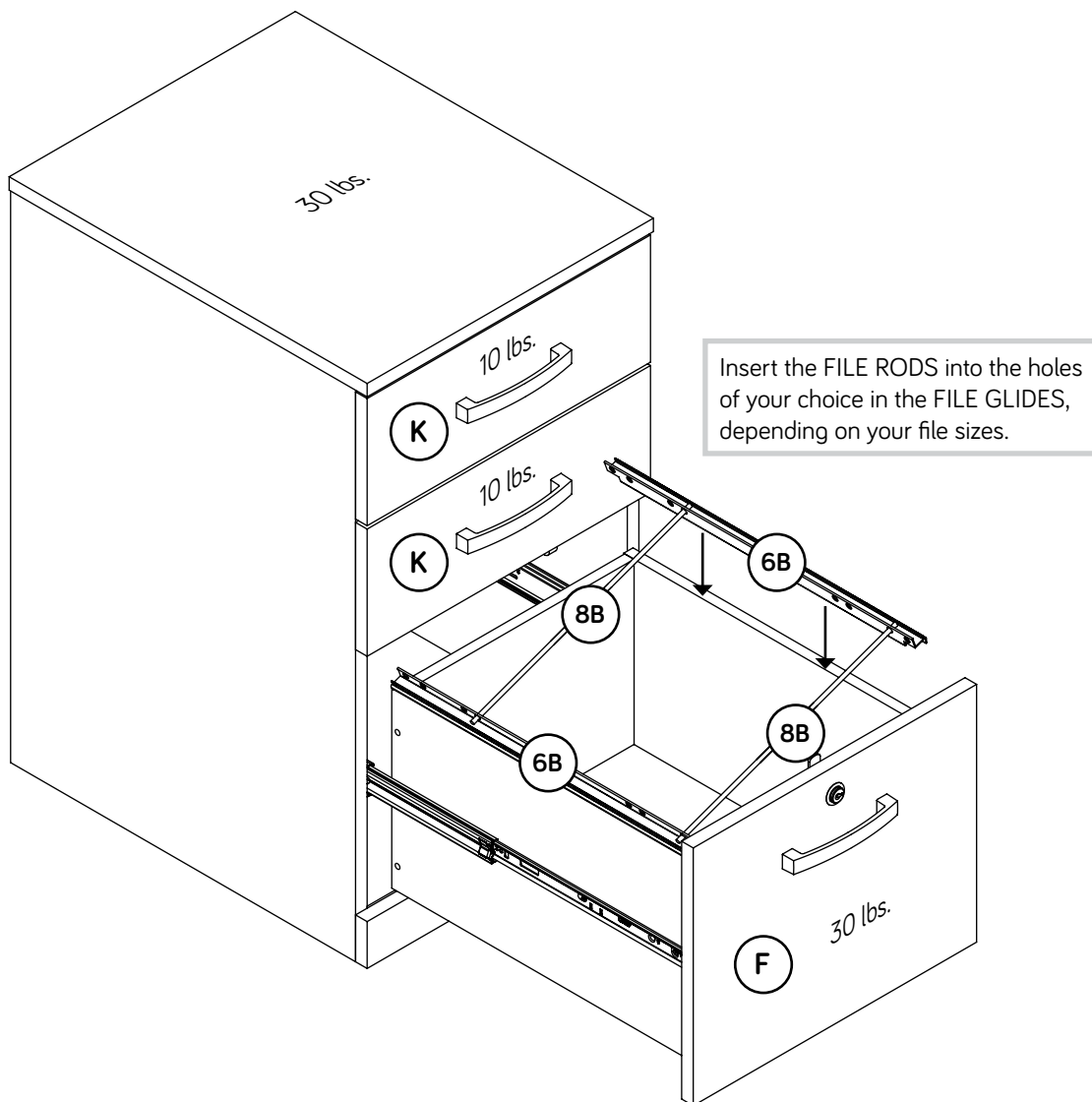
Step 2

- ✚ Carefully stand your unit upright.
- ✚ Fasten one PULL (12K) to the LOWER DRAWER (F). Use two BROWN 1" FLAT HEAD SCREWS (12S).
- ✚ Repeat this step for the UPPER DRAWERS (K).
- ✚ Fasten one LOCK (20J) to the LOWER DRAWER (F). Use two BLACK 1/2" FLAT HEAD SCREWS (11S).
- ✚ **NOTE:** Be sure the metal bar on the LOCK is facing the direction shown.
- ✚ Push one LOCK COVER (8J) over the key extension on the LOCK.



Step 3

- ✚ Push a FILE GLIDE (6B) onto the left drawer side of the LOWER DRAWER (F).
- ✚ Slide the FILE RODS (8B) into the FILE GLIDE (6B) on the left drawer side.
- ✚ Slide another FILE GLIDE (6B) onto the other end of the FILE RODS (8B), then press this FILE GLIDE over the right drawer side.
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4. Date of Manufacture: _____



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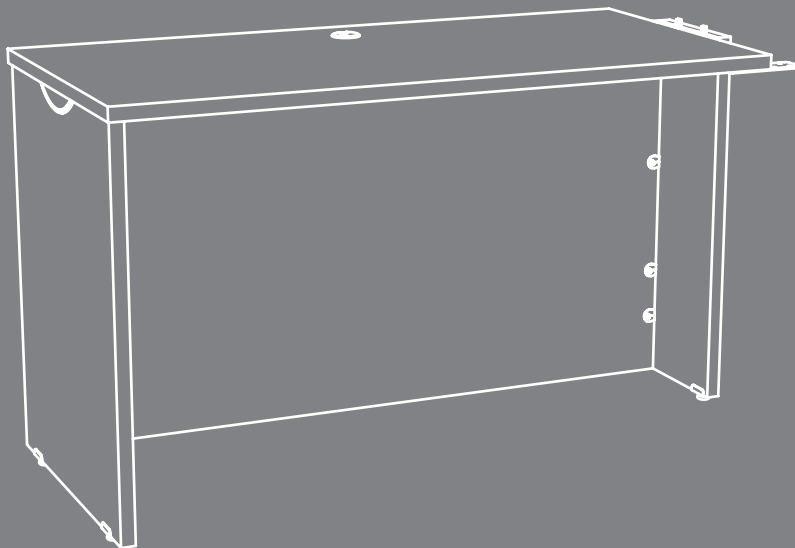


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Desk Return

Via Collection | **SKU# 401446**

NOTE: THIS INSTRUCTION
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FUTURE REFERENCE.

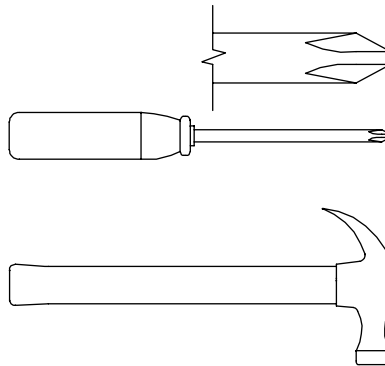
Lot # **927874**
Purchased: _____

04/30/26

Table of Contents

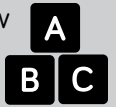
Assembly Tools Required

Part Identification	3
Hardware Identification	4
Hardware Usage Guide	6, 11, 19
Assembly Steps	5-26
Safety	27
Warranty	27



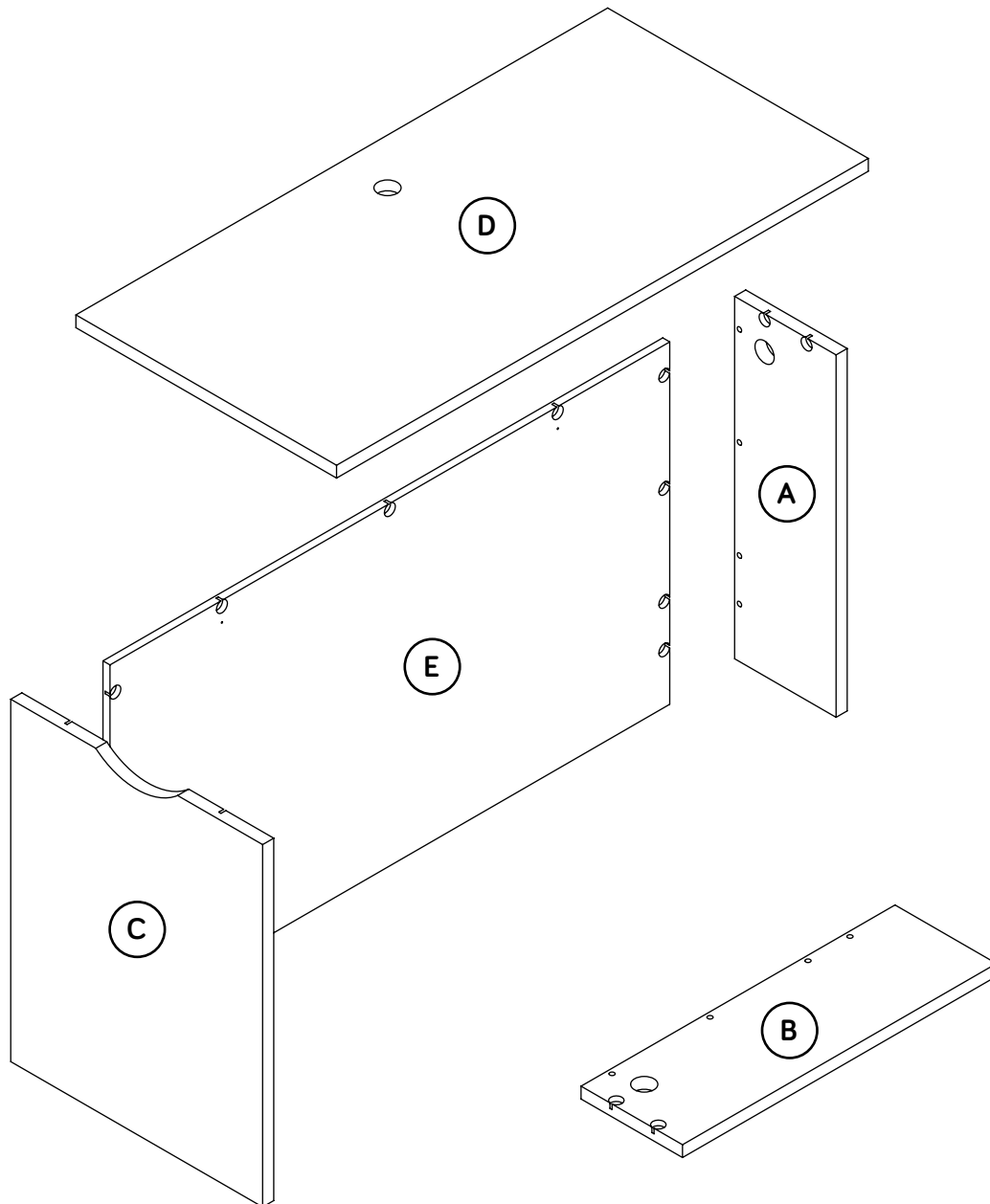
No. 2 Phillips Screwdriver
Tip Shown Actual Size

Hammer
Not actual size 😊



- ⚠ While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

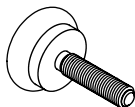
A	RIGHT END (1)
B	LEFT END (1)
C	LARGE END (1)
D	TOP (1)
E	BACK (1)



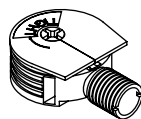
Hardware Identification

† Screws are shown actual size. You may receive extra hardware with your unit.

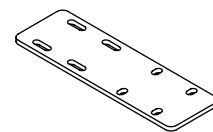
16E LEVELER - 3



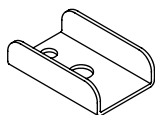
7F TWIST-LOCK® FASTENER - 19



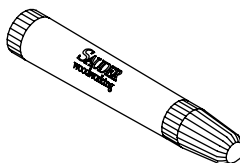
14G CONNECTOR PLATE - 2



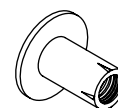
32G LEVELER BRACKET - 3



10M TOUCH-UP PEN - 1



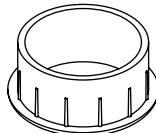
14M PROPEL NUT - 3



26P HOLE PLUG - 4



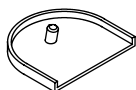
38P GROMMET - 1



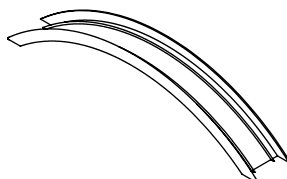
39P GROMMET CAP - 1



61P TWIST-LOCK® FASTENER COVER - 19



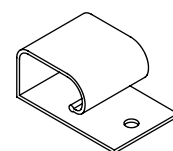
63P HALF GROMMET - 1



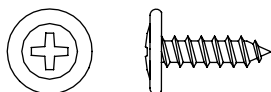
64P HALF GROMMET CAP - 1



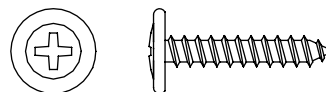
65P CORD MANAGER - 2



1S BLACK 9/16" LARGE HEAD SCREW - 2



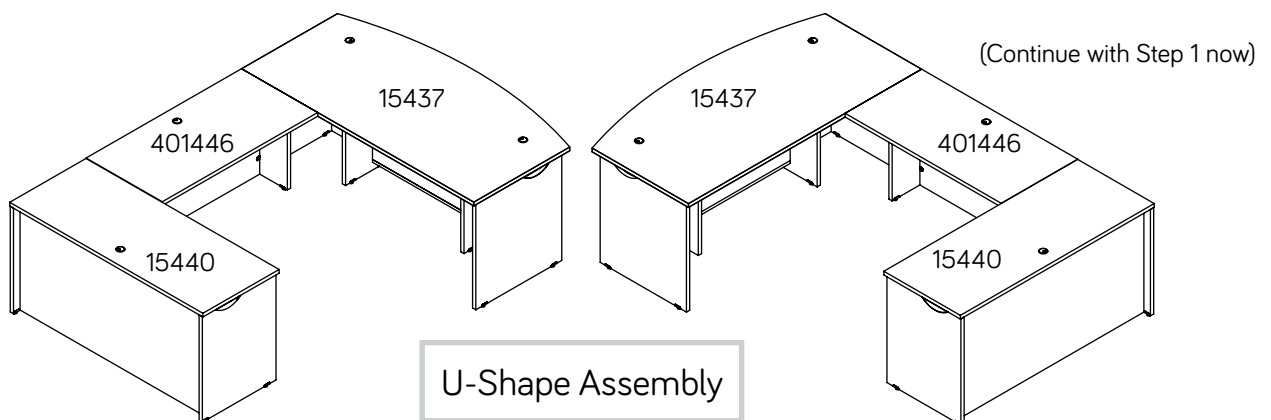
17S BLACK 7/8" LARGE HEAD SCREW - 16



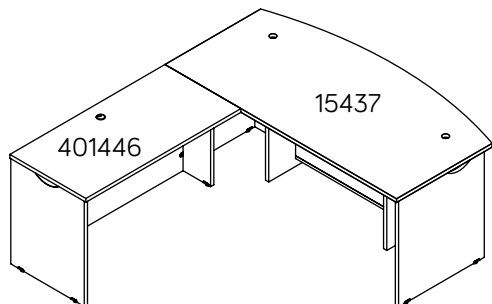
Option Page

✚ You have the choice of assembling this unit six ways:

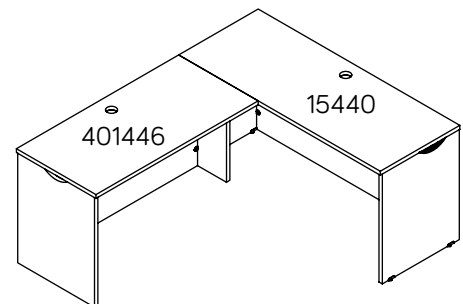
- ✚ 1. If attaching the 401446 Desk Return to the right or left side of the 15437 Executive Desk and 15440 Credenza (for a U-Shape configuration) continue with Step 1.
- ✚ 2. If attaching the 401446 Desk Return to the right or left side of the 15437 Executive Desk (for an L-Shape configuration) continue with Step 6.
- ✚ 3. If attaching the 401446 Desk Return to the right or left side of the 15440 Credenza (for an L-Shape configuration) continue with Step 14.



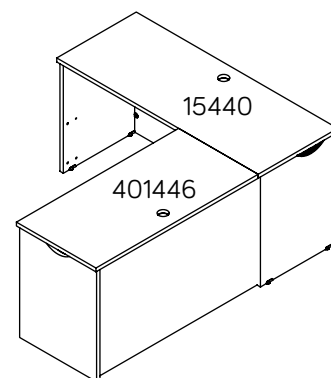
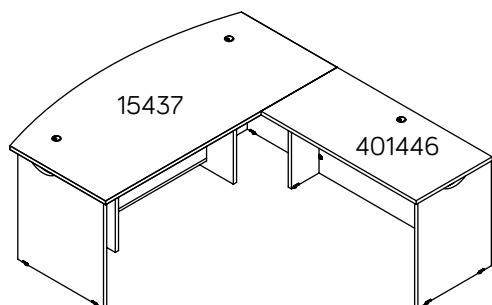
(Continue with Step 6 now)



(Continue with Step 14 now)



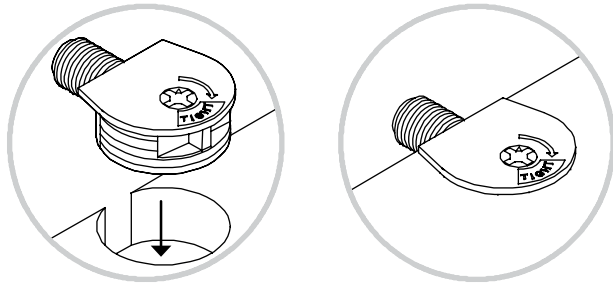
L-Shape Assembly





HOW TO USE A TWIST-LOCK® FASTENER

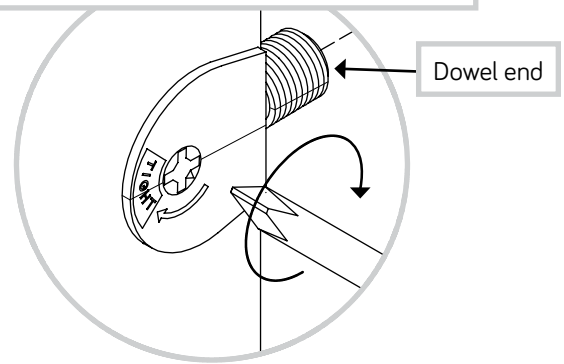
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.

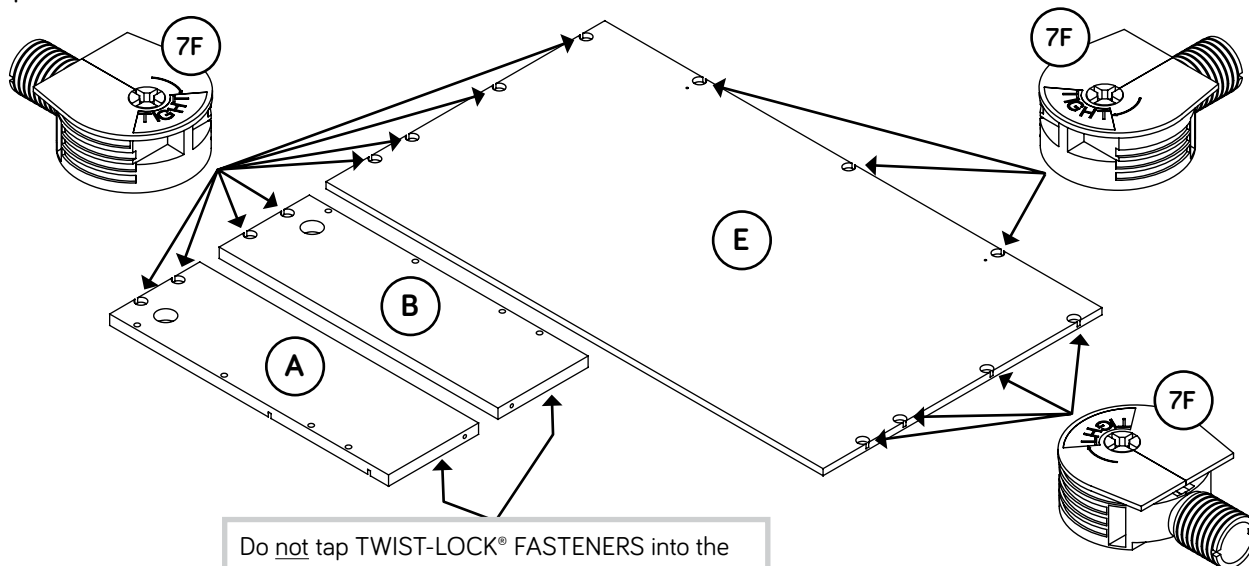


Step 1

U-Shape Assembly

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ Push fifteen TWIST-LOCK® FASTENERS (7F) into the large holes in the ENDS (A and B) and BACK (E).
- ✦ **NOTE:** The LARGE END (C) is not used in the U-Shape assembly.

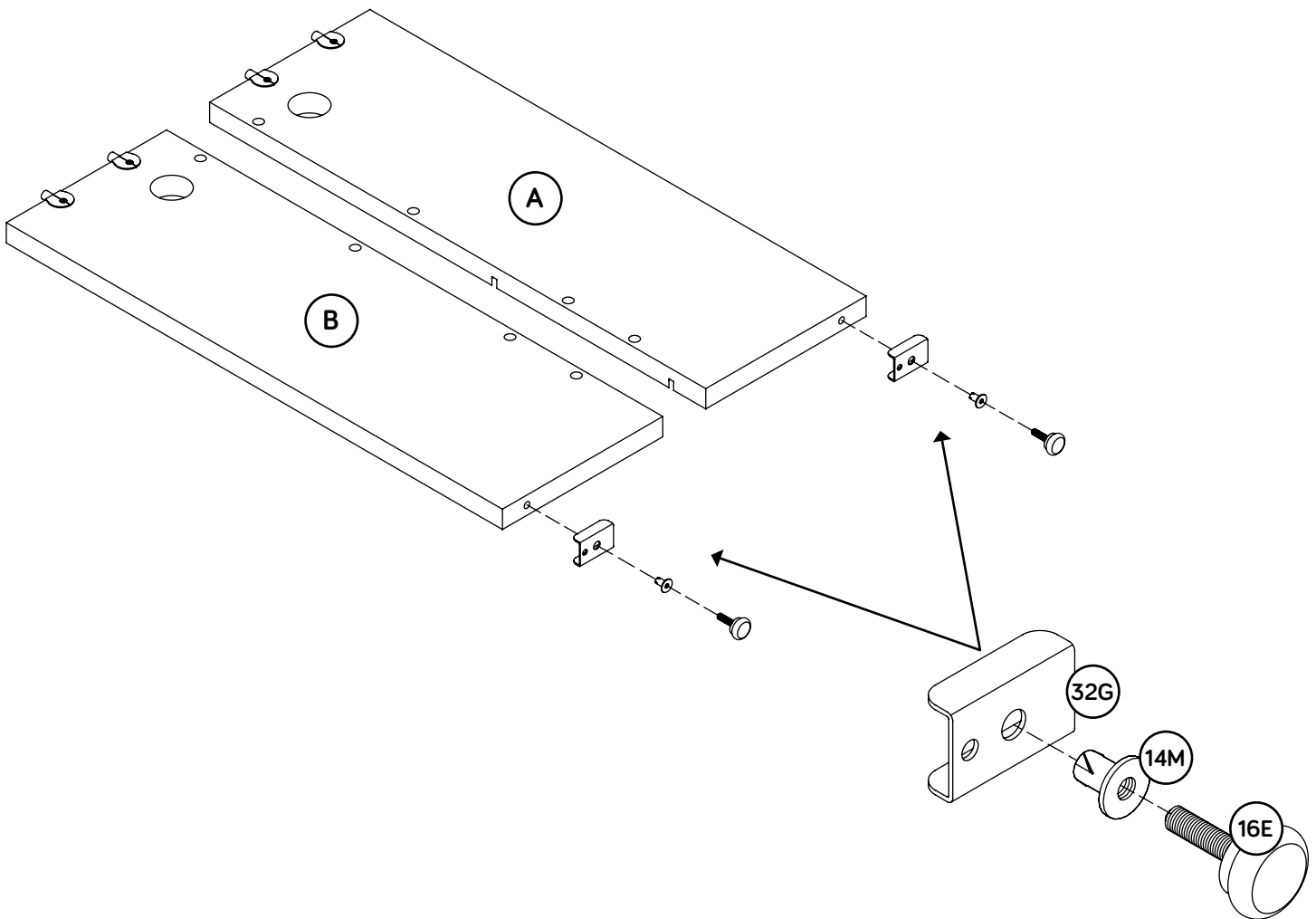
Do not tighten the TWIST-LOCK® FASTENERS in this step.



Step 2

U-Shape Assembly

- ✚ Push two CASTER BRACKETS (32G) over the holes in the bottom edges of the ENDS (A and B).
- ✚ Use a hammer to drive a PROPEL NUT (14M) into the holes in the CASTER BRACKETS (32G) and ENDS (A and B). Now, turn an ADJUSTABLE GLIDE (16E) into each PROPEL NUT.
- ✚ NOTE: To raise a corner of the unit, turn the GLIDE counter-clockwise. To lower a corner, turn the GLIDE clockwise.



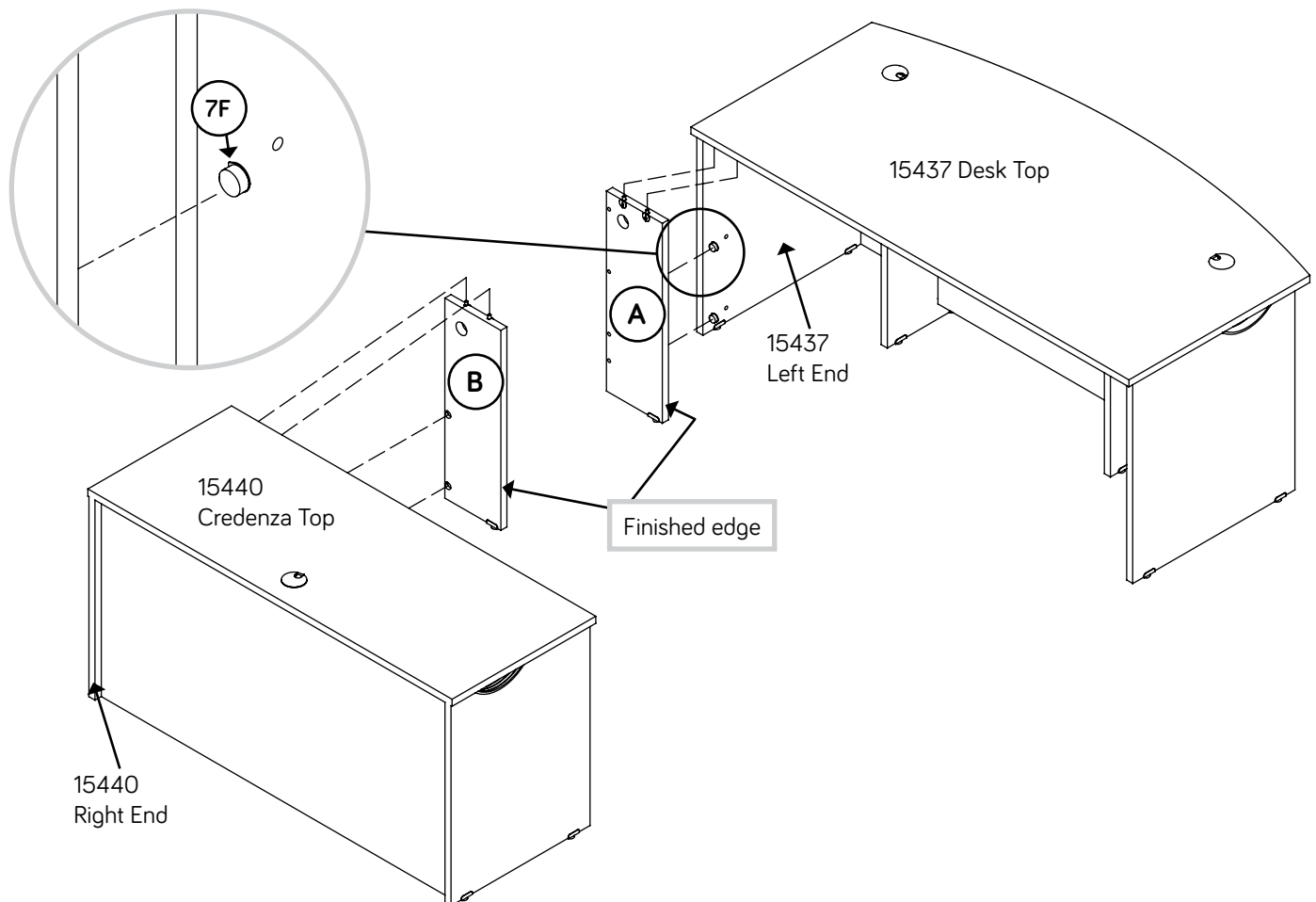
Step 3

U-Shape Assembly

2



- ✚ Insert the dowel end of four TWIST-LOCK® FASTENERS (7F) into the 15437 Left End and 15440 Right End as shown in the enlarged diagram.
- ✚ NOTE: If you already pushed TWIST-LOCK® FASTENERS into the holes in the ENDS (A and B), pull the FASTENERS back out of the holes. Pull at the front and back edges, slowly working the FASTENERS out of the holes.
- ✚ Push the ENDS (A and B) onto the TWIST-LOCK® FASTENERS in the 15440 Right End and 15437 Left End. Now, tighten eight TWIST-LOCK® FASTENERS.



Step 4

U-Shape Assembly

2



⚠ **NOTE:** Before beginning this step, separate the BLACK 7/8" LARGE HEAD SCREWS (17S) and BLACK 9/16" LARGE HEAD SCREWS (1S). Do not confuse these SCREWS.

⚠ Fasten the BACK (E) to the ENDS (A and B). Tighten eight TWIST-LOCK® FASTENERS.

⚠ Fasten two CORD MANAGERS (65P) to the BACK (E). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).

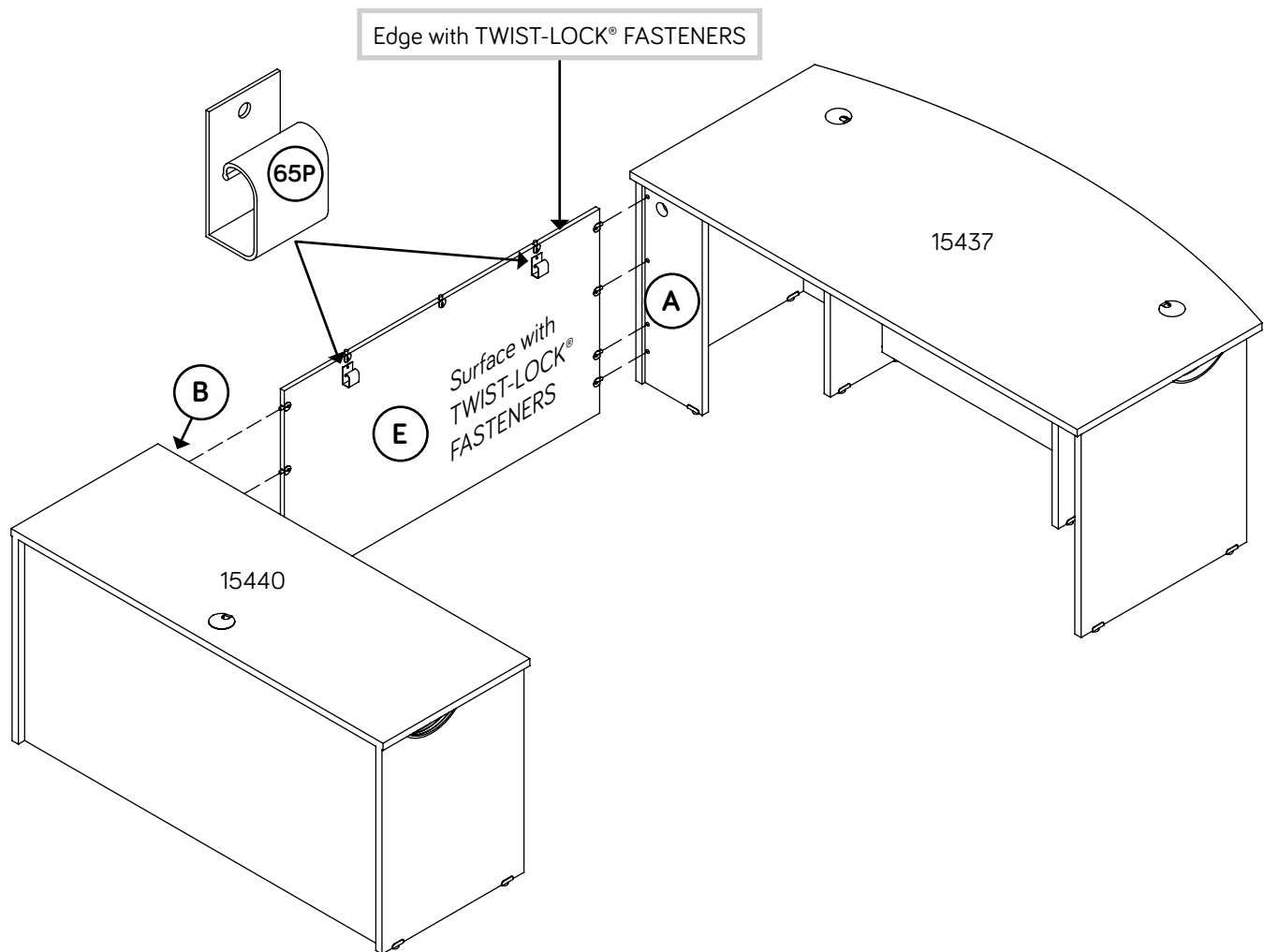


Remember:
Righty tighty.
Lefty loosey.



1S

BLACK 9/16" LARGE HEAD SCREW
(2 used for the CORD MANAGERS)



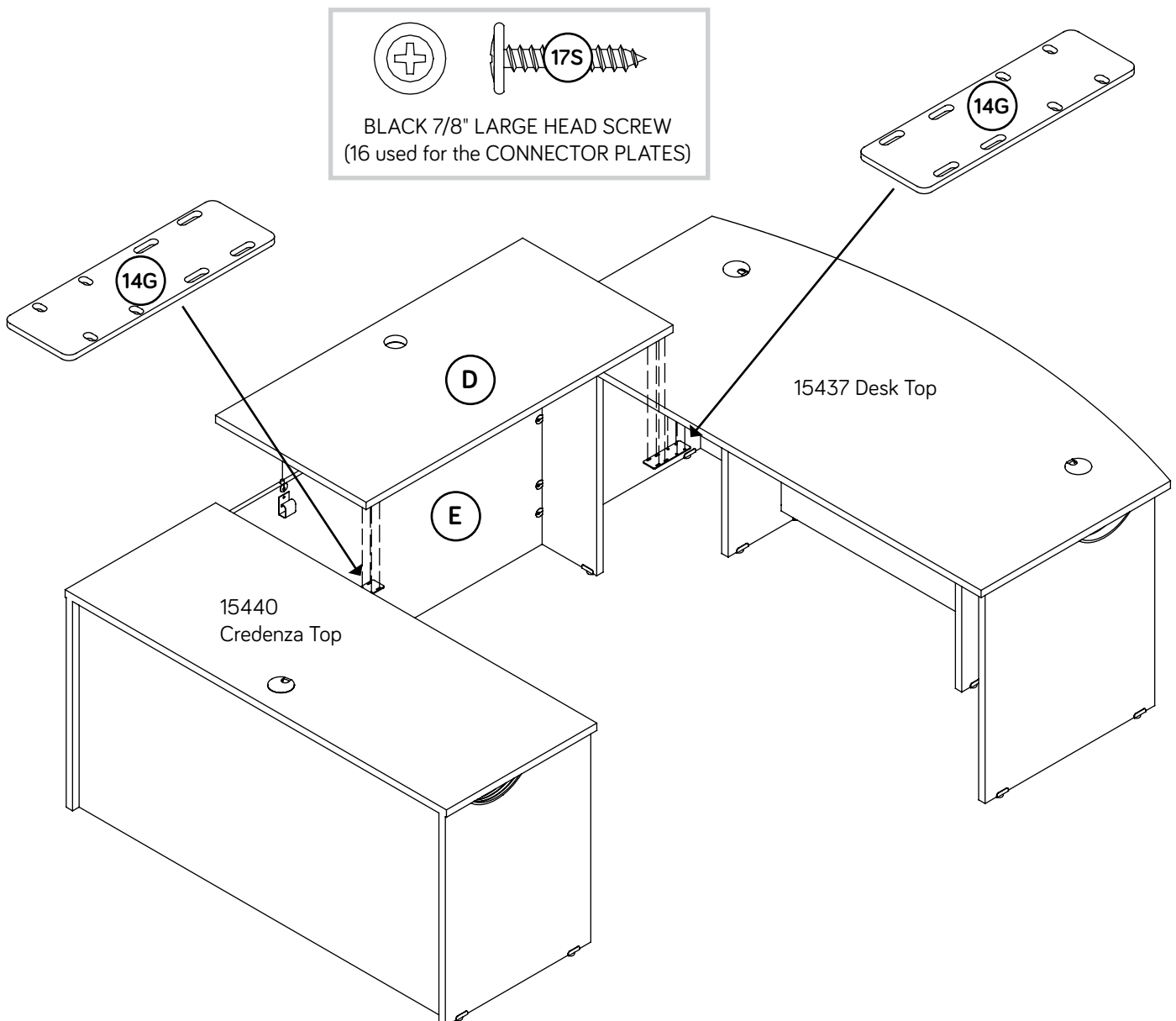
Step 5

U-Shape Assembly

2



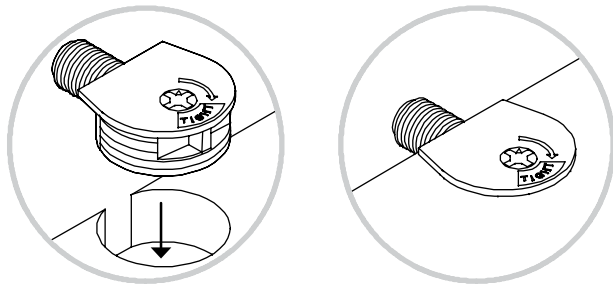
- Fasten two CONNECTOR PLATES (14G) to the 15437 Desk Top and 15440 Credenza Top. Use eight BLACK 7/8" LARGE HEAD SCREWS (17S).
- Fasten the TOP (D) to the BACK (E). Tighten three TWIST-LOCK® FASTENERS.
- Fasten the TOP (D) to the 15437 Desk Top and 15440 Credenza Top. Use eight BLACK 7/8" LARGE HEAD SCREWS (17S) through the CONNECTOR PLATES and into the TOP.
- Go to the last step now.





HOW TO USE A TWIST-LOCK® FASTENER

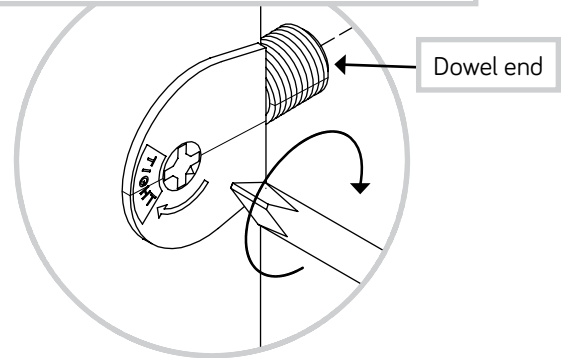
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.

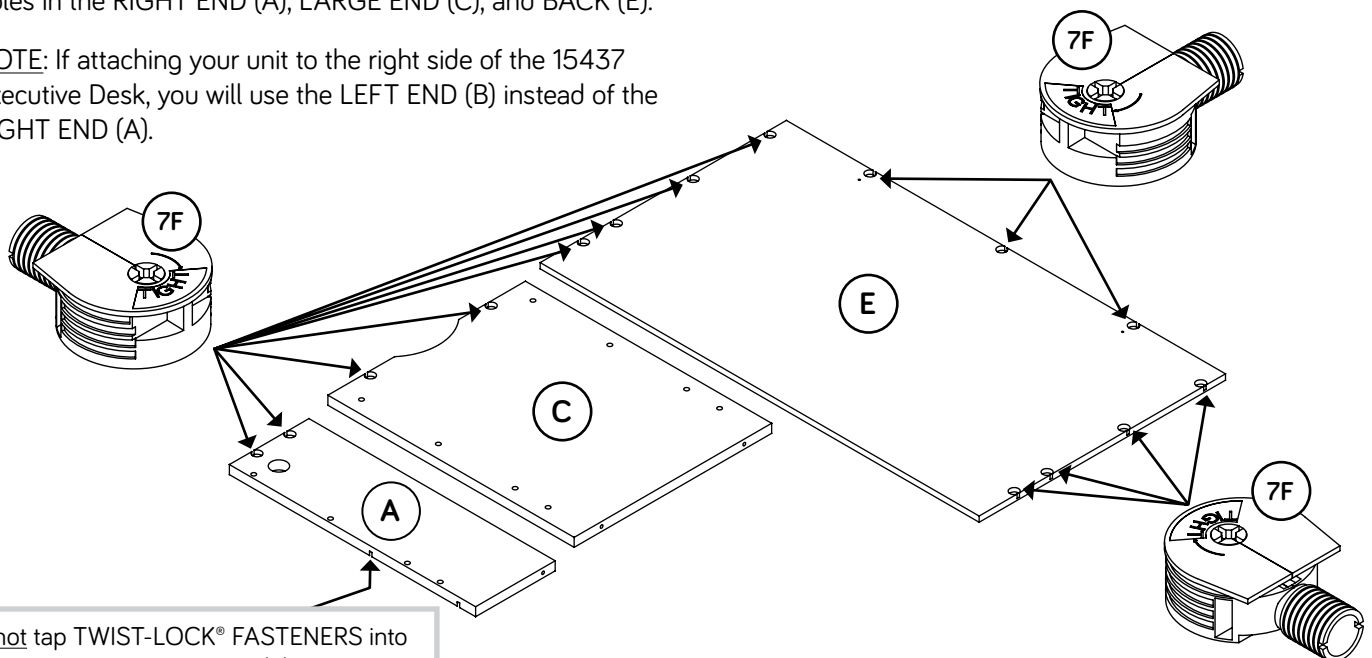


Step 6

L-Shape Assembly

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ Push fifteen TWIST-LOCK® FASTENERS (7F) into the large holes in the RIGHT END (A), LARGE END (C), and BACK (E).
- ✦ **NOTE:** If attaching your unit to the right side of the 15437 Executive Desk, you will use the LEFT END (B) instead of the RIGHT END (A).

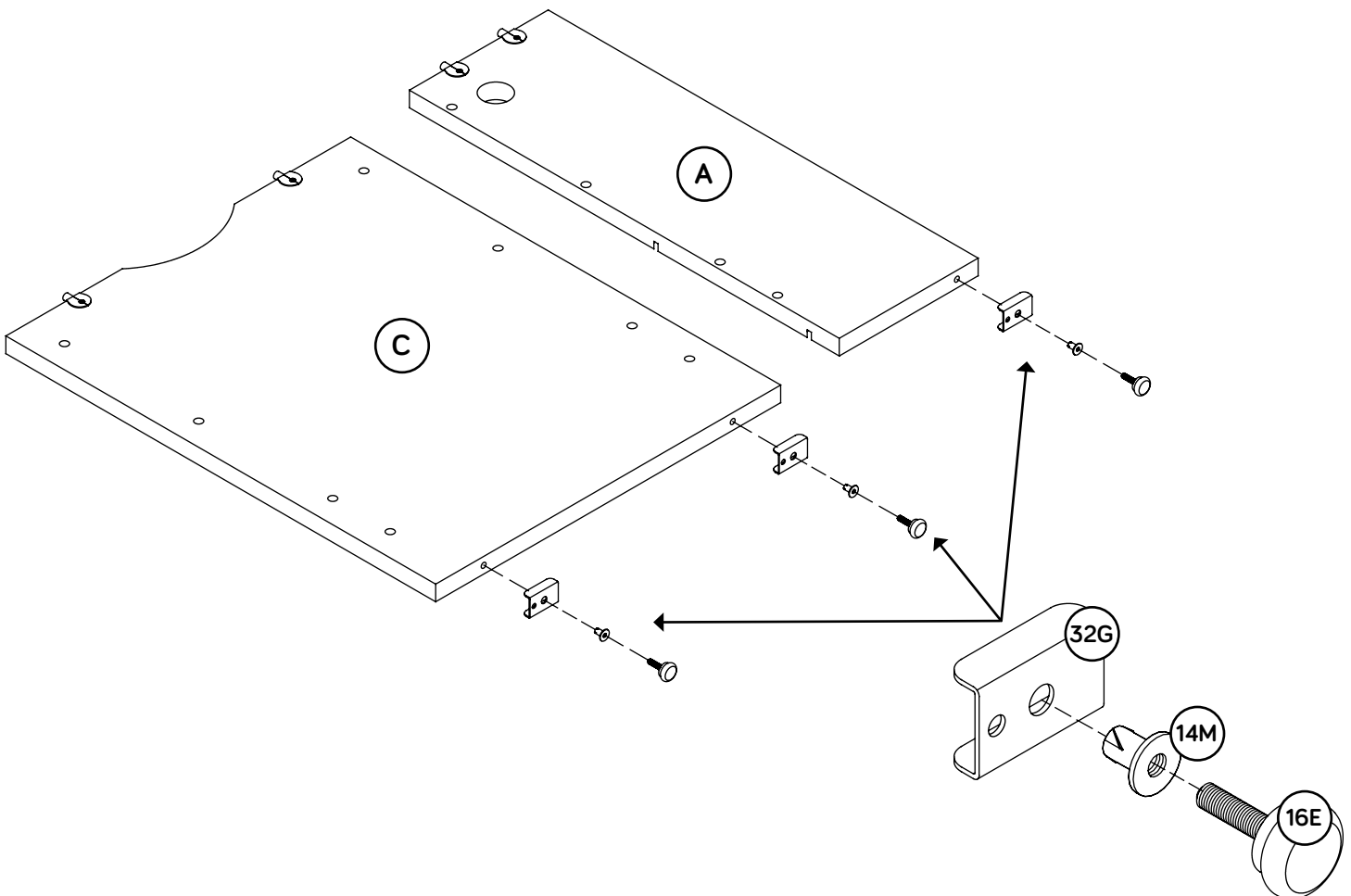
Do not tighten the TWIST-LOCK® FASTENERS in this step.



Step 7

L-Shape Assembly

- ✚ Push three CASTER BRACKETS (32G) over the holes in the bottom edges of the ENDS (A and C).
- ✚ Use a hammer to drive a PROPEL NUT (14M) into the holes in the CASTER BRACKETS (32G) and ENDS (A and C). Now, turn an ADJUSTABLE GLIDE (16E) into each PROPEL NUT.
- ✚ **NOTE:** To raise a corner of the unit, turn the GLIDE counter-clockwise. To lower a corner, turn the GLIDE clockwise.



Step 8

L-Shape Assembly

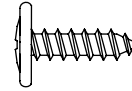
2



⚠ **NOTE:** Before beginning this step, separate the BLACK 7/8" LARGE HEAD SCREWS (17S) and BLACK 9/16" LARGE HEAD SCREWS (1S). Do not confuse these SCREWS.

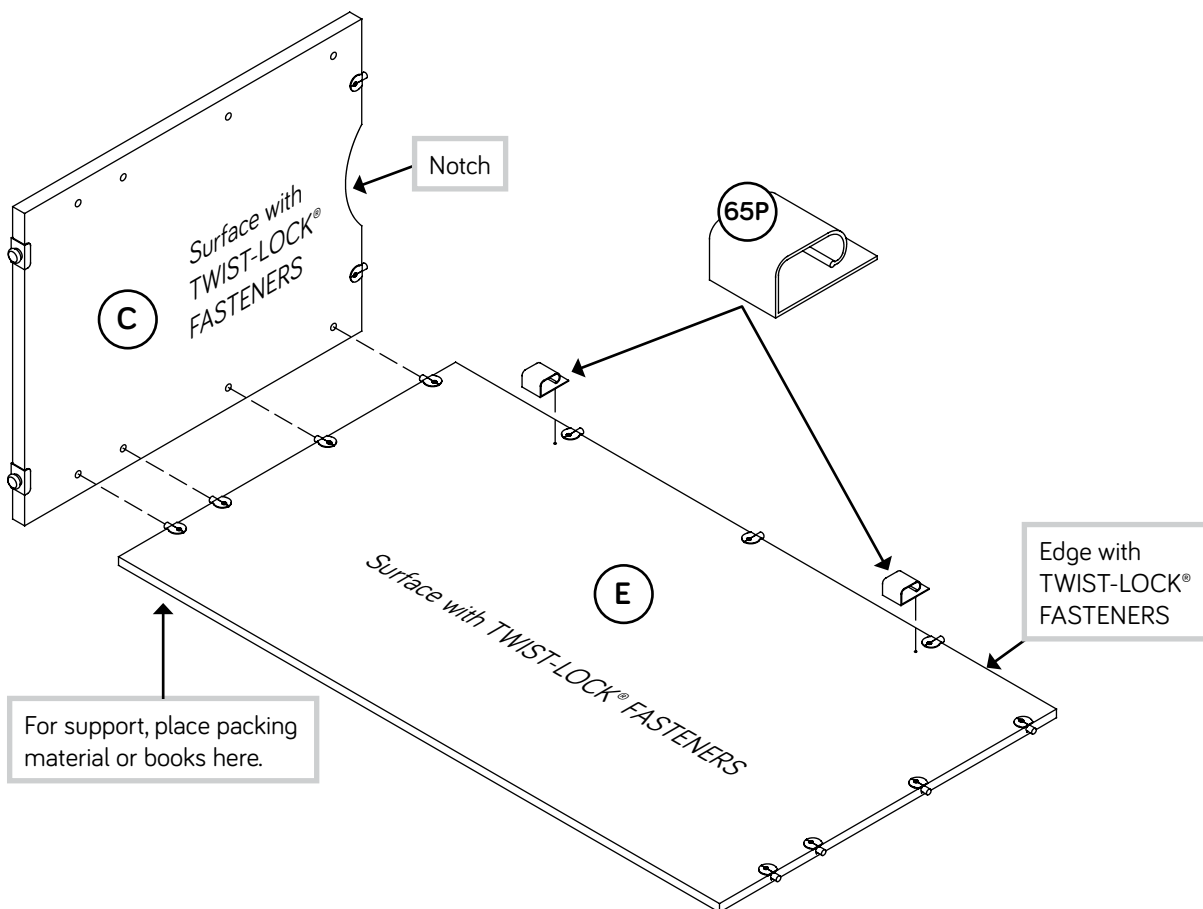
⚠ Fasten the LARGE END (C) to the BACK (E). Tighten four TWIST-LOCK® FASTENERS.

⚠ Fasten two CORD MANAGERS (65P) to the BACK (E). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).



1S

BLACK 9/16" LARGE HEAD SCREW
(2 used for the CORD MANAGERS)



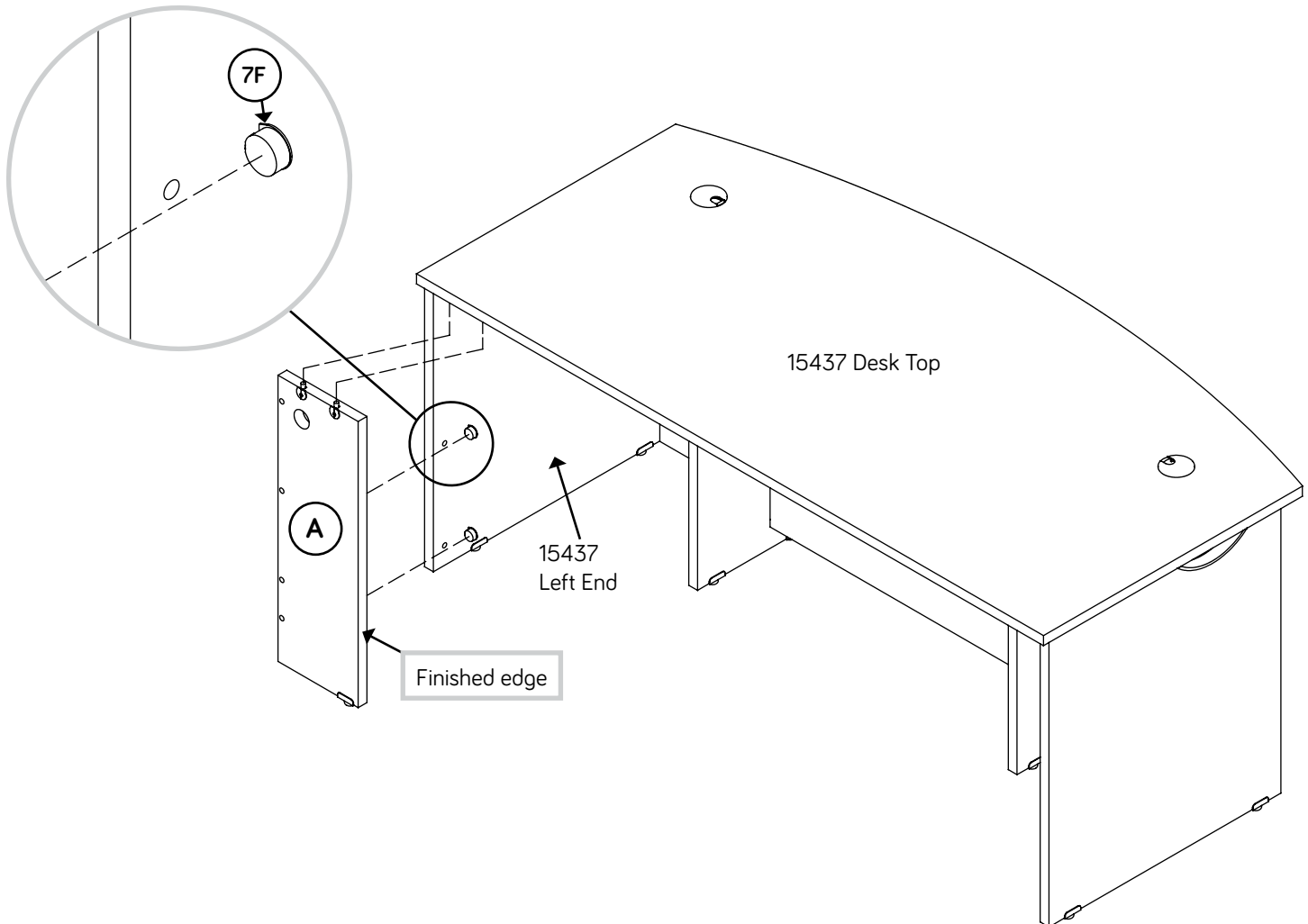
Step 9

L-Shape Assembly

2



- ✚ Insert the dowel end of two TWIST-LOCK® FASTENERS (7F) into the 15437 Left End as shown in the enlarged diagram.
- ✚ **NOTE:** If you already pushed TWIST-LOCK® FASTENERS into the holes in the RIGHT END (A), pull the FASTENERS back out of the holes. Pull at the front and back edges, slowly working the FASTENERS out of the holes.
- ✚ Push the RIGHT END (A) onto the TWIST-LOCK® FASTENERS in the 15437 Left End. Now, tighten four TWIST-LOCK® FASTENERS.



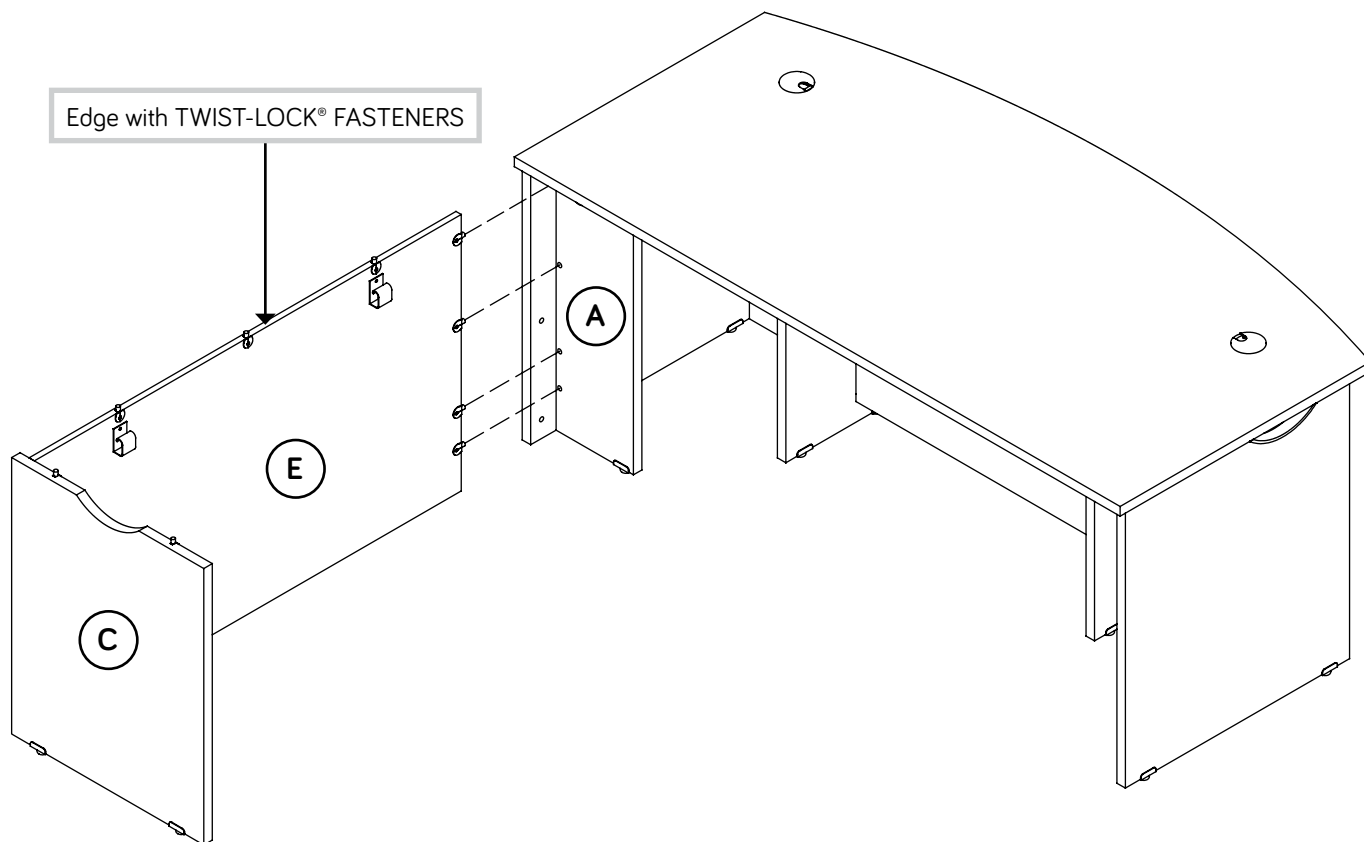
Step 10

L-Shape Assembly

2



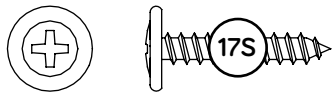
Don't worry. It isn't Rome. This can be built in a day.



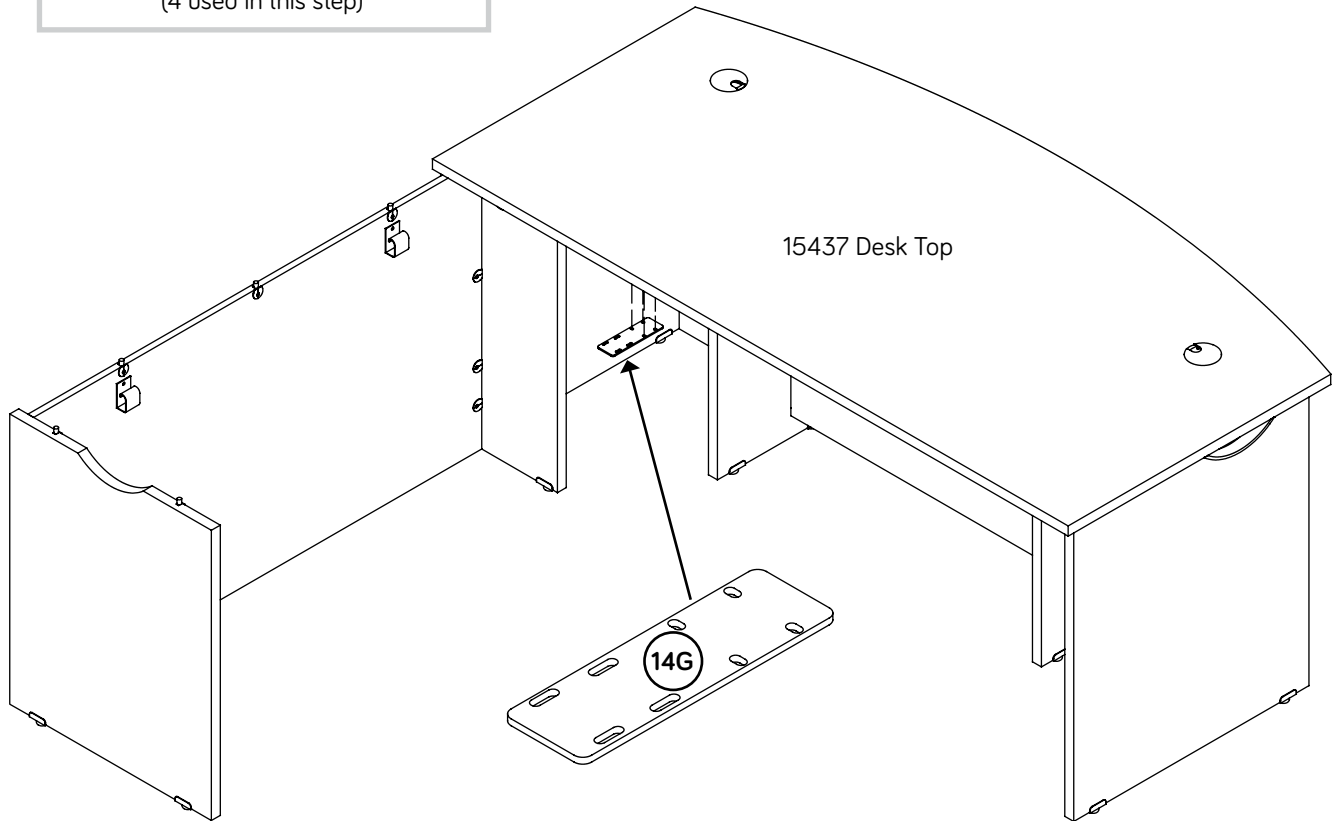
Step 11

U-Shape Assembly

- Fasten a CONNECTOR PLATE (14G) to the 15437 Desk Top. Use four BLACK 7/8" LARGE HEAD SCREWS (17S).



BLACK 7/8" LARGE HEAD SCREW
(4 used in this step)



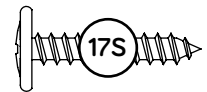
Step 12

L-Shape Assembly

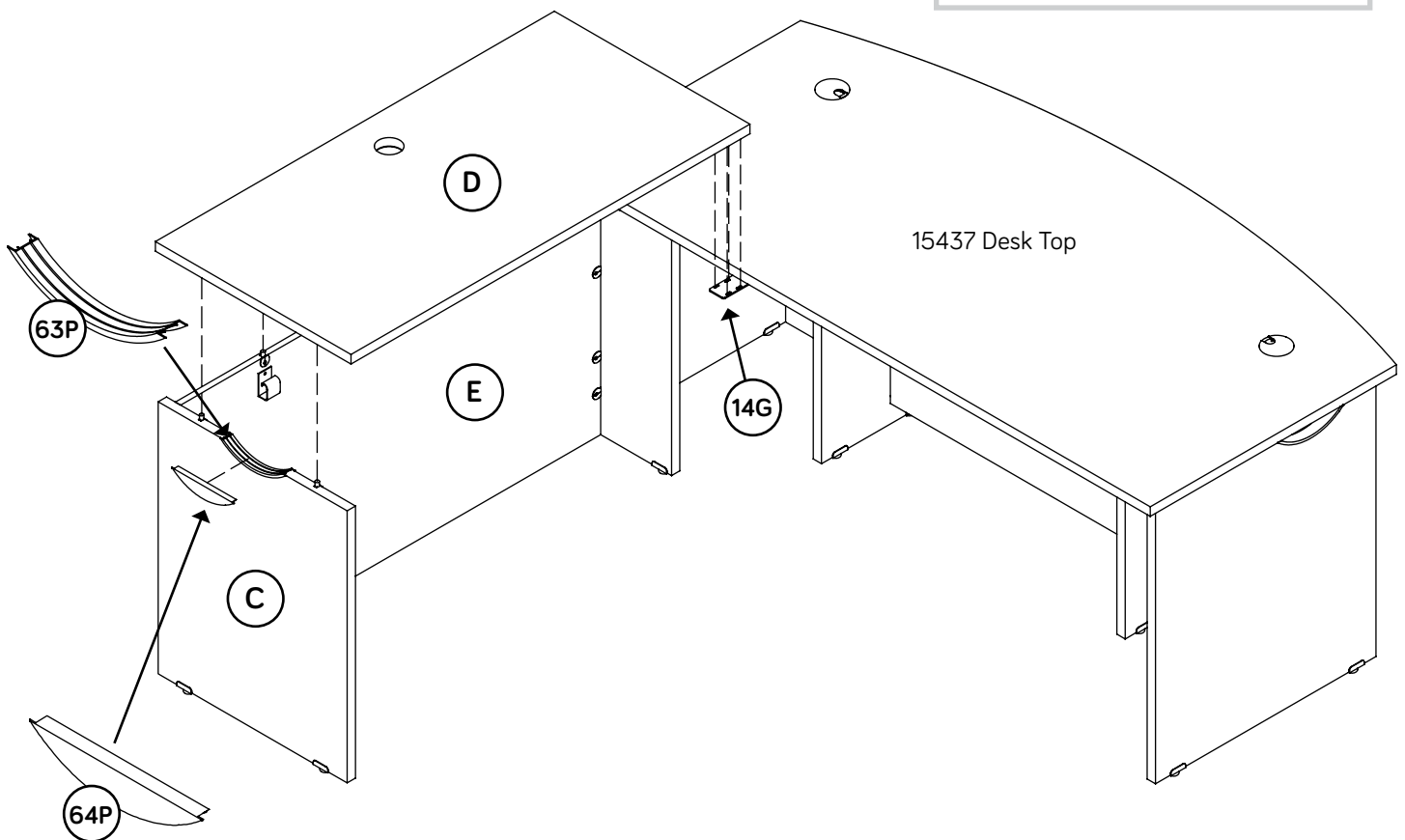
2



- ✚ Insert the HALF GROMMET (63P) and HALF GROMMET CAP (64P) into the notch in the top edge of the LARGE END (C).
- ✚ Fasten the TOP (D) to the 15437 Desk Top. Use four BLACK 7/8" LARGE HEAD SCREWS (17S) through the CONNECTOR PLATE (14G) and into the TOP.
- ✚ Fasten the TOP (D) to the LARGE END (C) and BACK (E). Tighten five TWIST-LOCK® FASTENERS.



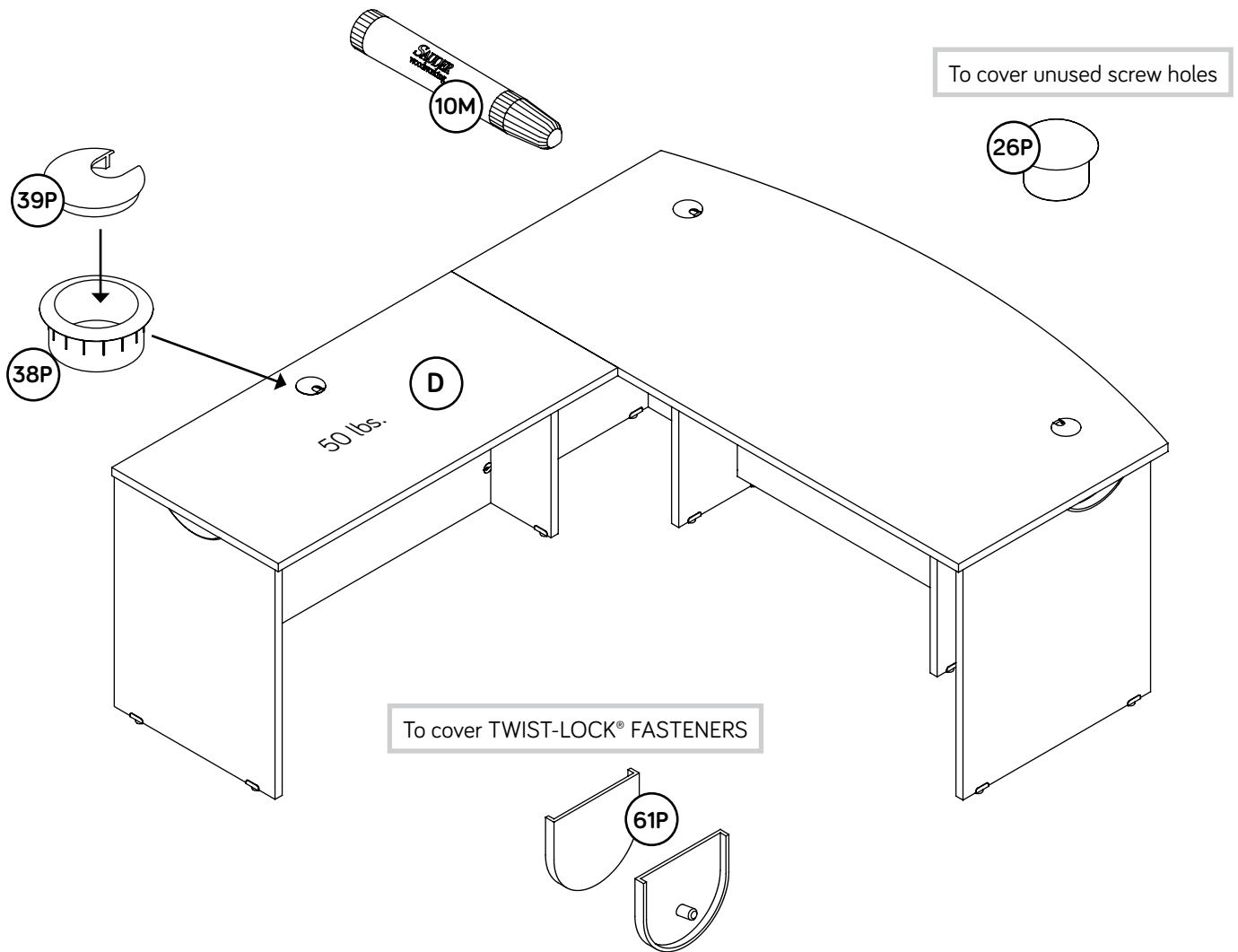
BLACK 7/8" LARGE HEAD SCREW
(4 used in this step)



Step 13

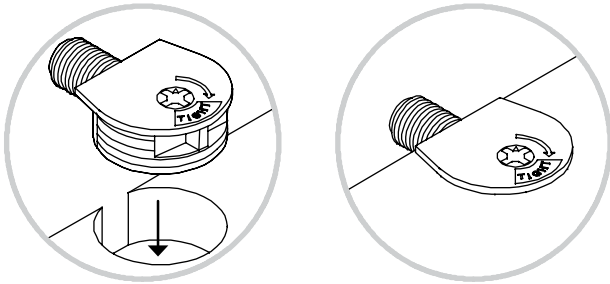
L-Shape Assembly

- ✚ Push a GROMMET CAP (39P) and GROMMET (38P) into the large hole in the TOP (D).
- ✚ Insert a HOLE PLUG (26P) into any unused holes.
- ✚ Push a TWIST-LOCK® FASTENER COVER (61P) onto any visible TWIST-LOCK FASTENER®.
- ✚ For long term maintenance of your unit, you may touchup the edges with the TOUCH-UP PEN (10M).
- ✚ **NOTE:** Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.





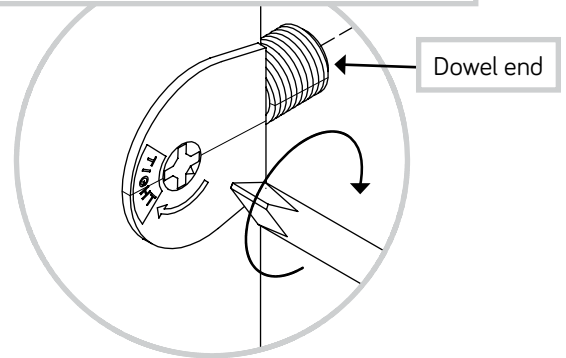
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.

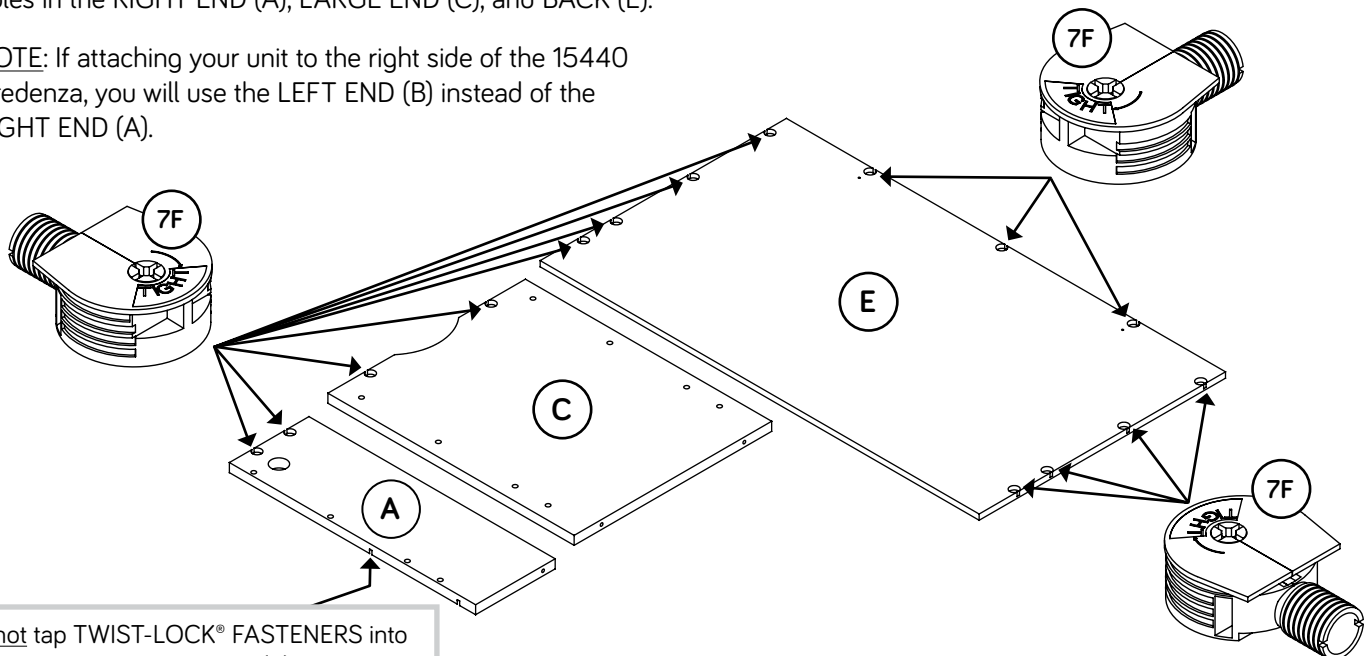


Step 14

L-Shape Assembly

- ✦ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✦ Push fifteen TWIST-LOCK® FASTENERS (7F) into the large holes in the RIGHT END (A), LARGE END (C), and BACK (E).
- ✦ **NOTE:** If attaching your unit to the right side of the 15440 Credenza, you will use the LEFT END (B) instead of the RIGHT END (A).

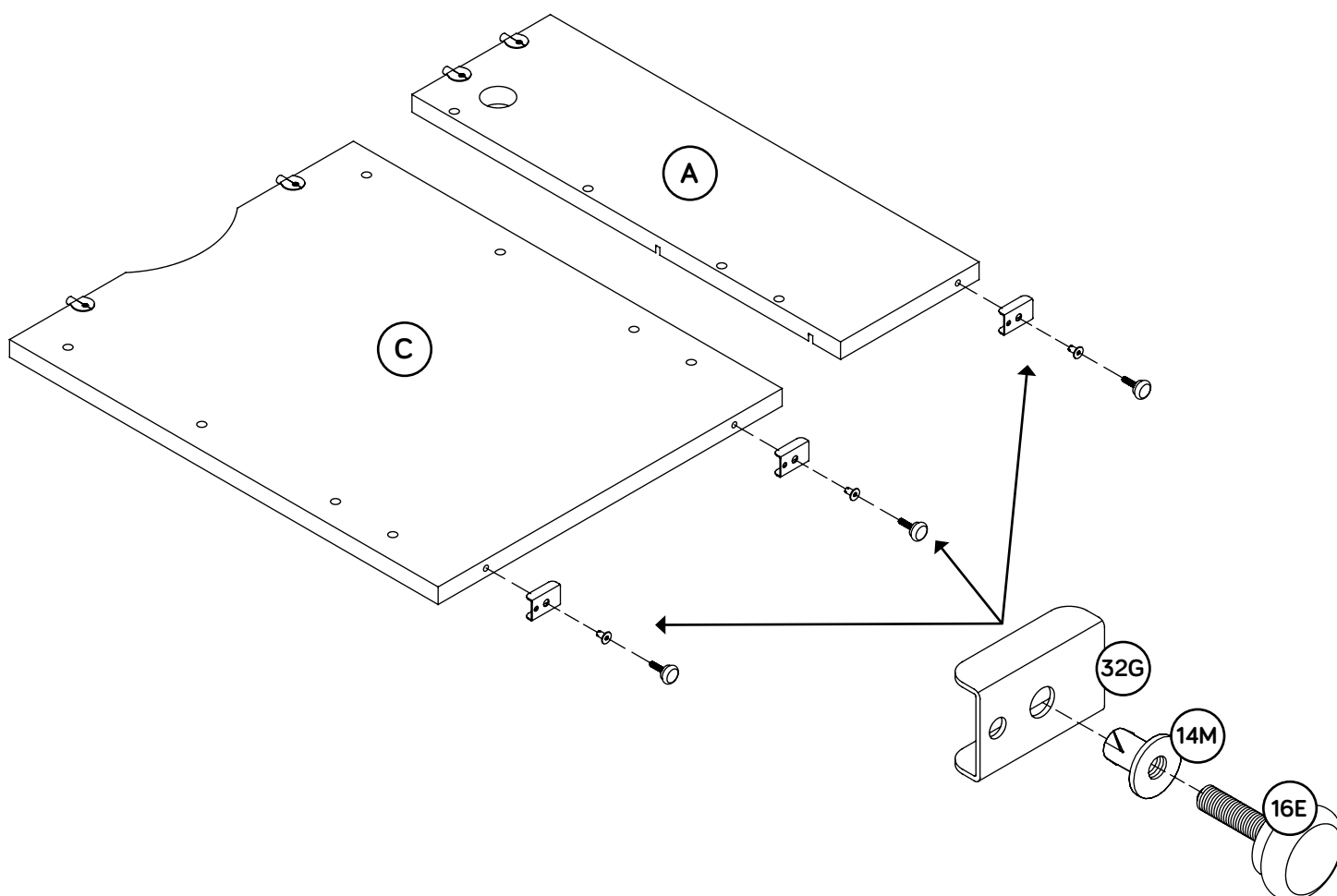
Do not tighten the TWIST-LOCK® FASTENERS in this step.



Step 15

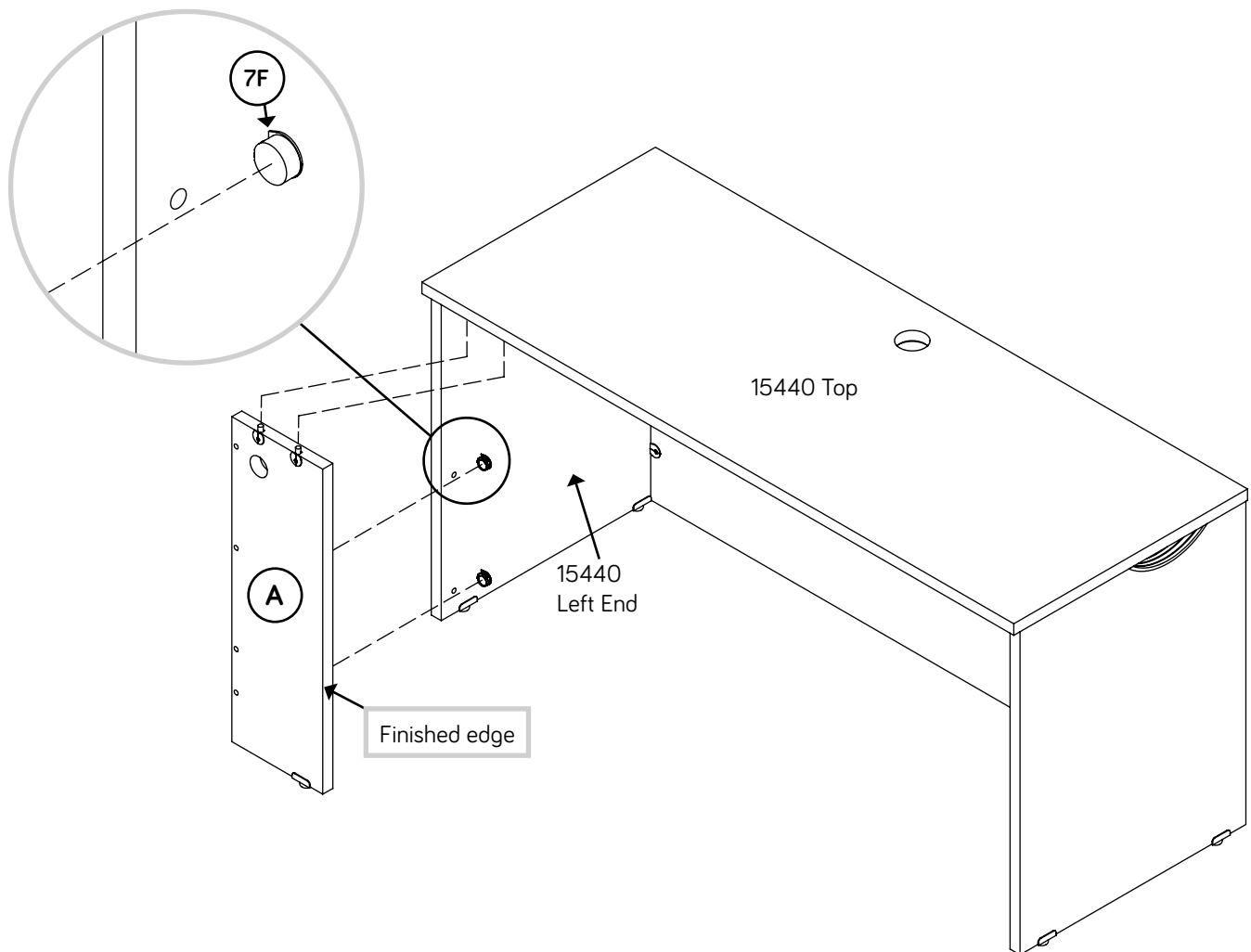
L-Shape Assembly

- ✚ Push three CASTER BRACKETS (32G) over the holes in the bottom edges of the ENDS (A and C).
- ✚ Use a hammer to drive a PROPEL NUT (14M) into the holes in the CASTER BRACKETS (32G) and ENDS (A and C). Now, turn an ADJUSTABLE GLIDE (16E) into each PROPEL NUT.
- ✚ **NOTE:** To raise a corner of the unit, turn the GLIDE counter-clockwise. To lower a corner, turn the GLIDE clockwise.





- ✚ Insert the dowel end of two TWIST-LOCK® FASTENERS (7F) into the 15440 Left End as shown in the enlarged diagram.
- ✚ **NOTE:** If you already pushed TWIST-LOCK® FASTENERS into the holes in the RIGHT END (A), pull the FASTENERS back out of the holes. Pull at the front and back edges, slowly working the FASTENERS out of the holes.
- ✚ Push the RIGHT END (A) onto the TWIST-LOCK® FASTENERS in the 15440 Left End. Now, tighten four TWIST-LOCK® FASTENERS.



Step 17

L-Shape Assembly

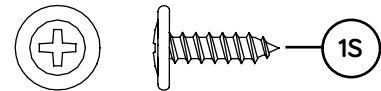
2



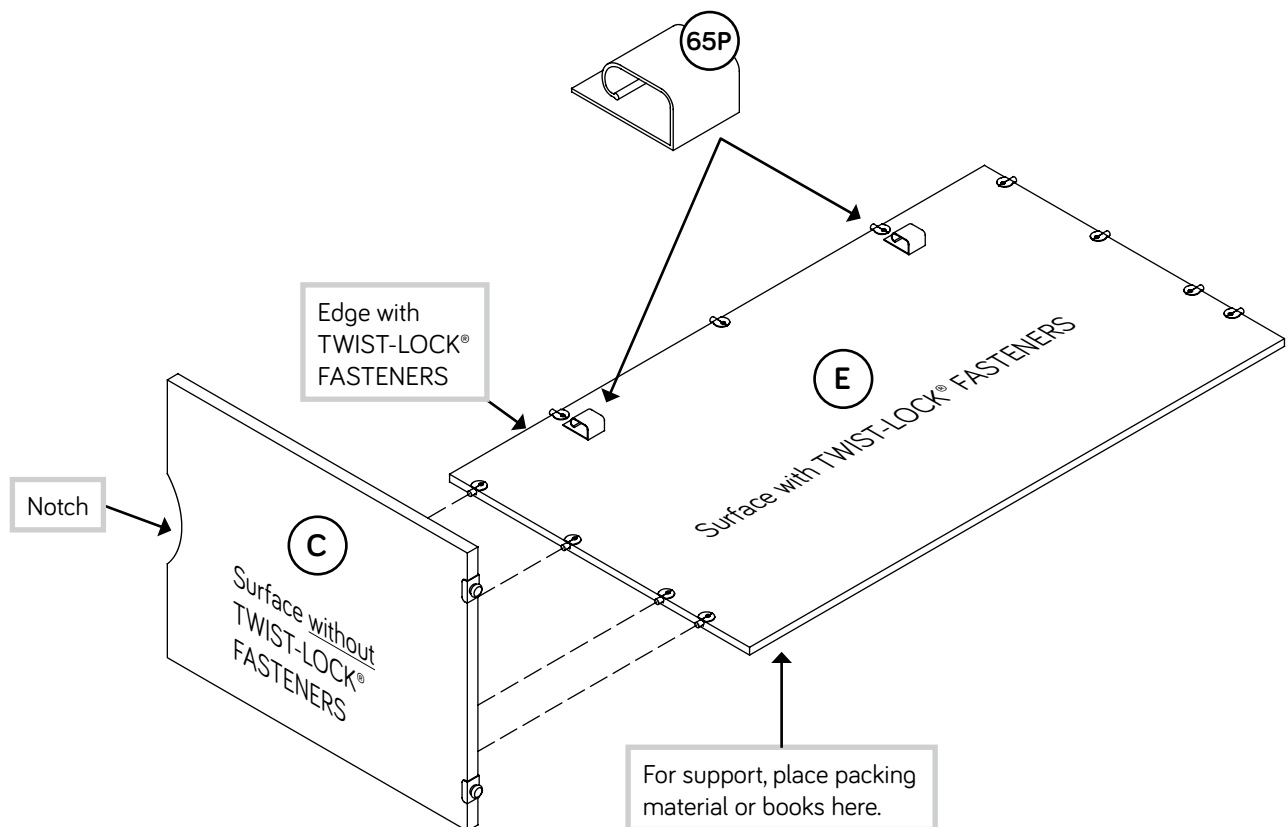
⚠ **NOTE:** Before beginning this step, separate the BLACK 7/8" LARGE HEAD SCREWS (17S) and BLACK 9/16" LARGE HEAD SCREWS (1S). Do not confuse these SCREWS.

⚠ Fasten the LARGE END (C) to the BACK (E). Tighten four TWIST-LOCK® FASTENERS.

⚠ Fasten two CORD MANAGERS (65P) to the BACK (E). Use two BLACK 9/16" LARGE HEAD SCREWS (1S).

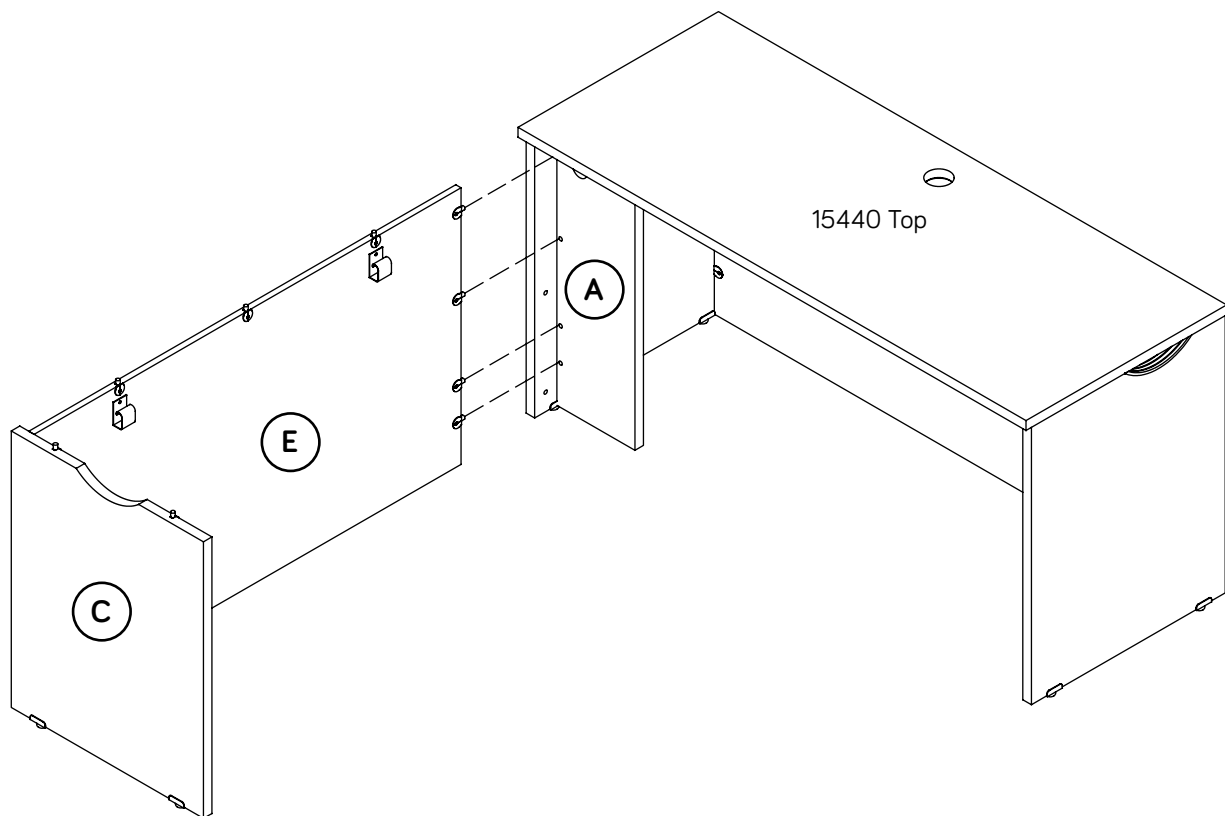


BLACK 9/16" LARGE HEAD SCREW
(2 used for the CORD MANAGERS)





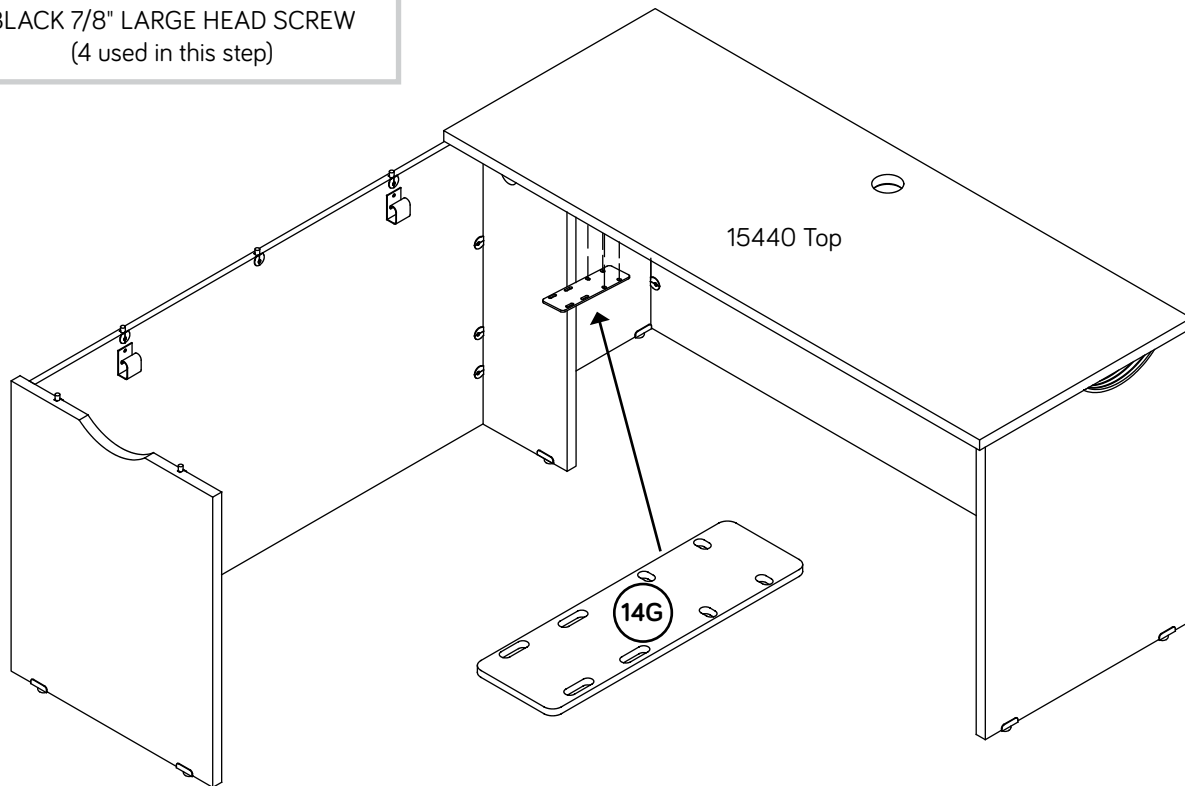
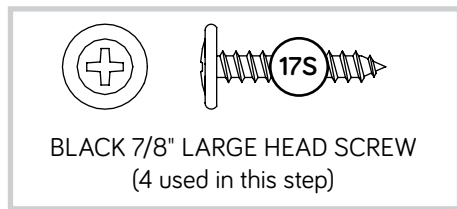
- ⚡ Fasten the BACK (E) to the RIGHT END (A). Tighten four TWIST-LOCK® FASTENERS.



Step 19

U-Shape Assembly

- Fasten a CONNECTOR PLATE (14G) to the 15440 Top.
Use four BLACK 7/8" LARGE HEAD SCREWS (17S).



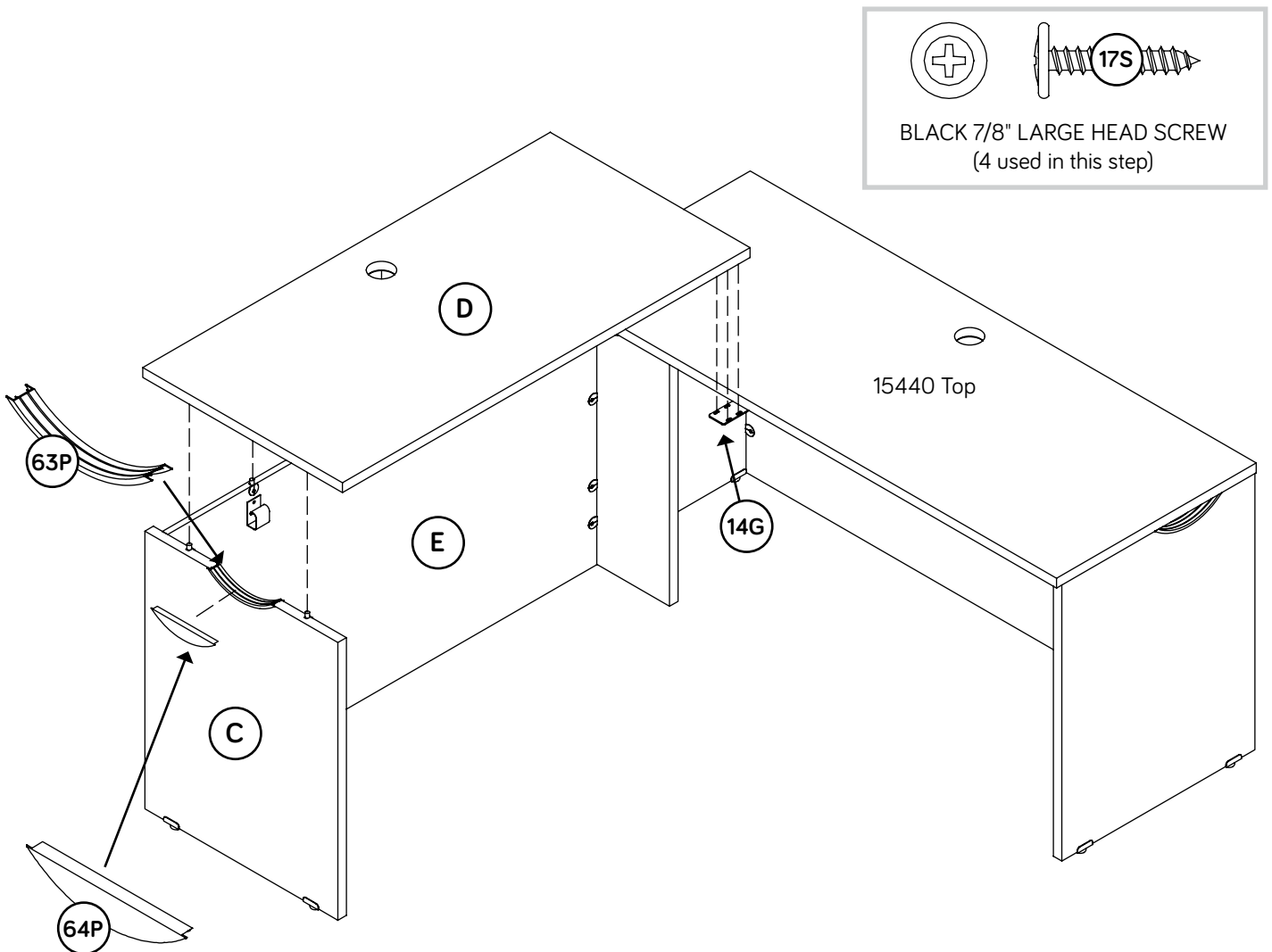
Step 20

L-Shape Assembly

2

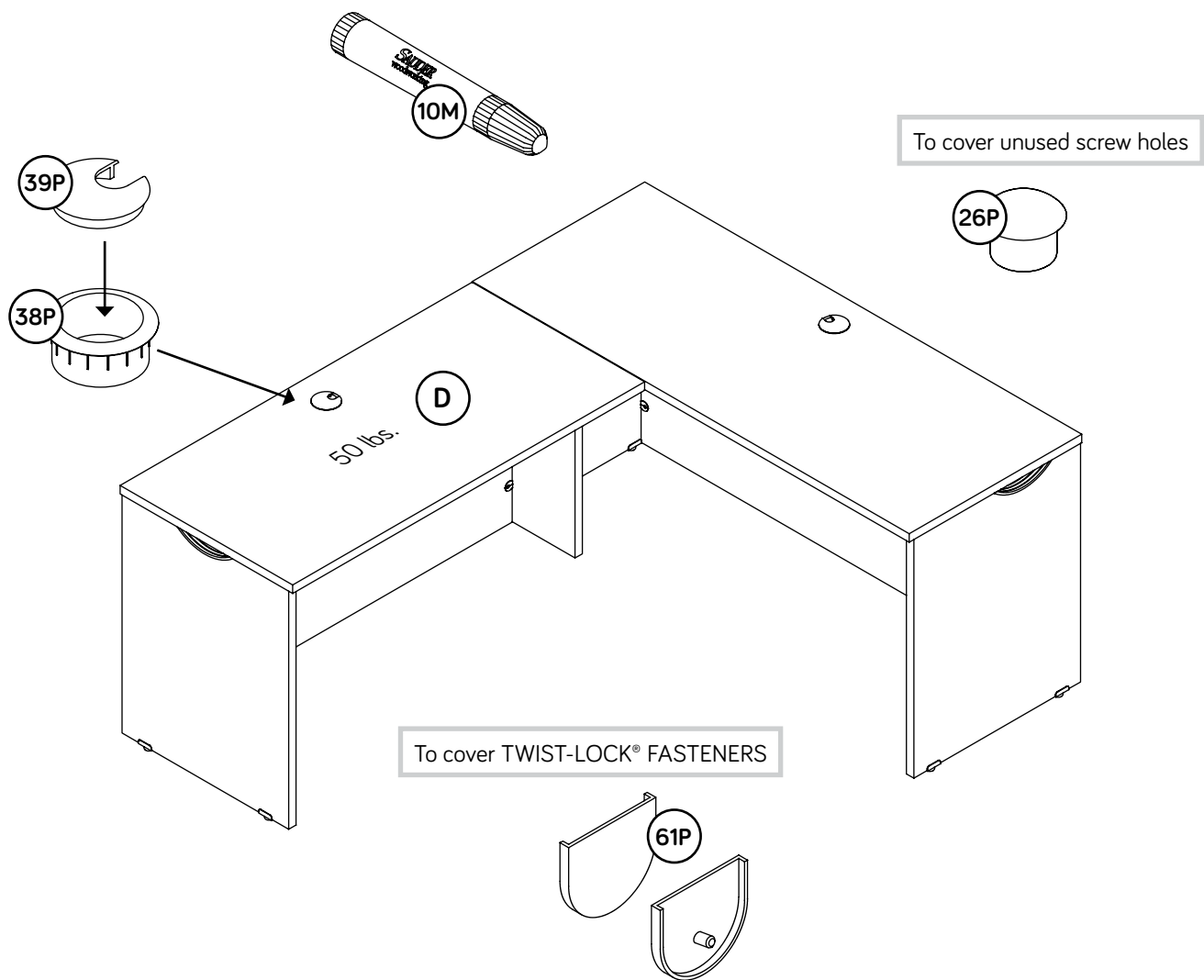


- ✚ Insert the HALF GROMMET (63P) and HALF GROMMET CAP (64P) into the notch in the top edge of the LARGE END (C).
- ✚ Fasten the TOP (D) to the 15440 Top. Use four BLACK 7/8" LARGE HEAD SCREWS (17S) through the CONNECTOR PLATE (14G) and into the TOP.
- ✚ Fasten the TOP (D) to the LARGE END (C) and BACK (E). Tighten five TWIST-LOCK® FASTENERS.



Step 21

- ✚ Push a GROMMET CAP (39P) and GROMMET (38P) into the large hole in the TOP (D).
- ✚ Insert a HOLE PLUG (26P) into any unused holes.
- ✚ Push a TWIST-LOCK® FASTENER COVER (61P) onto any visible TWIST-LOCK FASTENER®.
- ✚ For long term maintenance of your unit, you may touchup the edges with the TOUCH-UP PEN (10M).
- ✚ NOTE: Please read the back pages of the instruction booklet for important safety information.
- ✚ This completes assembly. Clean with a damp cloth. Wipe dry.



WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. **Carefully read the following chart.**

Look out for:	What can happen:	How to avoid the problem:
• Overloaded shelves and drawers. • Improper loading can cause the product to be top-heavy.	• Risk of injury. • Top-heavy furniture can tip over. • Overloaded shelves and drawers can break.	• Never exceed the weight limits shown in the instructions. • Work from bottom to top when loading shelves and drawers. Place the heavier items on the lower shelves or in lower drawers.
• Improperly moving furniture that is not designed and equipped with casters.	• Furniture can tip over or break if improperly moved. • Physical injury. Furniture can be very heavy. • Breakage of tops - particularly with double pedestal furniture (drawers at both ends).	• Unload shelves and drawers from top to bottom before moving the unit. • Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place. • Provide support to the center section of the top when lifting the furniture.
• Placing TVs on furniture items that are not designed to support a television is hazardous.	• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	• This product is not designed to support a television.

1-YEAR LIMITED WARRANTY

1. Sauder Woodworking Co. (Sauder®) provides limited warranty coverage to the original purchaser of this product for a period of one year from the date of delivery against defects in materials or workmanship of Sauder furniture components. As used in this Warranty, "defect" means imperfections in components which substantially impair the utility of the product. This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

2. There is no warranty coverage for defects or conditions that result from the failure to follow product assembly instructions, information or warnings, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, or use of the product in a manner inconsistent with its intended use, nor any condition resulting from incorrect or inadequate maintenance, cleaning, or care. There is also no warranty coverage for rented products or any products purchased "used" or "as is", at a distress or going-out-of-business sale, or from a liquidator.

3. As the exclusive remedy under this Warranty, Sauder will (at its sole option) repair, replace or refund the value of any defective furniture component. Sauder may require independent confirmation of the claimed defect and proof of purchase. Replacement parts will be warranted for only the remaining period of the original Warranty. SAUDER SHALL HAVE NO LIABILITY for ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND and all such damages are EXCLUDED FROM THIS WARRANTY, such as loss of use, disassembly, transportation, labor or damage to property on or near the product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

4. This Warranty applies only to warranted defects that first arise and are reported to Sauder within the warranty coverage period. The Warranty cannot be transferred to subsequent owners or users of the product, and it shall be immediately void in the event the product is resold, transferred, leased or rented to any third party or person other than the original purchaser.

5. THERE ARE NO OTHER WARRANTIES APPLICABLE TO THIS PRODUCT. Under the laws of certain states, there may be no implied warranties from Sauder and all implied warranties, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE are disclaimed where allowed by law. TO THE EXTENT ANY IMPLIED WARRANTIES ARE APPLICABLE, ANY IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THIS EXPRESS WARRANTY or the minimum period allowed by law, whichever is shorter. Some states do not allow limitations on how long an implied Warranty lasts, so the above limitation may not apply to you.

6. For Warranty inquiries or claims, please visit our website www.sauder.com. You can also contact Sauder at 1.800.523.3987. Sauder may require Warranty claims to be submitted in writing to: Sauder Woodworking Co., 502 Middle Street, Archbold, OH 43502 USA. Please include your sales receipt or other proof of purchase and a specific description of the product defect.



National Business
Furniture



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General Conformity Certificate

1. This certificate applies to the Sauder Woodworking Product identified by this Instruction Book.
2. This certificate applies to compliance of this product with the CPSC Ban on Lead-Containing Paint (16 CFR 1303).
3. This product is manufactured by:
Sauder Woodworking Company
502 Middle St.
Archbold, OH 43502
419-446-2711
4. Date of Manufacture: _____



Made in USA
with U.S. and imported materials

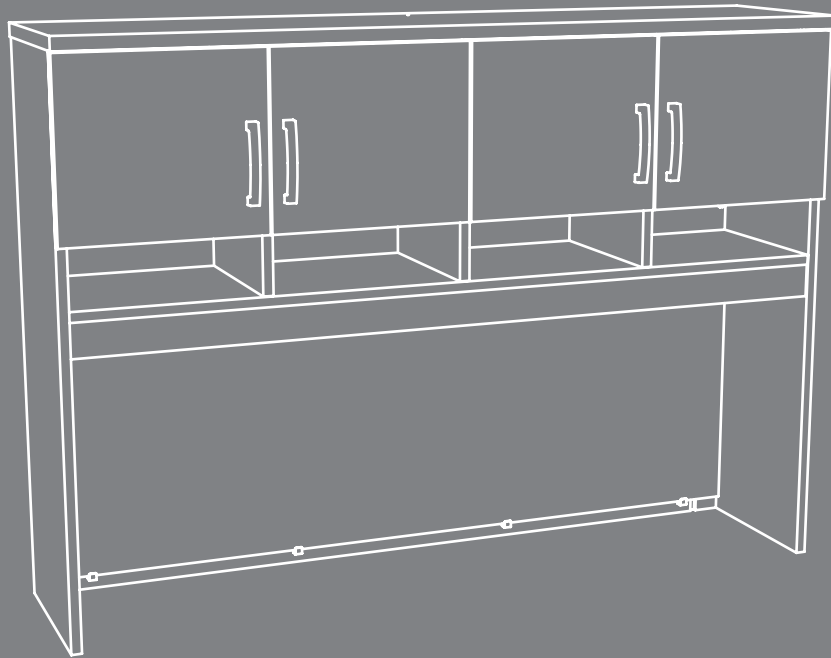


National Business
Furniture



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To order replacement parts, call 800.558.1010.



Hutch

Via Collection | **SKU# 14799**

NOTE: THIS INSTRUCTION
BOOKLET CONTAINS **IMPORTANT**
SAFETY INFORMATION.

PLEASE READ AND KEEP FOR
FUTURE REFERENCE.

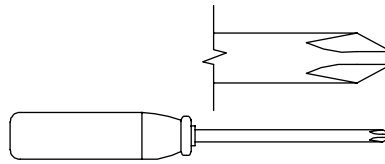
Lot # **927859**
Purchased: _____

05/05/26

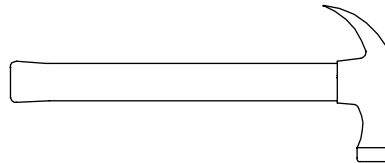
Table of Contents

Assembly Tools Required

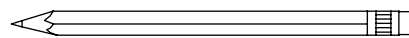
Part Identification	3
Hardware Identification	4
Hardware Usage Guide	5
Assembly Steps	5-22
Safety	23
Warranty	23



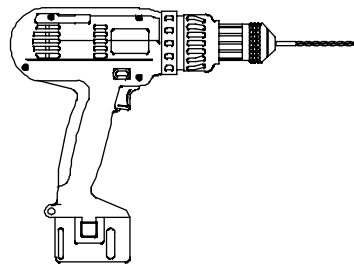
No. 2 Phillips Screwdriver
Tip Shown Actual Size



Hammer
Not actual size 😊



Pencil

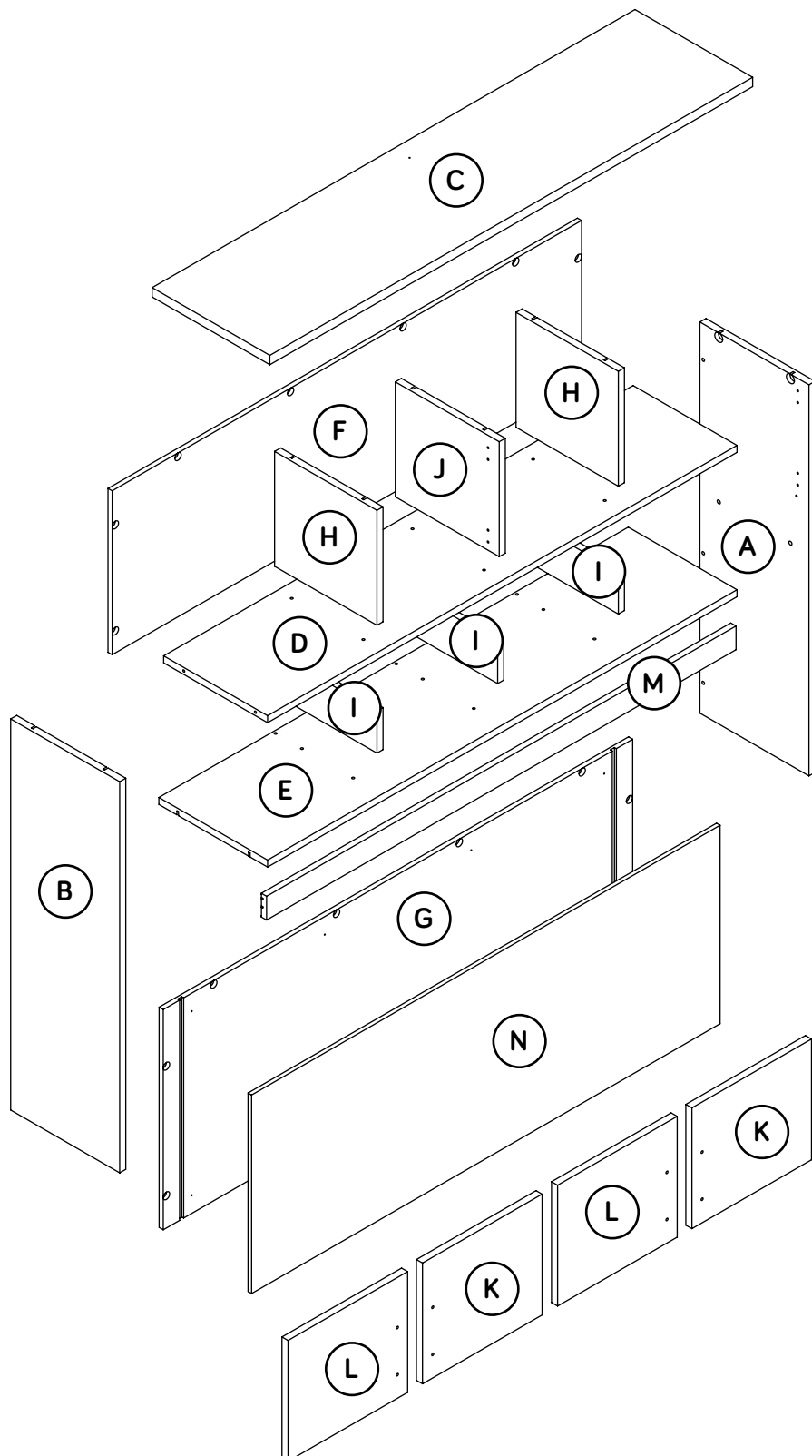


Electric drill with
1/8", 1/4" or 3/8" bit
(ONLY in indicated step)



While not all parts are labeled, some of the parts will have a label or an inked letter on the edge to help distinguish similar parts from each other. Use this part identification to help identify similar parts.

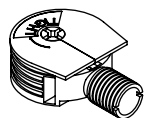
A	RIGHT END (1)
B	LEFT END (1)
C	TOP (1)
D	UPPER SHELF (1)
E	LOWER SHELF (1)
F	UPPER BACK (1)
G	LOWER BACK (1)
H	LARGE UPRIGHT (2)
I	SMALL UPRIGHT (3)
J	CENTER UPRIGHT (1)
K	RIGHT DOOR (2)
L	LEFT DOOR (2)
M	VALANCE (1)
N	BULLETIN BOARD (1)



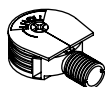
Hardware Identification

↑ Screws are shown actual size. You may receive extra hardware with your unit.

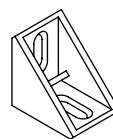
7F TWIST-LOCK® FASTENER - 14



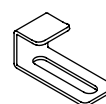
13F MINI TWIST-LOCK® FASTENER - 16



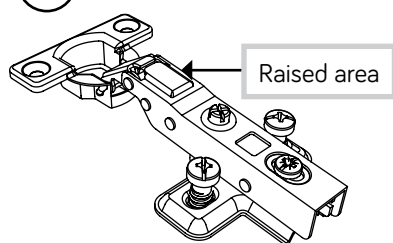
5G ANGLE BRACKET - 5



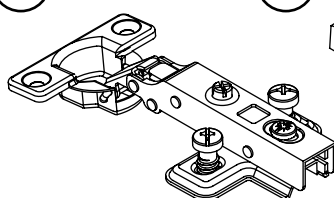
63G BULLETIN BOARD BRACKET - 8



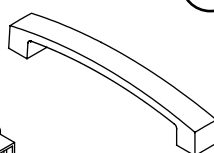
31H RAISED HINGE - 4



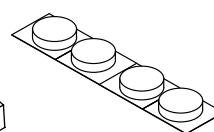
53H HINGE - 4



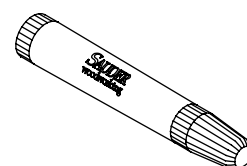
96K PULL - 4



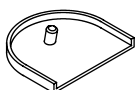
1M FELT DISC CARD - 1



10M TOUCH-UP PEN - 1



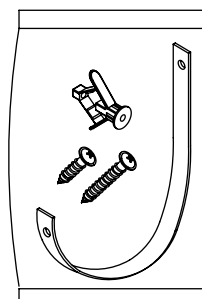
61P TWIST-LOCK® FASTENER COVER - 14



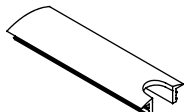
62P MINI TWIST-LOCK® COVER - 12



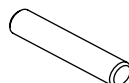
96 FURNITURE TIPPING RESTRAINT KIT - 1



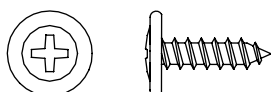
66P CORD COVER - 4



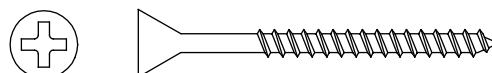
1R METAL PIN - 10



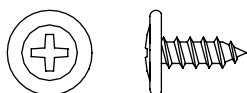
1S BLACK 9/16" LARGE HEAD SCREW - 10



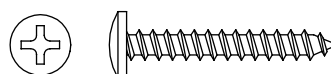
2S BLACK 1-7/8" FLAT HEAD SCREW - 15



6S BROWN 7/16" LARGE HEAD SCREW - 8



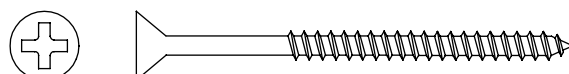
9S BLACK 1-1/8" PAN HEAD SCREW - 8



11S BLACK 1/2" FLAT HEAD SCREW - 16



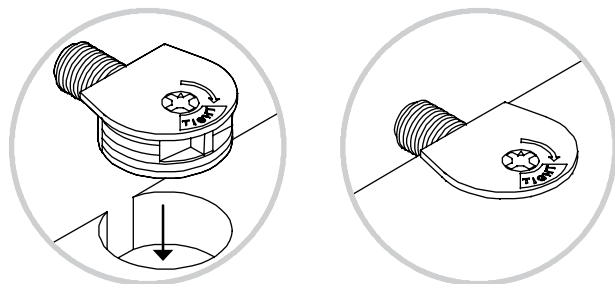
26S BLACK 2-1/4" FLAT HEAD SCREW - 4





HOW TO USE A TWIST-LOCK® FASTENER

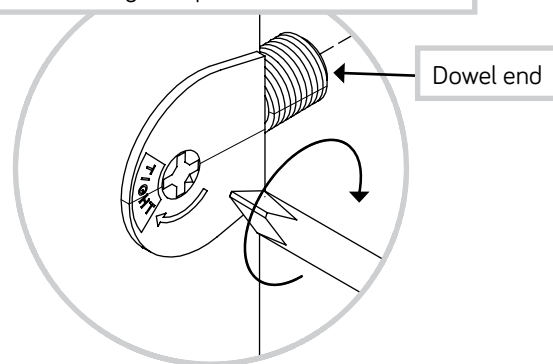
1. Push a TWIST-LOCK® FASTENER into the large hole in the part.



2. 1. Insert the dowel end of the FASTENER into the hole of the adjoining part.

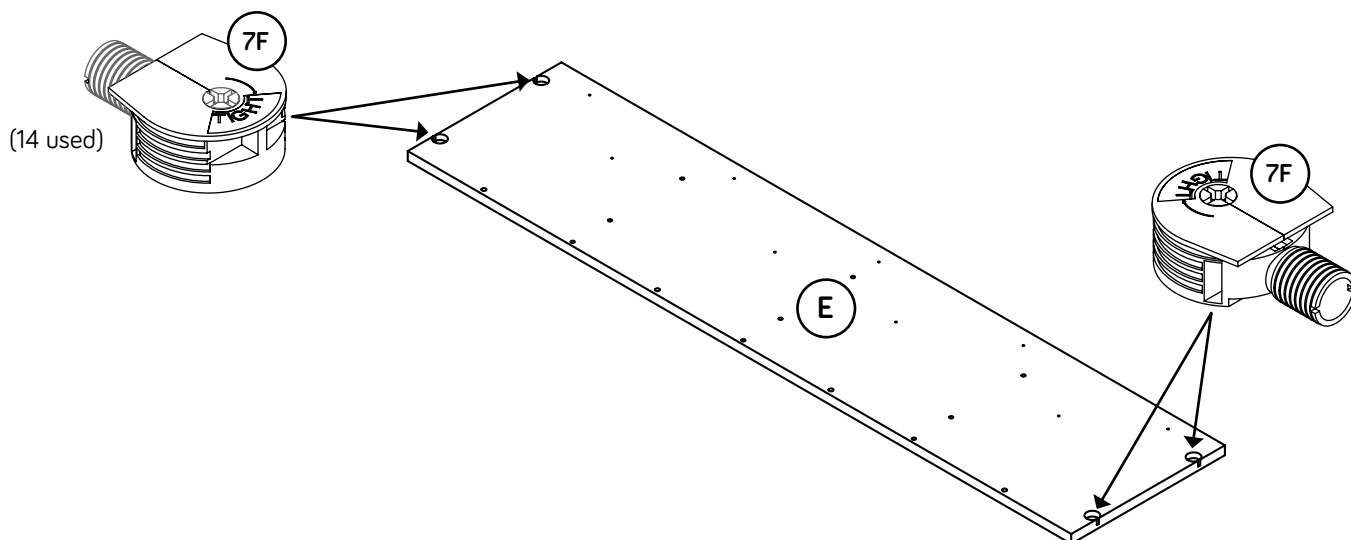
NOTE: The dowel end of the FASTENER must remain fully inserted in the hole of the adjoining part while locking the FASTENER.

2. Tighten the FASTENER with a Phillips screwdriver as tight as possible.



Step 1

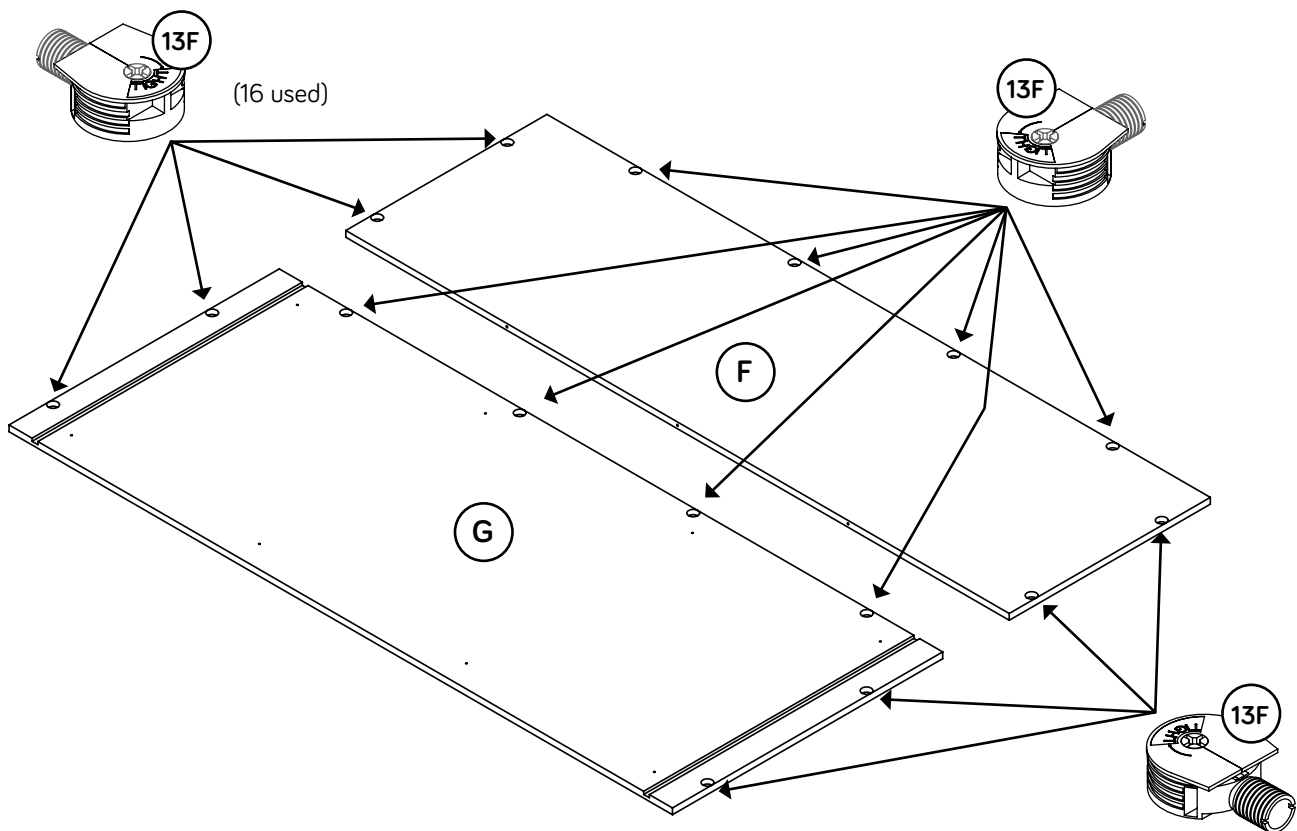
- ✚ Assemble your unit on a carpeted floor or on the empty carton to avoid scratching your unit or the floor.
- ✚ Push a TWIST-LOCK® FASTENER (7F) into the large holes in the LOWER SHELF (E).
- ✚ Repeat this for the ENDS (A and B) and UPRIGHTS (H and J).



Step 2



- ✚ Push sixteen MINI TWIST-LOCK® FASTENERS (13F) into the indicated holes in the BACKS (F and G).



Step 3

2



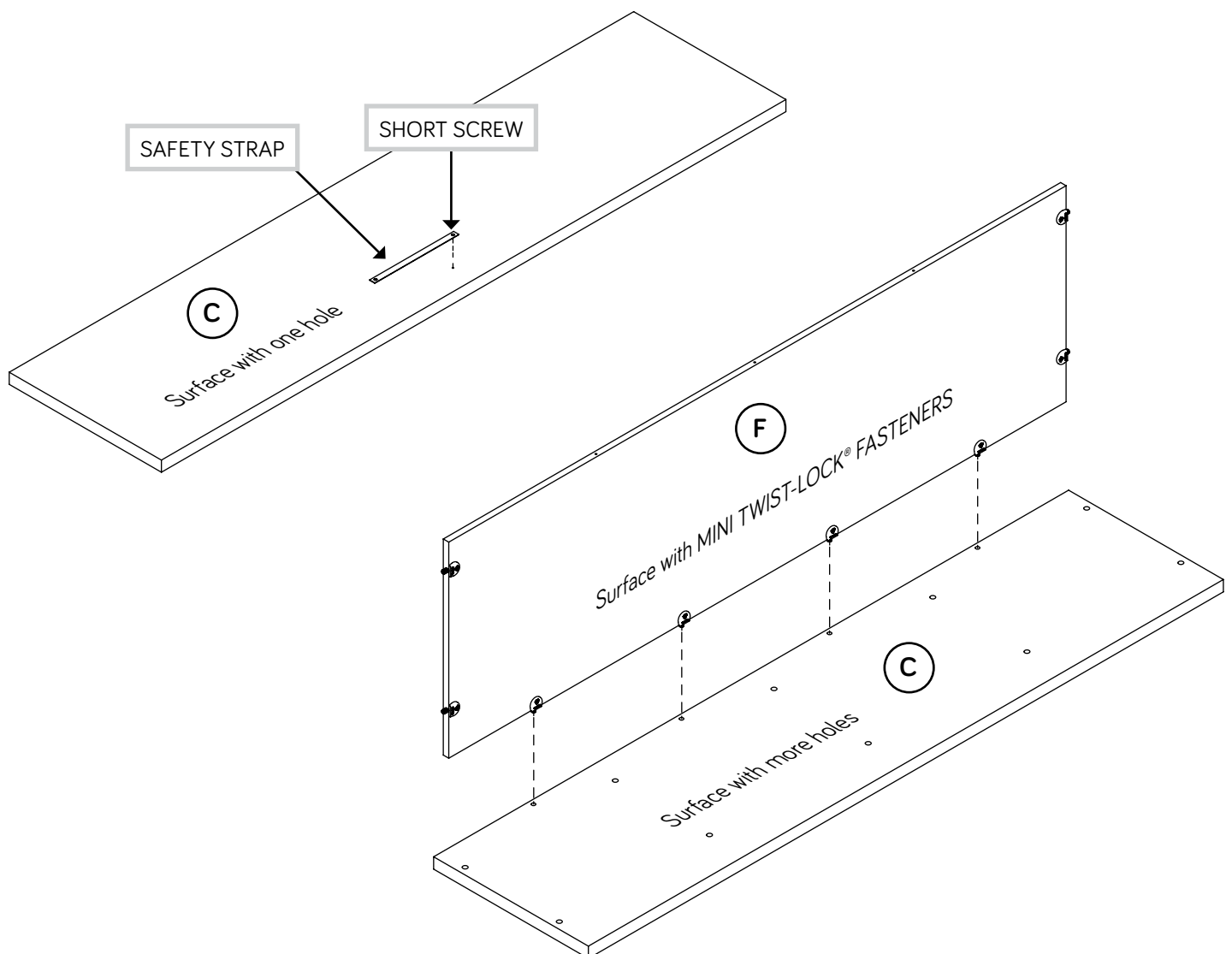
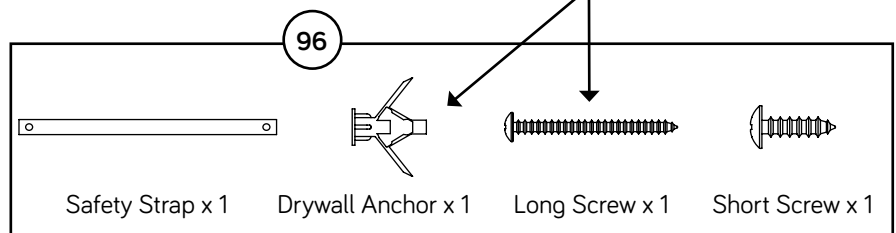
- ✚ Open the FURNITURE TIPPING RESTRAINT KIT (96), and fasten the SAFETY STRAP to the TOP (C). Use the provided SHORT SCREW.

✚ NOTE: Position the SAFETY STRAP exactly as shown.

- ✚ Carefully flip the TOP (C) over.

- ✚ Fasten the UPPER BACK (F) to the TOP (C). Tighten four MINI TWIST-LOCK® FASTENERS.

The DRYWALL ANCHOR and LONG SCREW will be used later.



Step 4

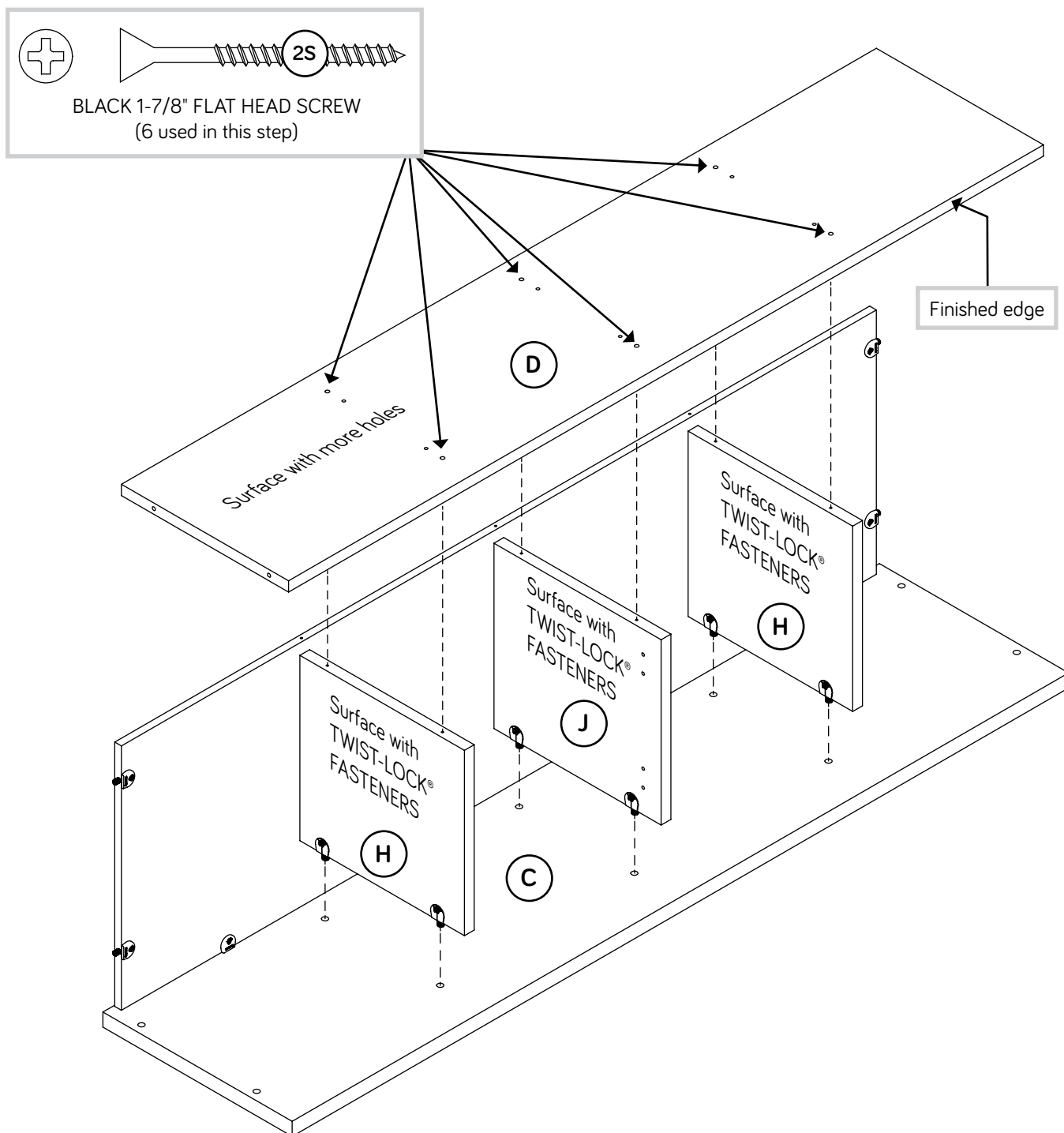
2



- Fasten the UPRIGHTS (H and J) to the TOP (C). Tighten six TWIST-LOCK® FASTENERS.
- Fasten the UPPER SHELF (D) to the UPRIGHTS (H and J). Use six BLACK 1-7/8" FLAT HEAD SCREWS (2S).
- NOTE:** You should start each SCREW a few turns before completely tightening any of them.

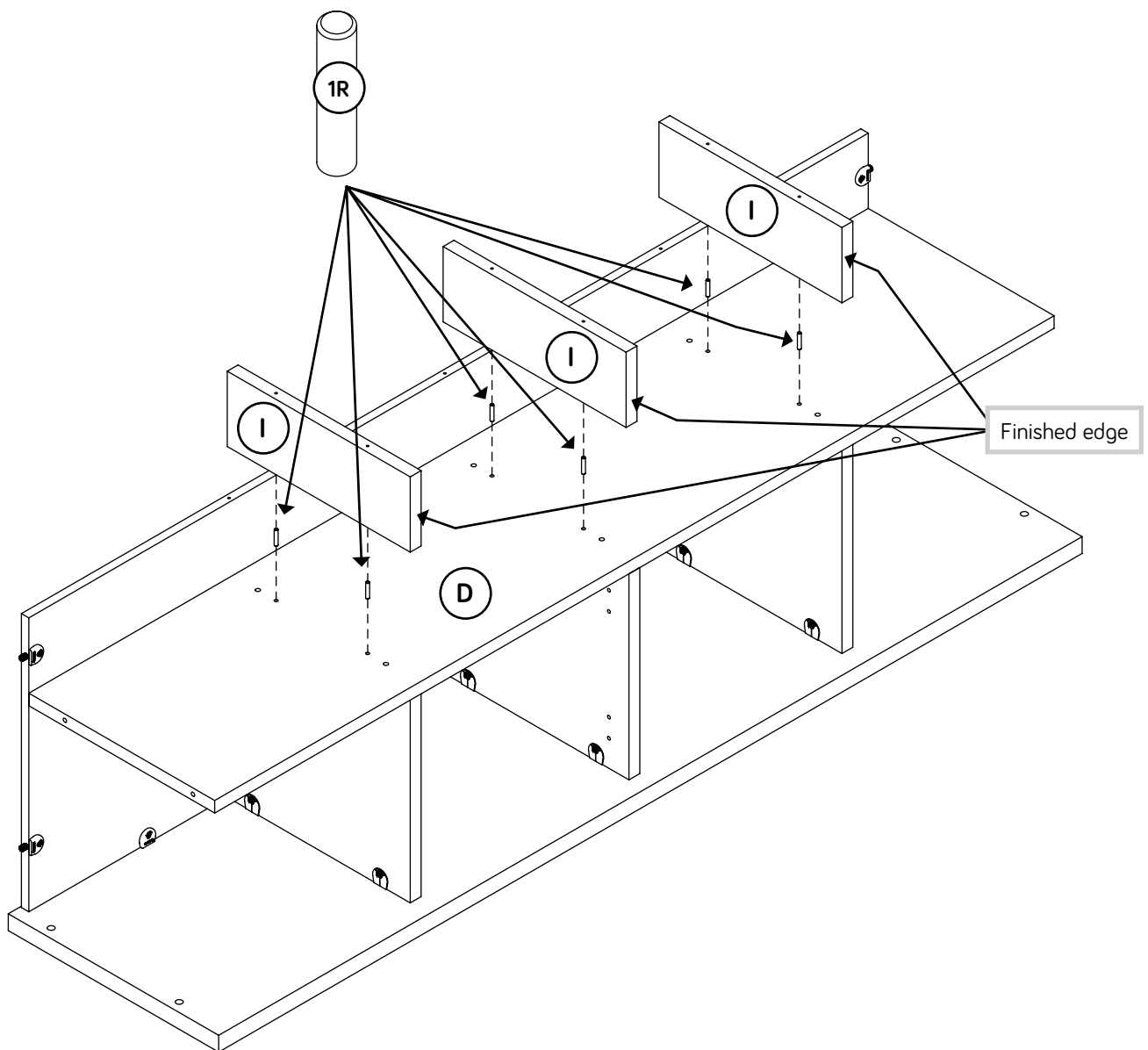


Just think. The sooner you do this, the sooner you do something else.



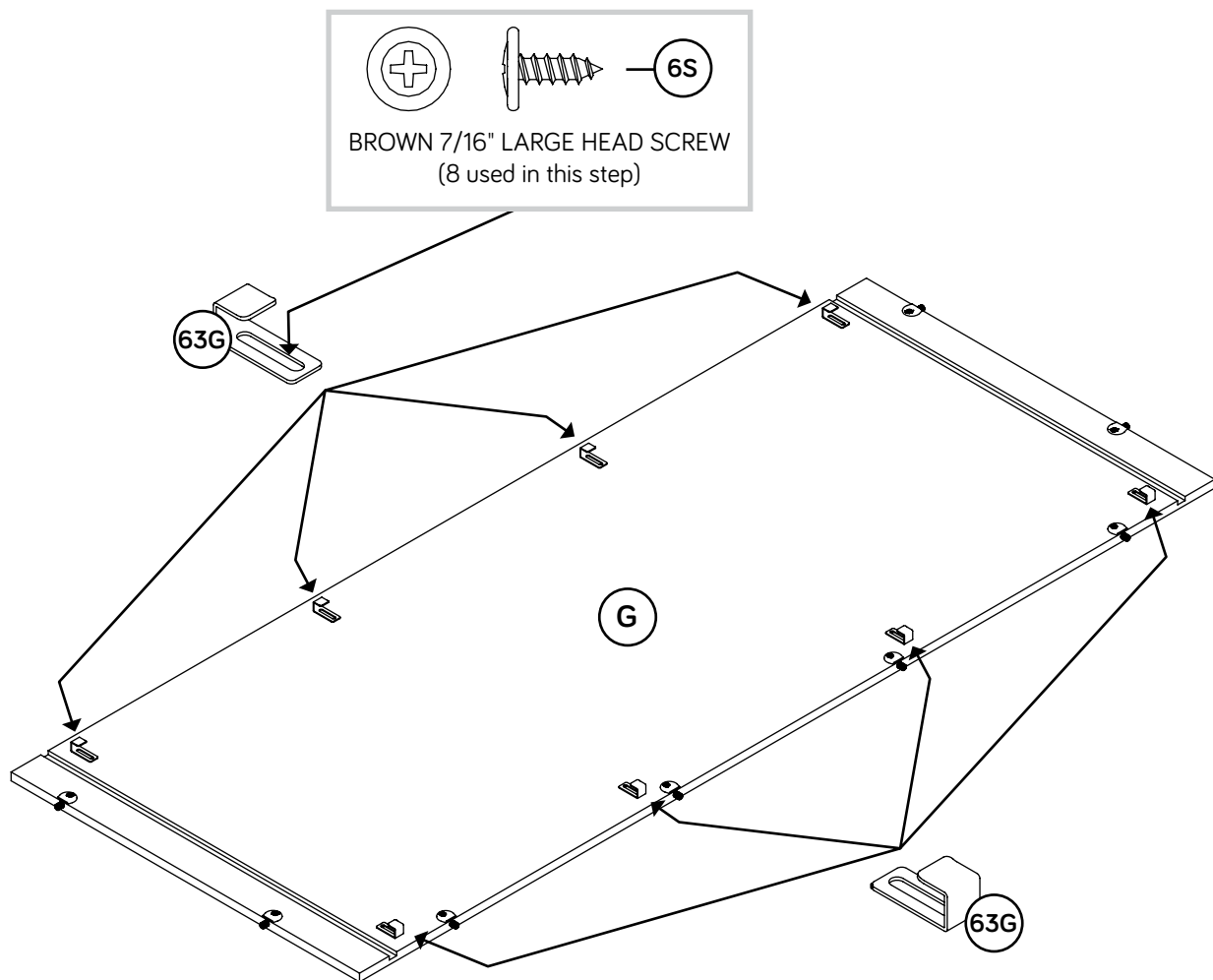
Step 5

- ✚ Insert six METAL PINS (1R) into the UPPER SHELF (D).
- ✚ Push the SMALL UPRIGHTS (I) onto the METAL PINS in the UPPER SHELF (D).



Step 6

- ✚ Fasten eight BULLETIN BOARD BRACKETS (63G) to the LOWER BACK (G). Use eight BROWN 7/16" LARGE HEAD SCREWS (6S). Do not tighten the SCREWS.

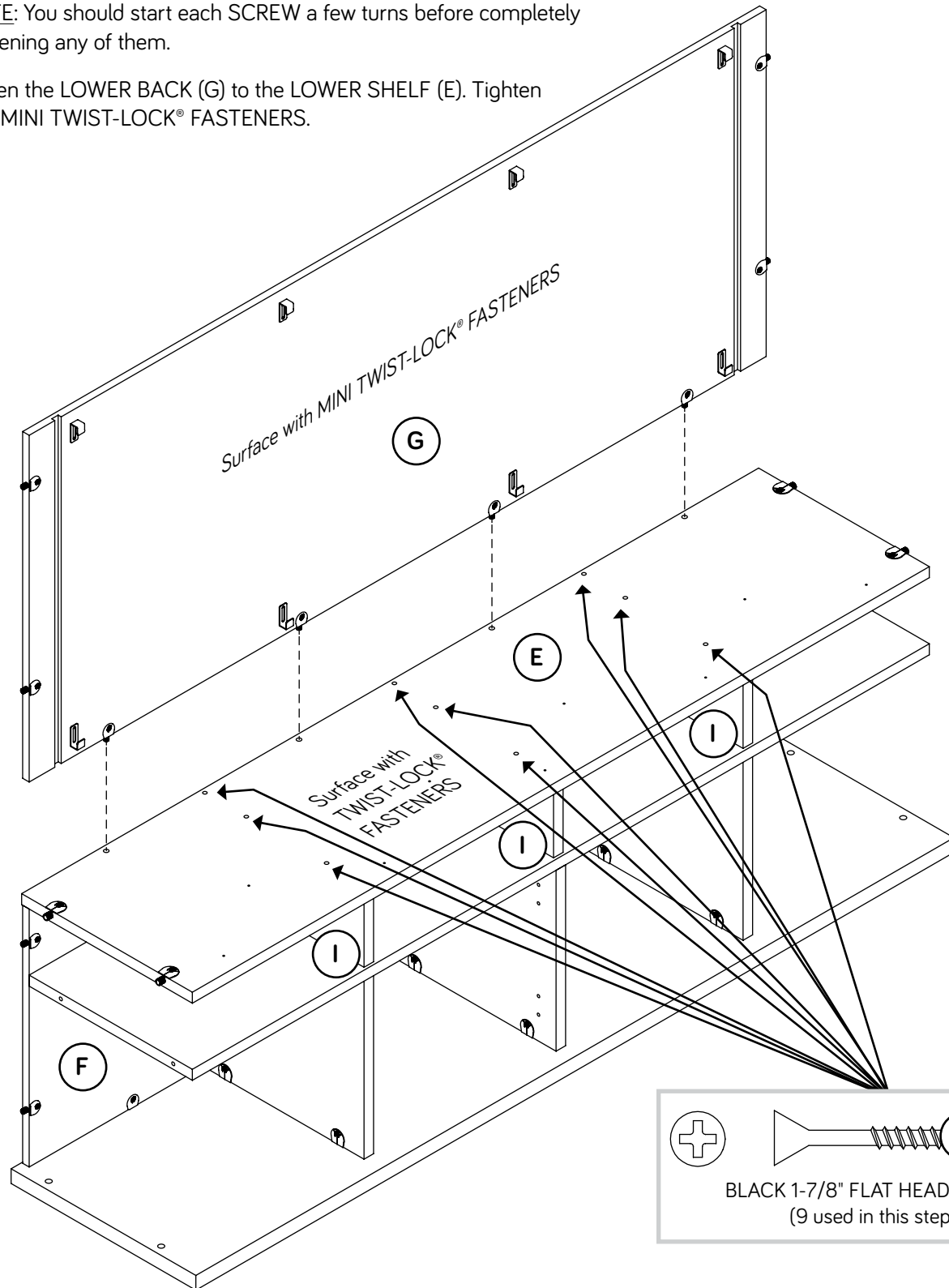


Step 7

2



- Fasten the LOWER SHELF (E) to the UPPER BACK (F) and SMALL UPRIGHTS (I). Use nine BLACK 1-7/8" FLAT HEAD SCREWS (2S).
- NOTE:** You should start each SCREW a few turns before completely tightening any of them.
- Fasten the LOWER BACK (G) to the LOWER SHELF (E). Tighten four MINI TWIST-LOCK® FASTENERS.



Step 8

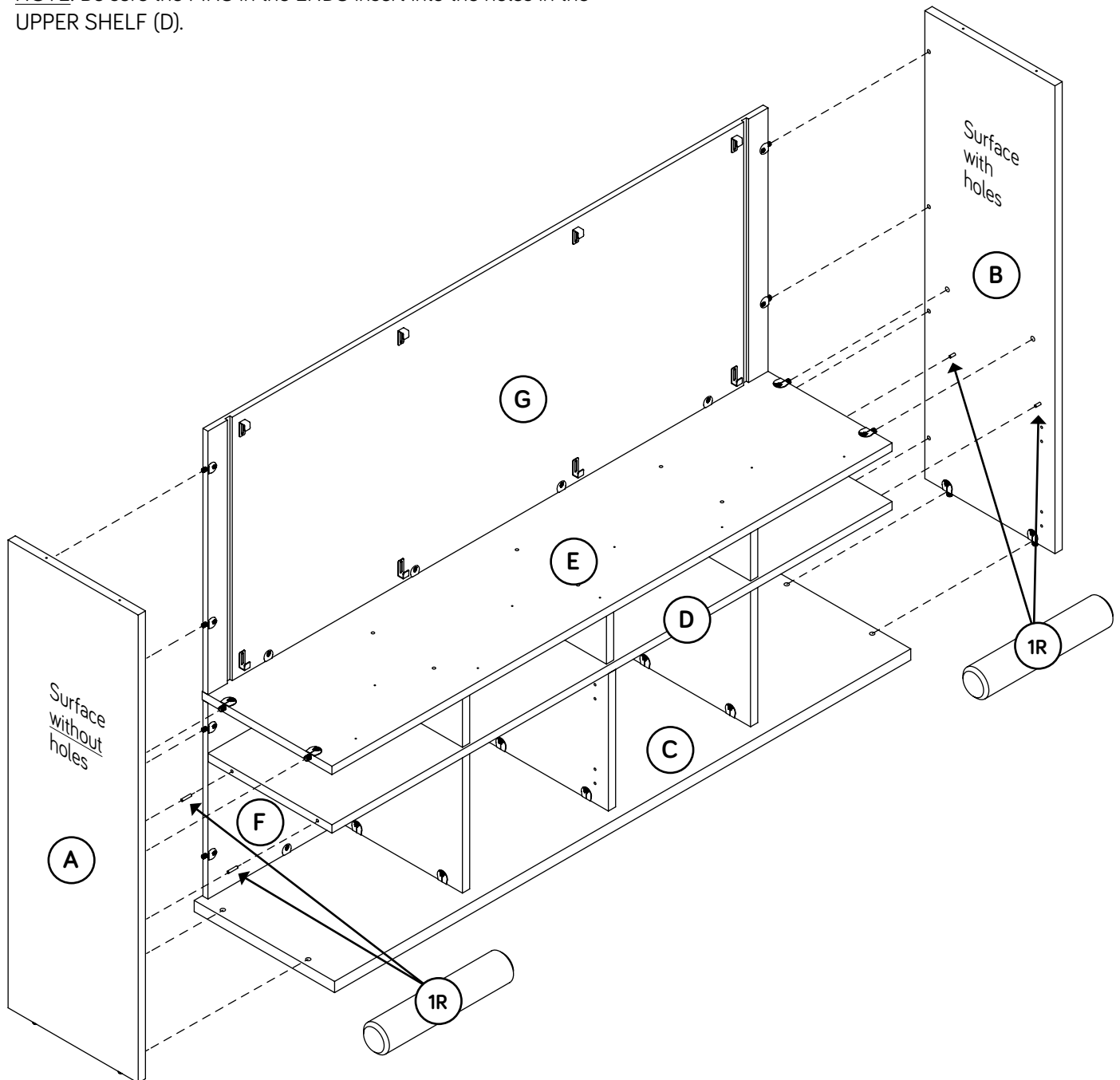
2



- ✚ Insert four METAL PINS (1R) into the ENDS (A and B).
- ✚ Fasten the ENDS (A and B) to the TOP (C), UPPER SHELF (D), LOWER SHELF (E), UPPER BACK (F), and LOWER BACK (G). Tighten eight TWIST-LOCK® FASTENERS and eight MINI TWIST-LOCK® FASTENERS.
- ✚ **NOTE:** Be sure the PINS in the ENDS insert into the holes in the UPPER SHELF (D).

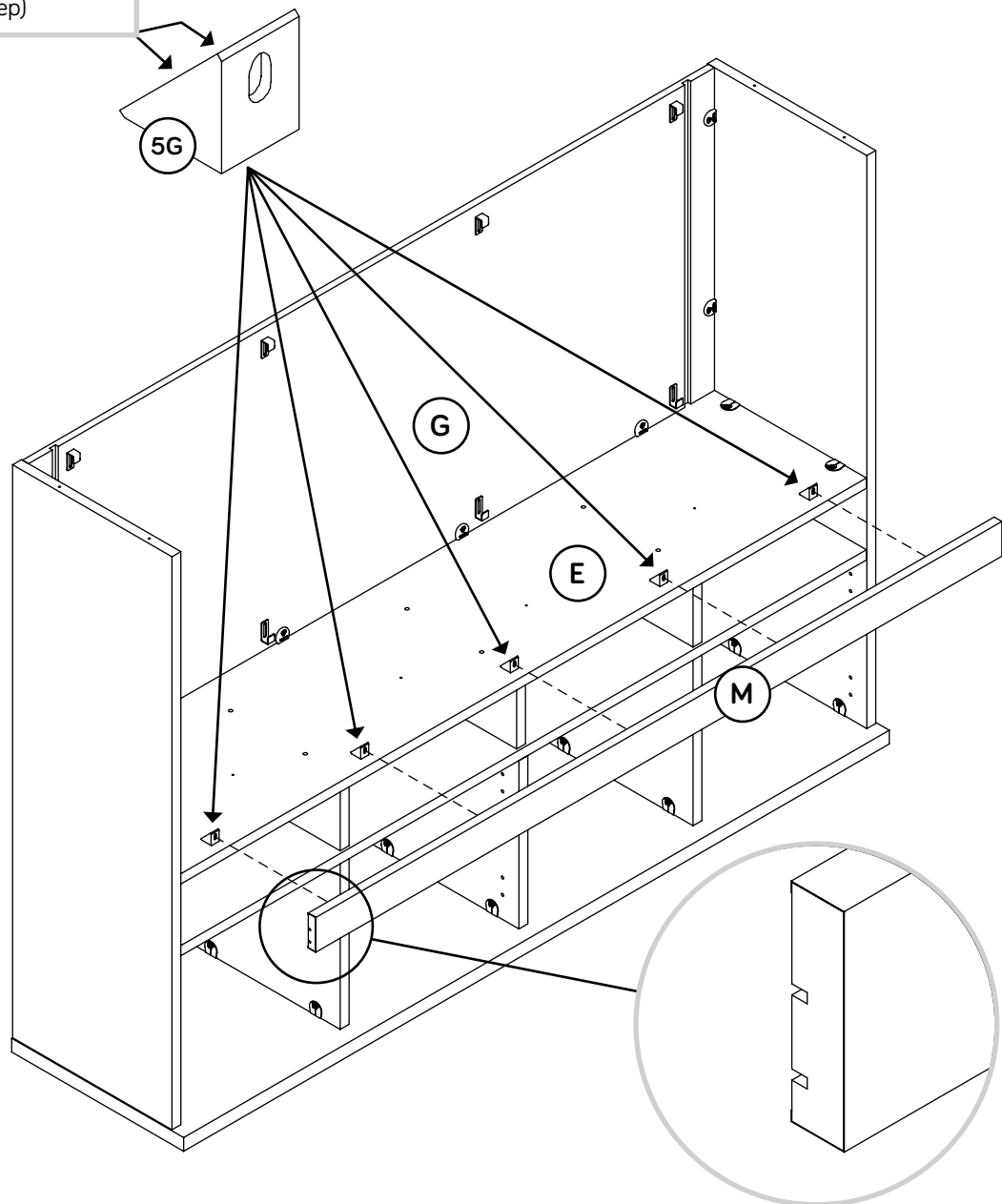
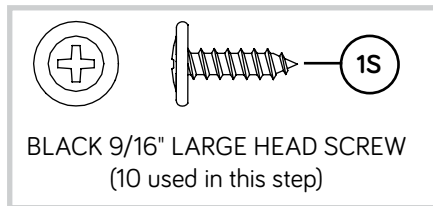


Side Step: Make nachos. (Optional, but recommended.)



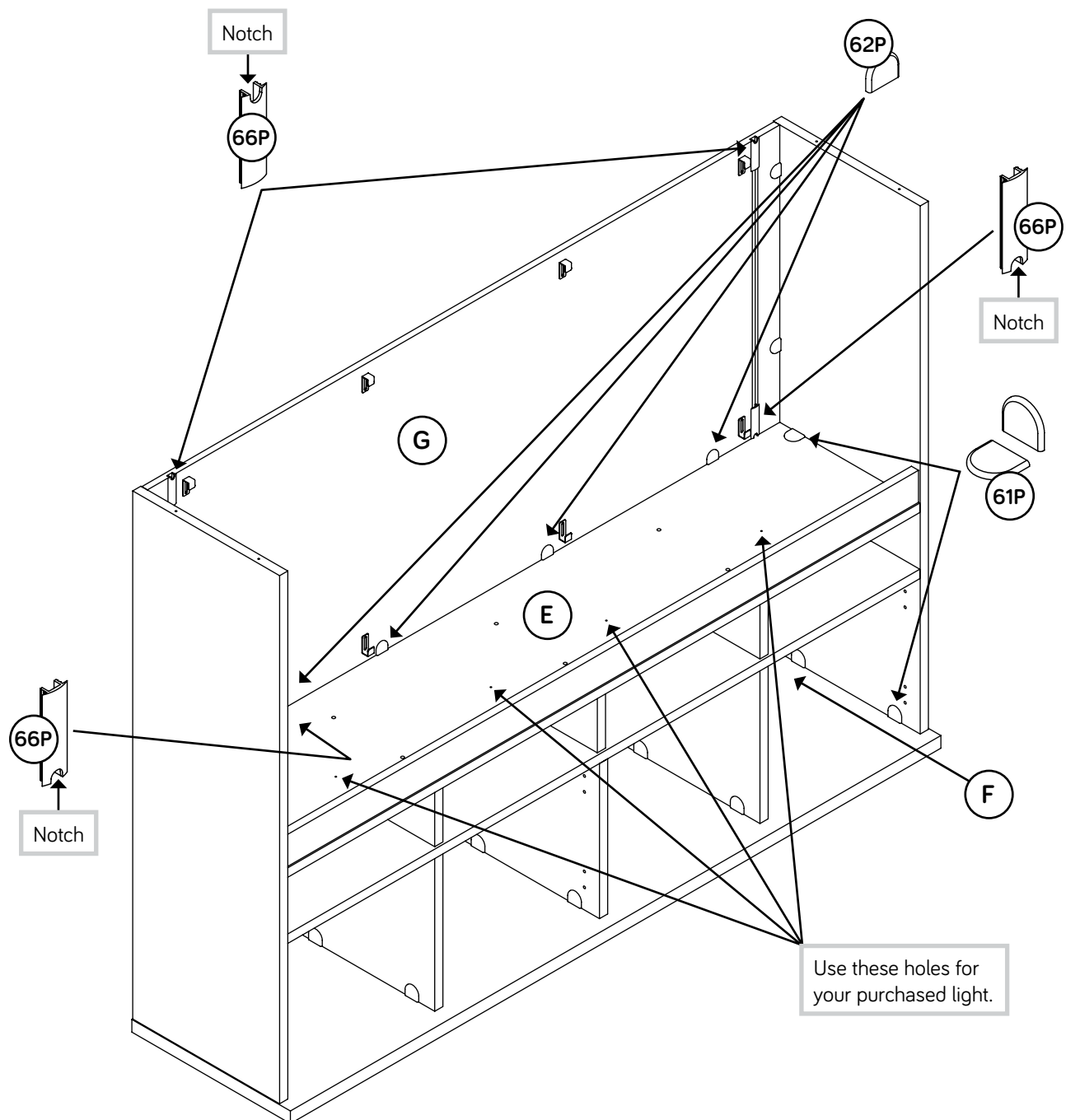
Step 9

- ✚ Fasten five ANGLE BRACKETS (5G) to the LOWER SHELF (E). Use five BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ Fasten the VALANCE (M) to the LOWER SHELF (E). Use five BLACK 9/16" LARGE HEAD SCREWS (1S).
- ✚ NOTE: There are no pre-drilled holes in the VALANCE. The screws will tighten into the groove. Do not overtighten the SCREWS.



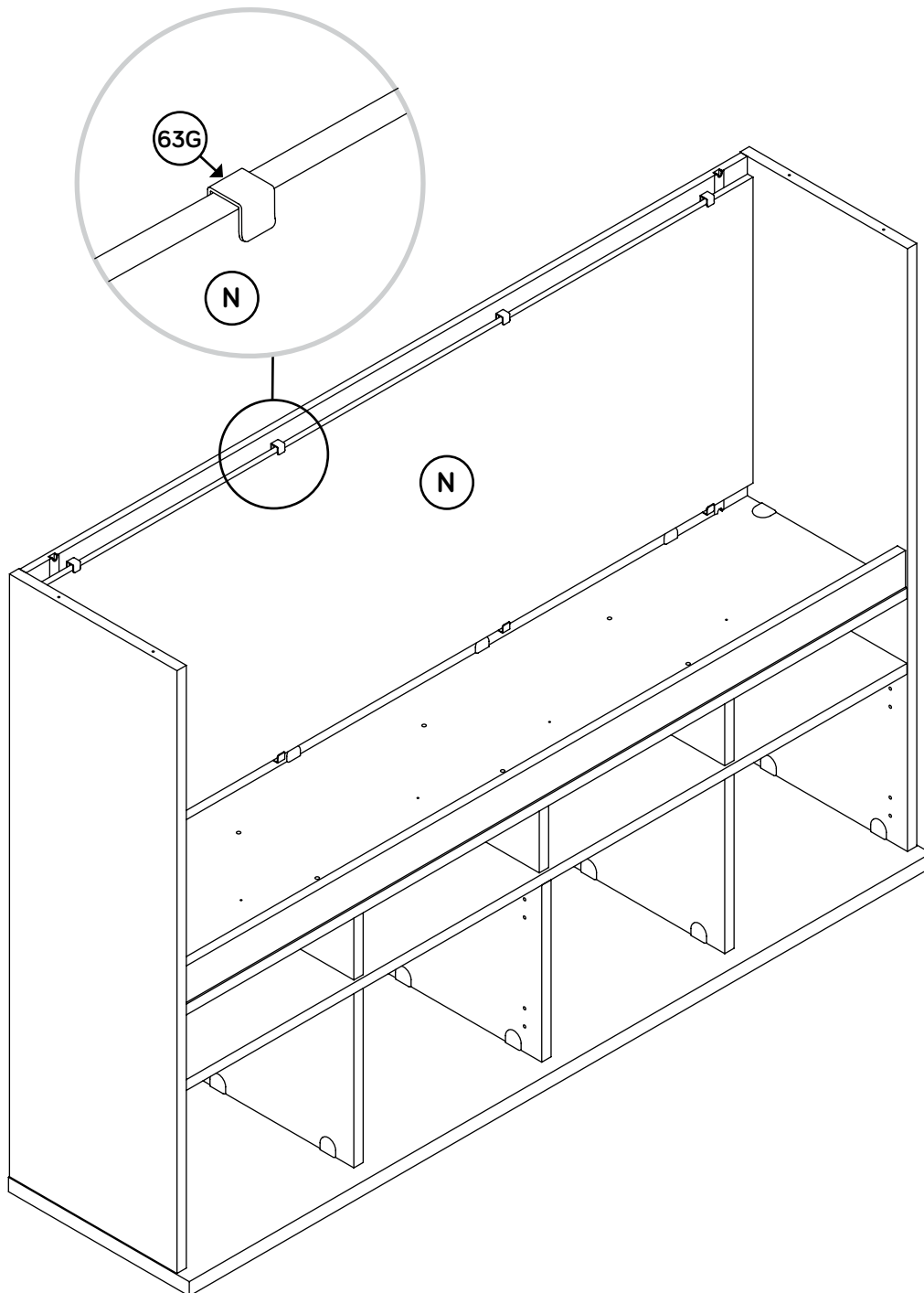
Step 10

- ✚ You may purchase a light at your local hardware store. If you choose to do this, use the pre-drilled holes in the LOWER SHELF (E) inserting the cord in the groove in the LOWER BACK (G).
- ✚ Insert the CORD COVERS (66P) in the groove at the top and bottom edges of the LOWER BACK (G) regardless of whether or not you purchased a light.
- ✚ Push a TWIST-LOCK® FASTENER COVER (61P) onto any visible TWIST-LOCK FASTENER®.
- ✚ Push a MINI TWIST-LOCK® FASTENER COVER (62P) onto the MINI TWIST-LOCK FASTENERS® in the UPPER BACK (F) and along the long edge of the LOWER BACK (G).



Step 11

- ✚ Set the BULLETIN BOARD (N) onto the bottom four BULLETIN BOARD BRACKETS (63G).
- ✚ Now, slide the top BULLETIN BOARD BRACKETS (63G) down so they wrap around the BULLETIN BOARD.



Step 12

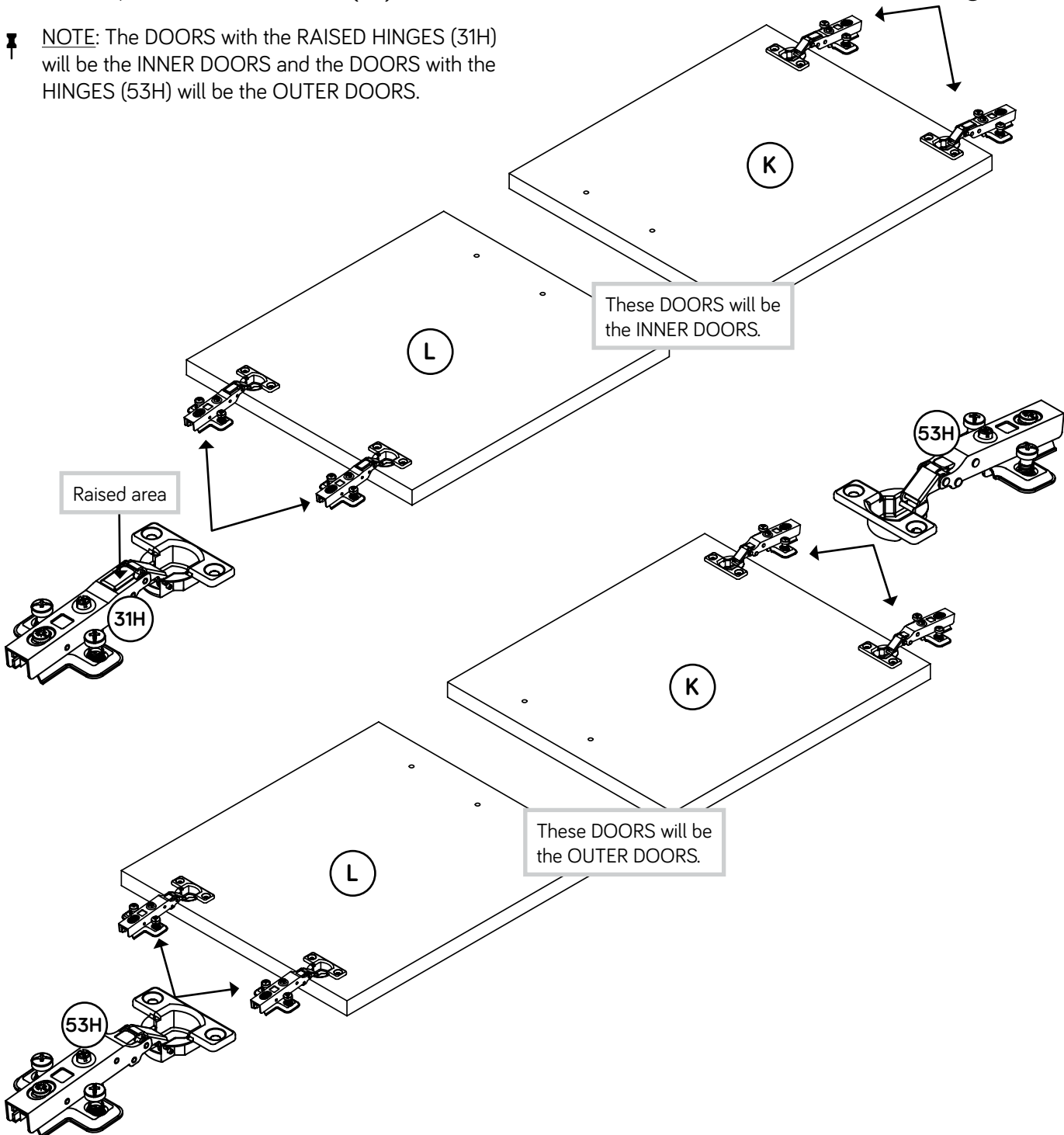
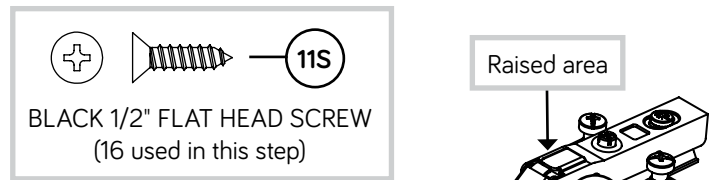
17



Fasten two RAISED HINGES (31H) to one of the RIGHT DOORS (K) and two RAISED HINGES to one of the LEFT DOORS (L). Use eight BLACK 1/2" FLAT HEAD SCREWS (11S).

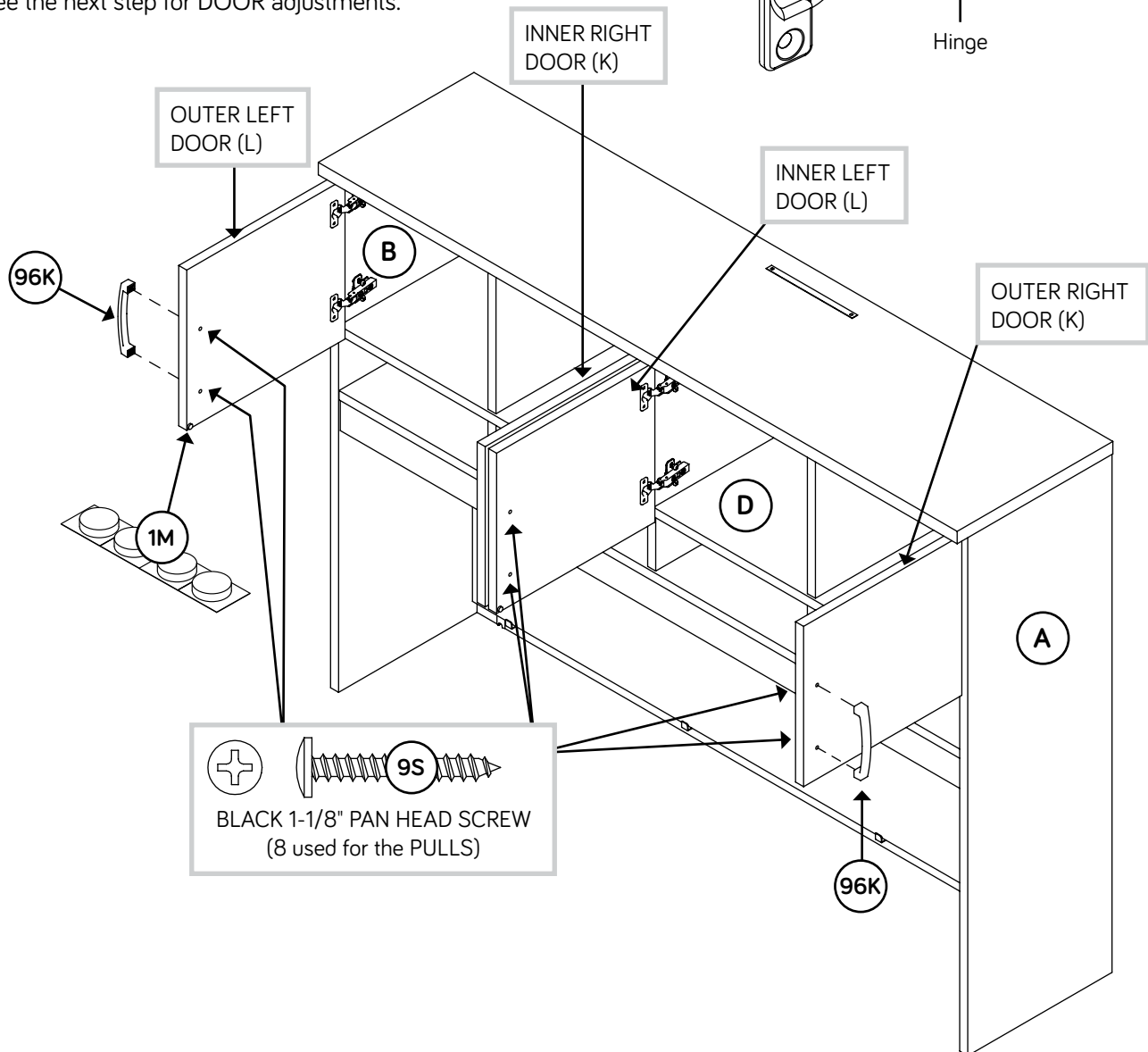
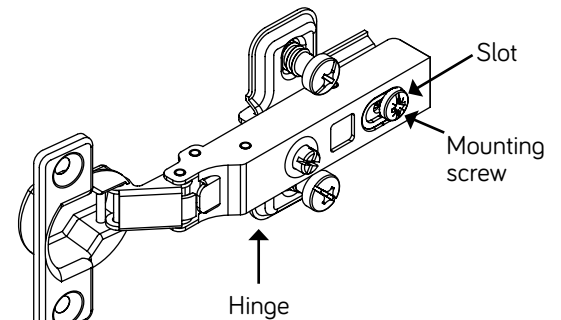
Now, fasten the HINGES (53H) to the remaining DOORS (L and K) as shown below. Use eight BLACK 1/2" FLAT HEAD SCREWS (11S).

NOTE: The DOORS with the RAISED HINGES (31H) will be the INNER DOORS and the DOORS with the HINGES (53H) will be the OUTER DOORS.





- ✚ Carefully stand your unit upright with help from a friend.
- ✚ Before fastening the DOOR to your unit, be sure the mounting screw is against the outer end of the slot as shown in the diagram. If it isn't, loosen the mounting screw to slide it against the end of the slot. Then tighten the mounting screw.
- ✚ Fasten the OUTER LEFT DOOR (L) to the LEFT END (B) and OUTER RIGHT DOOR (K) to the RIGHT END (A). Use the screws in the HINGES. You should start each SCREW a few turns before completely tightening any of them.
- ✚ Fasten two PULLS (96K) to the OUTER DOORS (K and L). Use four BLACK 1-1/8" PAN HEAD SCREWS (9S).
- ✚ Peel a felt disc from the FELT DISC CARD (1M) and stick it on the lower corner of the DOOR where it comes into contact with the UPPER SHELF (D).
- ✚ Repeat this step for the INNER DOORS (K and L).
- ✚ See the next step for DOOR adjustments.



Step 14

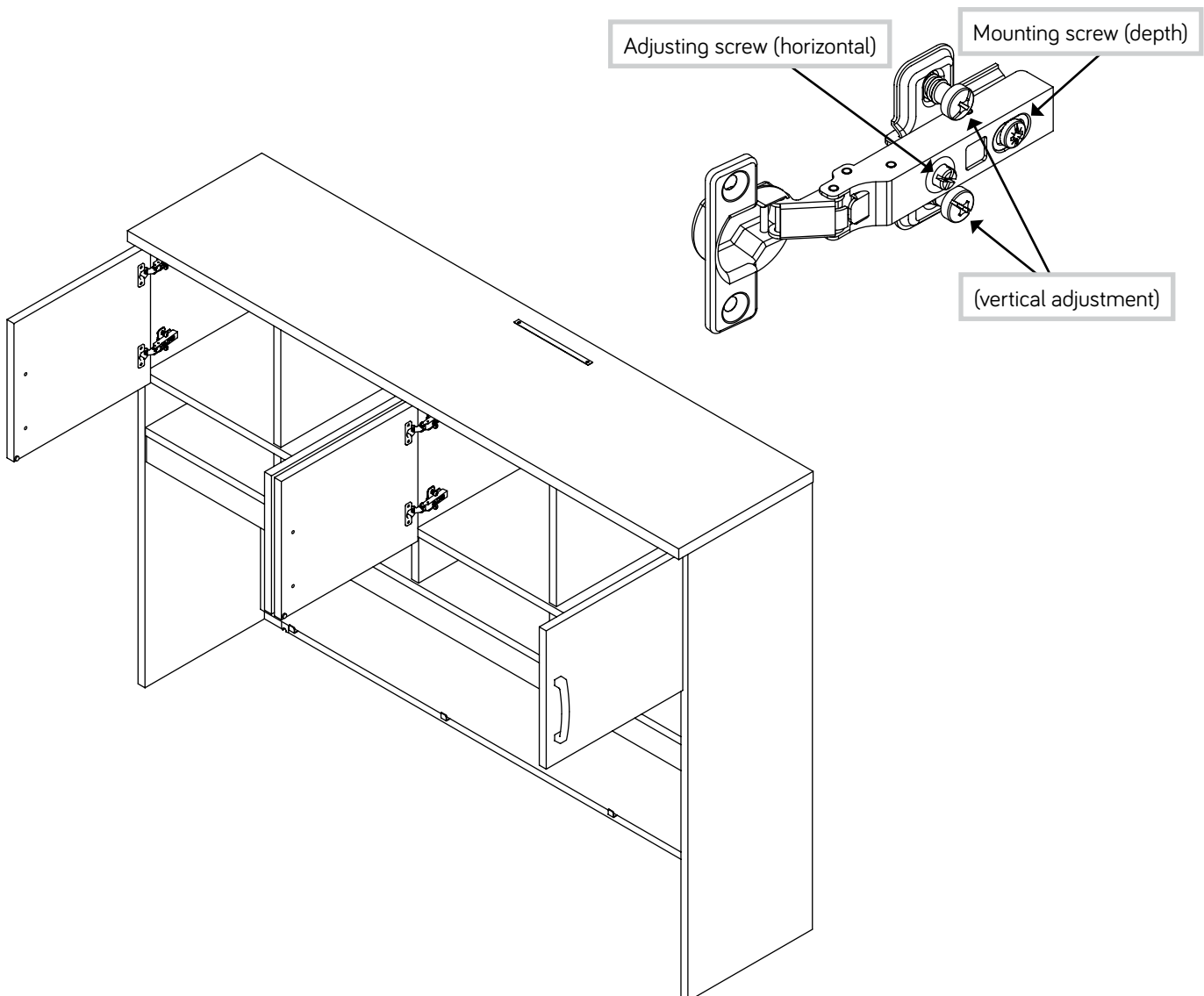
17



- ✚ Refer to the enlarged diagram to identify the parts on the HINGES.
- ✚ The DOORS may need some adjustments. Follow the text below to make needed adjustments.
- ✚ **DOOR ADJUSTMENTS:**
 - To adjust the DOORS from side to side (horizontal), turn the adjusting screw in or out.
 - To adjust the DOORS up and down (vertical), loosen both vertical adjustment screws. Move the DOORS up or down to the desired location. Tighten the screws after making adjustments.
 - To adjust the DOORS in or out (depth), loosen the mounting screw one turn and move the DOORS in or out, as needed. Tighten the mounting screw after making adjustments.



If you're doing this to help a friend, don't leave without a bite.

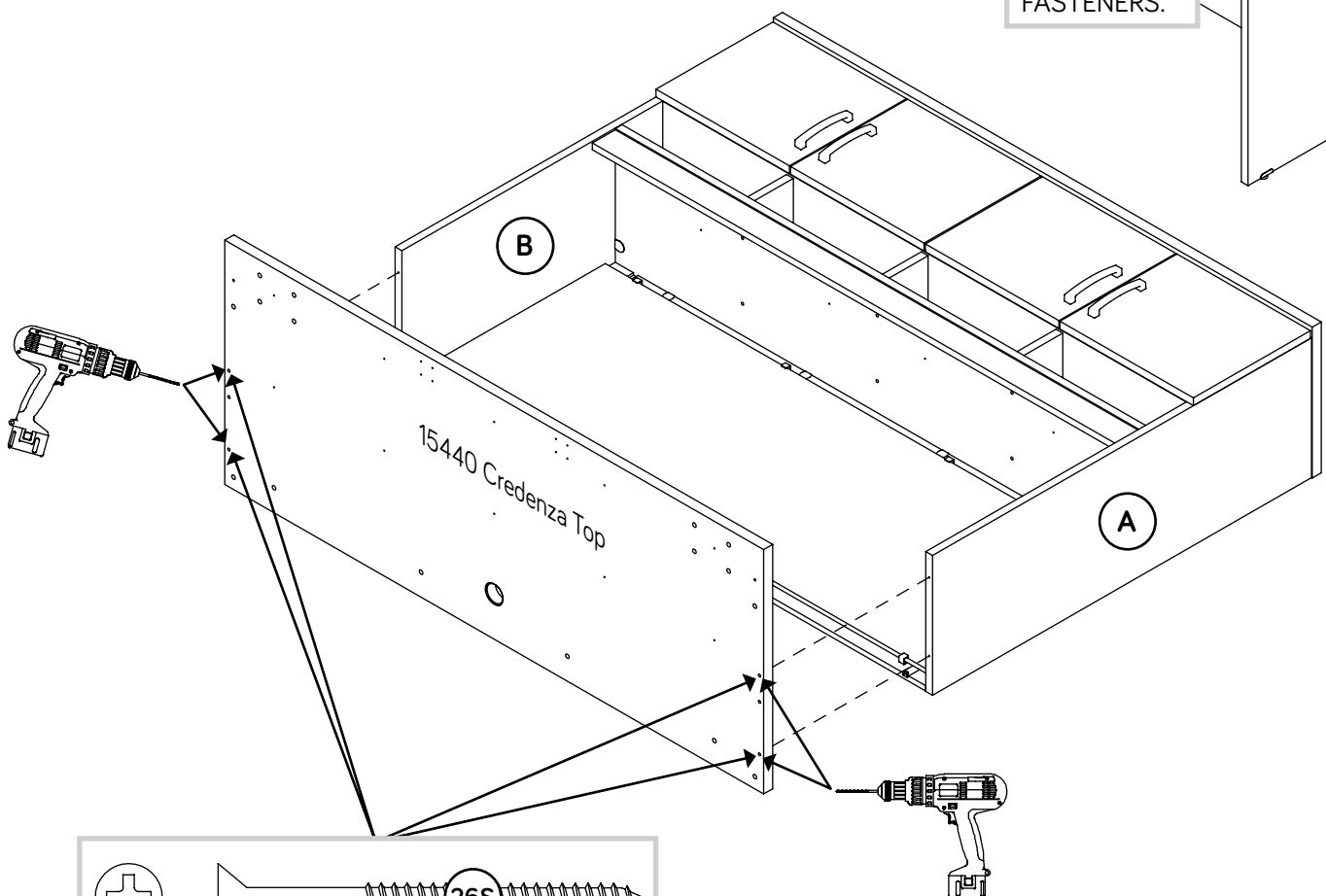
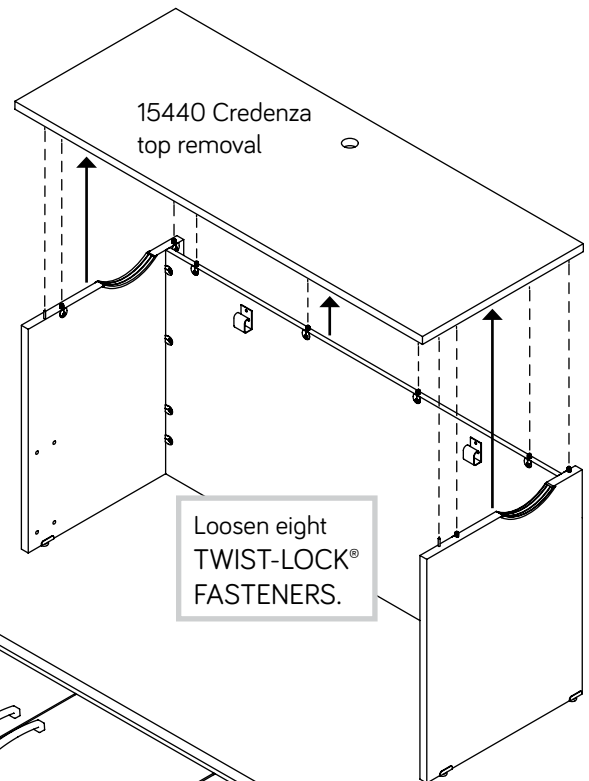


Step 15

2



- ✚ If you have not assembled the 15440 Credenza, assemble it now. If you assembled the 15440, then you will need to remove the Credenza Top by loosening the TWIST-LOCK® FASTENERS in the Ends and Back.
- ✚ Now, finish drilling out the four holes in the bottom surface of the 15440 Credenza Top using a 1/4" drill bit.
- ✚ Then, with the help of another person, carefully lay the Hutch onto its back. Fasten the Credenza Top to the ENDS (A and B). Use four BLACK 2-1/4" FLAT HEAD SCREWS (26S) as shown below.



BLACK 2-1/4" FLAT HEAD SCREW
(4 used in this step)

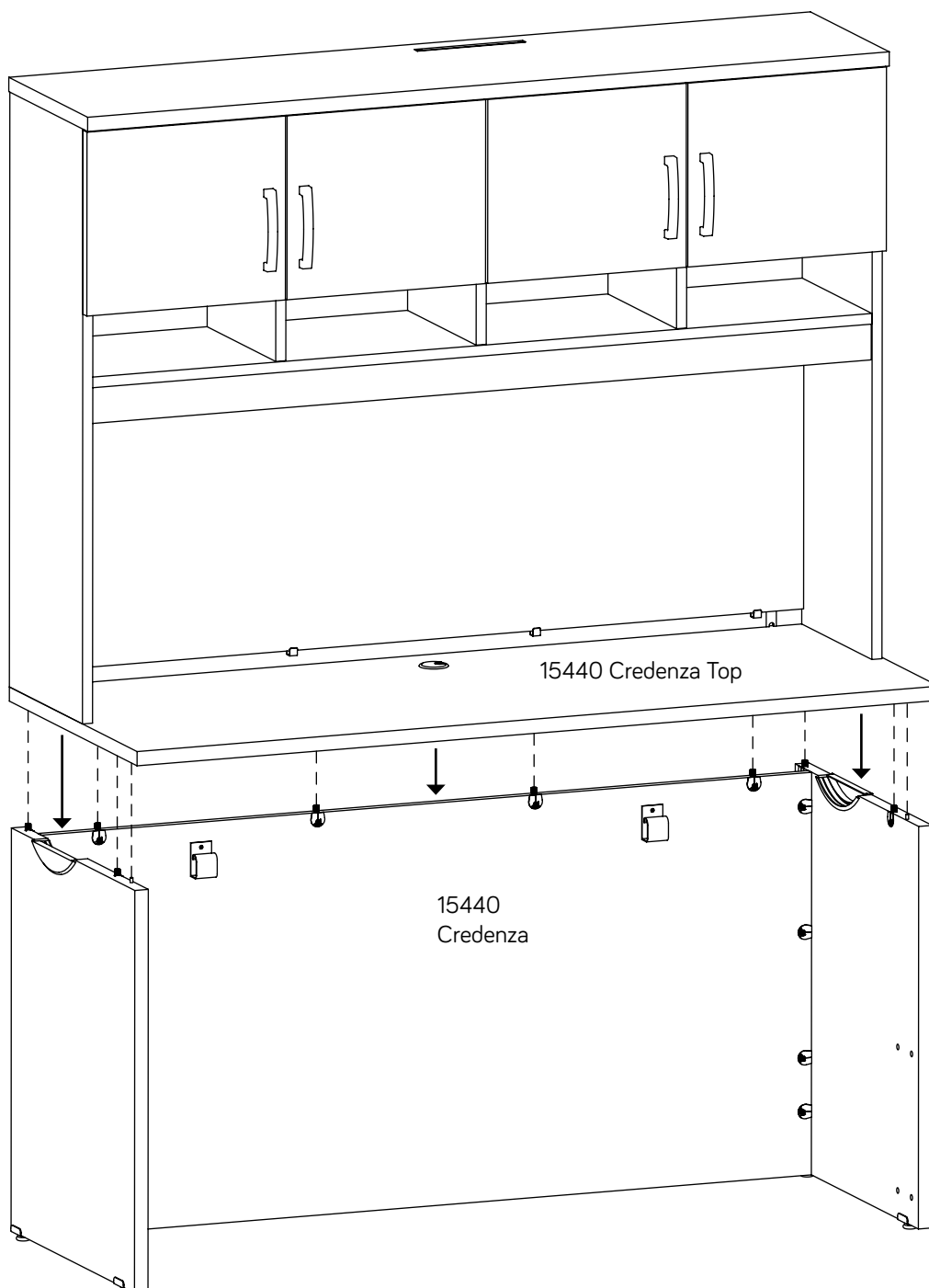
Step 16

2



- With the help of another person, stand your Hutch upright and fasten the 15440 Credenza Top with Hutch to the Credenza Ends and Back. Tighten eight TWIST-LOCK® FASTENERS.

NOTE: Be sure the METAL PINS insert into the holes in the TOP.

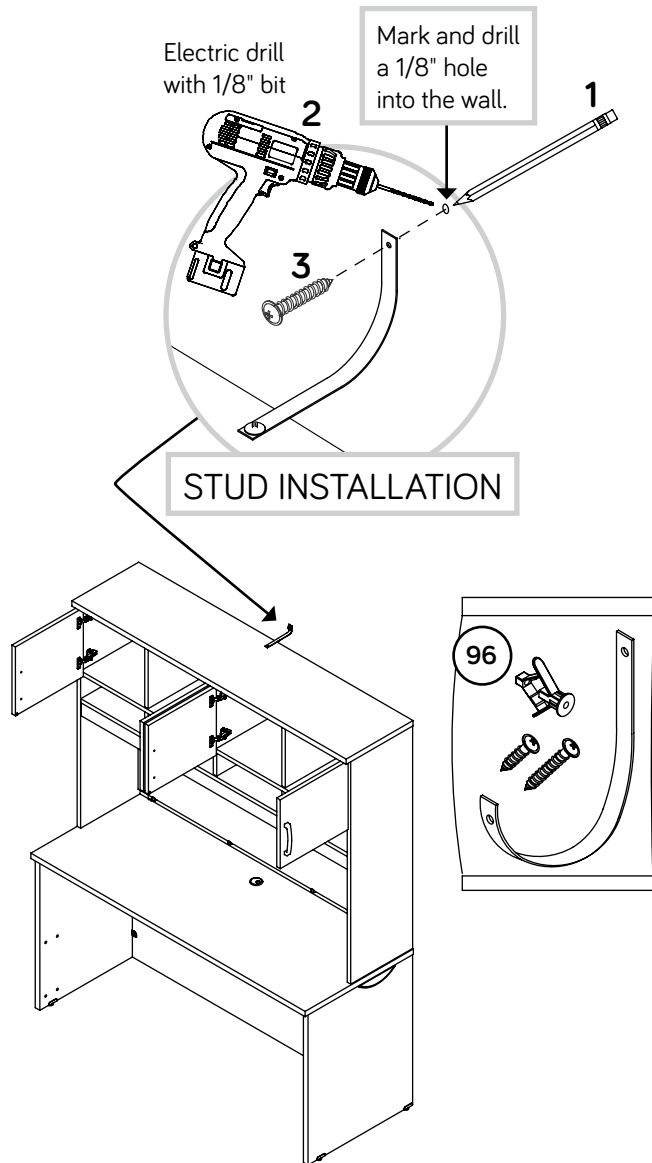


Step 17

 Position your unit in its final location. We recommend using the SAFETY STRAP for added stability.

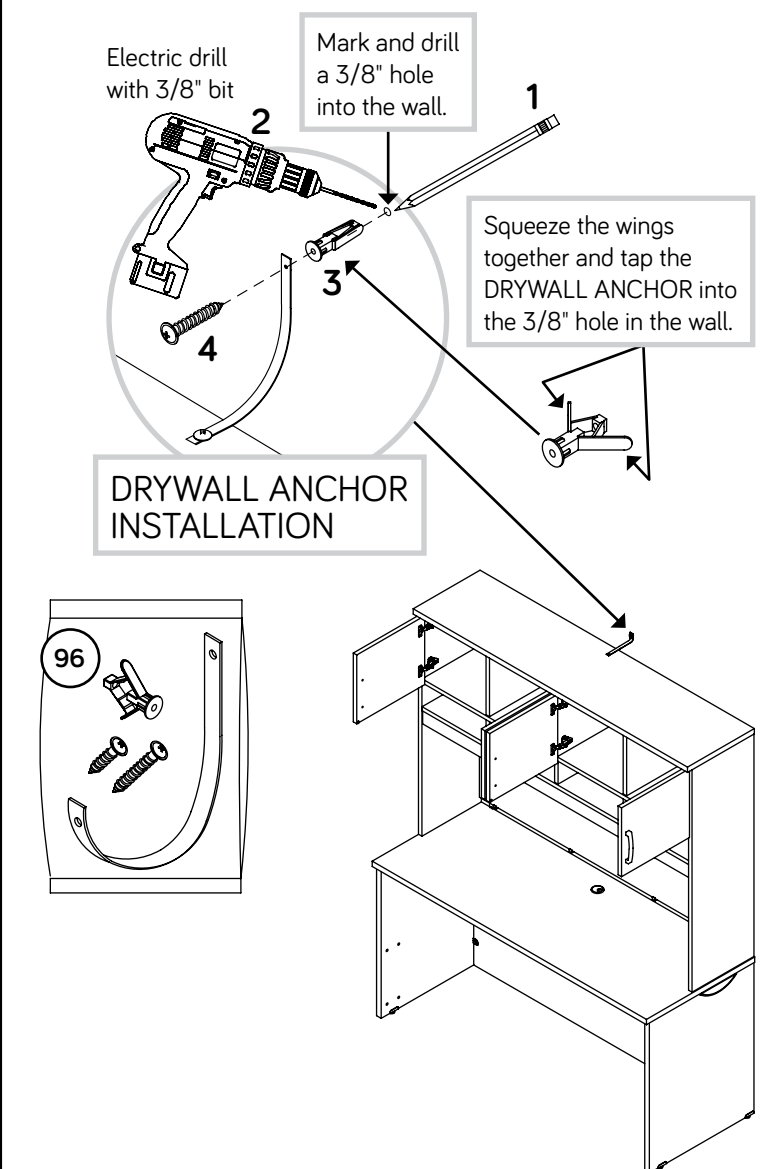
STUD INSTALLATION (Preferred Method)

1. Locate the center of a stud in your wall near your unit and mark it with a pencil.
2. Drill a 1/8" hole on the mark and into the stud in your wall.
3. Fasten the unit to the wall. Use the LONG SCREW from the FURNITURE TIPPING RESTRAINT KIT (96) through the hole in the SAFETY STRAP and into the 1/8" hole.



DRYWALL ANCHOR INSTALLATION

1. Use a pencil to mark your wall in your desired location.
2. Drill a 3/8" hole on the mark.
3. While squeezing the wings together, use your hammer to tap the DRYWALL ANCHOR from the FURNITURE TIPPING RESTRAINT KIT (96) into the hole until it is even with the surface of the wall.
4. Fasten the unit to the wall. Use the LONG SCREW through the hole in the SAFETY STRAP and into the DRYWALL ANCHOR. Turn multiple turns to completely tighten.

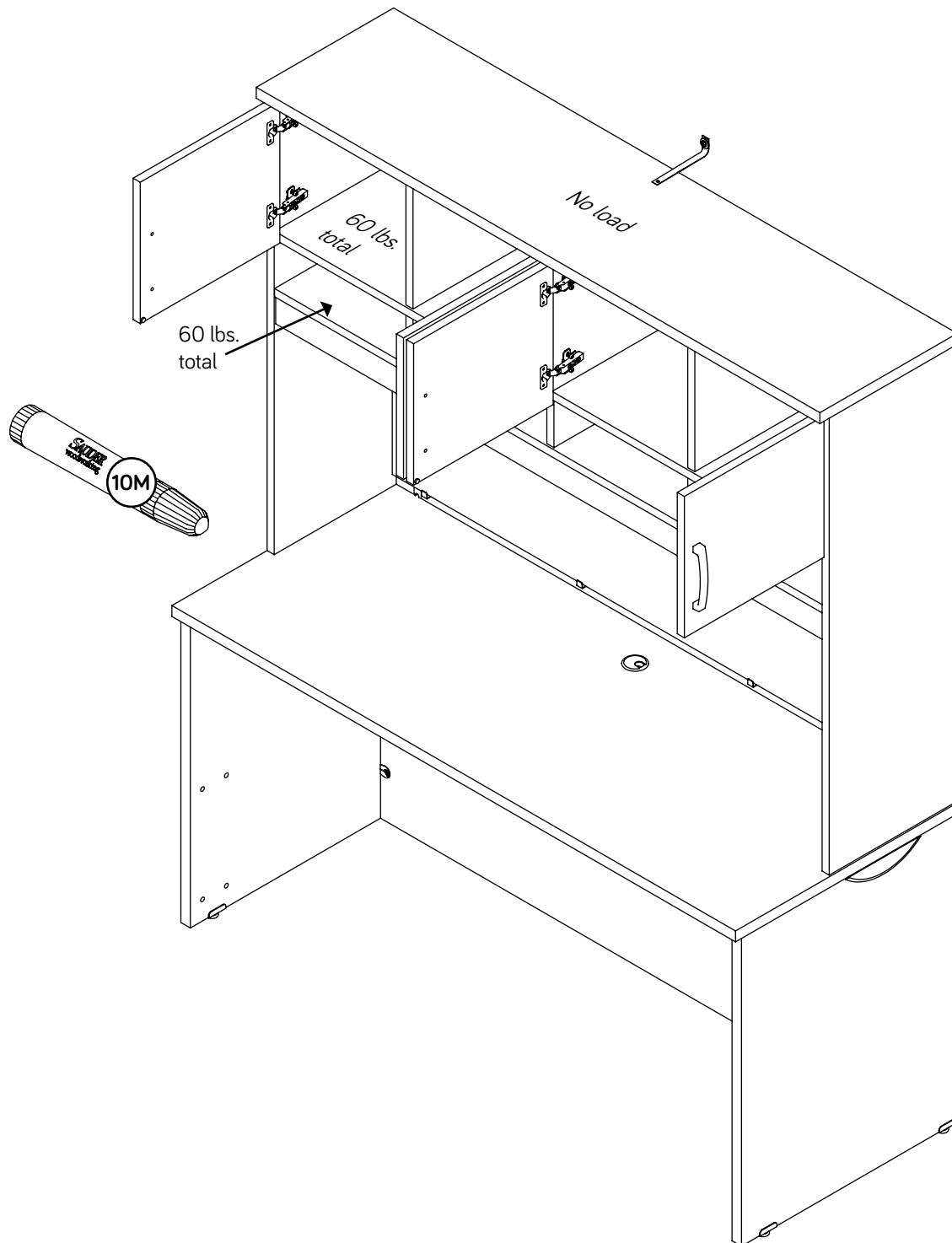


Step 18

✂ For long term maintenance of your unit, you may touchup the edges with the TOUCH-UP PEN (10M).

✂ NOTE: Please read the back pages of the instruction booklet for important safety information.

✂ This completes assembly. Clean with a damp cloth. Wipe dry.



WARNING

Please use your furniture correctly and safely. Improper use can cause safety hazards, or damage to your furniture or household items. **Carefully read the following chart.**

Look out for:	What can happen:	How to avoid the problem:
• Overloaded shelves.	• Risk of injury. • Overloaded shelves can break.	• Never exceed the weight limits shown in the instructions
• Improperly moving furniture that is not designed and equipped with casters.	• Furniture can tip over or break if improperly moved. • Physical injury. Furniture can be very heavy.	• Unload shelves before moving the hutch. • The hutch should be removed from the desktop before attempting to move the desk. • Do not push furniture, especially on a carpeted floor. Have a friend help you lift the item and set it in place.
• Placing TVs on furniture items that are not designed to support a television is hazardous.	• Risk of injury or death. TVs can be very heavy. Plus the weight and location of the picture tube tends to make TVs unbalanced and prone to tipping forward.	• This product is not designed to support a television. • Use the supplied tipping restraint kit for added stability.

1-YEAR LIMITED WARRANTY

1. Sauder Woodworking Co. (Sauder®) provides limited warranty coverage to the original purchaser of this product for a period of one year from the date of delivery against defects in materials or workmanship of Sauder furniture components. As used in this Warranty, “defect” means imperfections in components which substantially impair the utility of the product. This Warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

2. There is no warranty coverage for defects or conditions that result from the failure to follow product assembly instructions, information or warnings, misuse or abuse, intentional damage, fire, flood, alteration or modification of the product, or use of the product in a manner inconsistent with its intended use, nor any condition resulting from incorrect or inadequate maintenance, cleaning, or care. There is also no warranty coverage for rented products or any products purchased “used” or “as is”, at a distress or going-out-of-business sale, or from a liquidator.

3. As the exclusive remedy under this Warranty, Sauder will (at its sole option) repair, replace or refund the value of any defective furniture component. Sauder may require independent confirmation of the claimed defect and proof of purchase. Replacement parts will be warranted for only the remaining period of the original Warranty. SAUDER SHALL HAVE NO LIABILITY for ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND and all such damages are EXCLUDED FROM THIS WARRANTY, such as loss of use, disassembly, transportation, labor or damage to property on or near the product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

4. This Warranty applies only to warranted defects that first arise and are reported to Sauder within the warranty coverage period. The Warranty cannot be transferred to subsequent owners or users of the product, and it shall be immediately void in the event the product is resold, transferred, leased or rented to any third party or person other than the original purchaser.

5. THERE ARE NO OTHER WARRANTIES APPLICABLE TO THIS PRODUCT. Under the laws of certain states, there may be no implied warranties from Sauder and all implied warranties, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE are disclaimed where allowed by law. TO THE EXTENT ANY IMPLIED WARRANTIES ARE APPLICABLE, ANY IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THIS EXPRESS WARRANTY or the minimum period allowed by law, whichever is shorter. Some states do not allow limitations on how long an implied Warranty lasts, so the above limitation may not apply to you.

6. For Warranty inquiries or claims, please visit our website www.sauder.com. You can also contact Sauder at 1.800.523.3987. Sauder may require Warranty claims to be submitted in writing to: Sauder Woodworking Co., 502 Middle Street, Archbold, OH 43502 USA. Please include your sales receipt or other proof of purchase and a specific description of the product defect.



National Business
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So, how did it go?

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Feeling good about yourself?
Nice. Get social with it on any
of these quality share sites.



If you need assistance or want to learn more, please call us at **800.558.1010.**

General Conformity Certificate

1. This certificate applies to the Sauder Woodworking Product identified by this Instruction Book.
2. This certificate applies to compliance of this product with the CPSC Ban on Lead-Containing Paint (16 CFR 1303).
3. This product is manufactured by:
Sauder Woodworking Company
502 Middle St.
Archbold, OH 43502
419-446-2711
4. Date of Manufacture: _____



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