

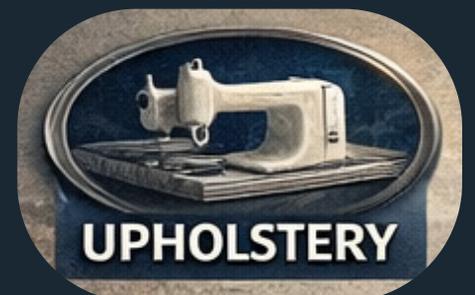
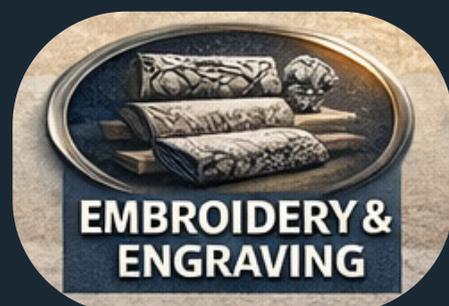
INVEST IN PHILADELPHIA WORKFORCE



PHILACOR

2026 Catalog

Training Incarcerated Individuals!
Your Support Matters!



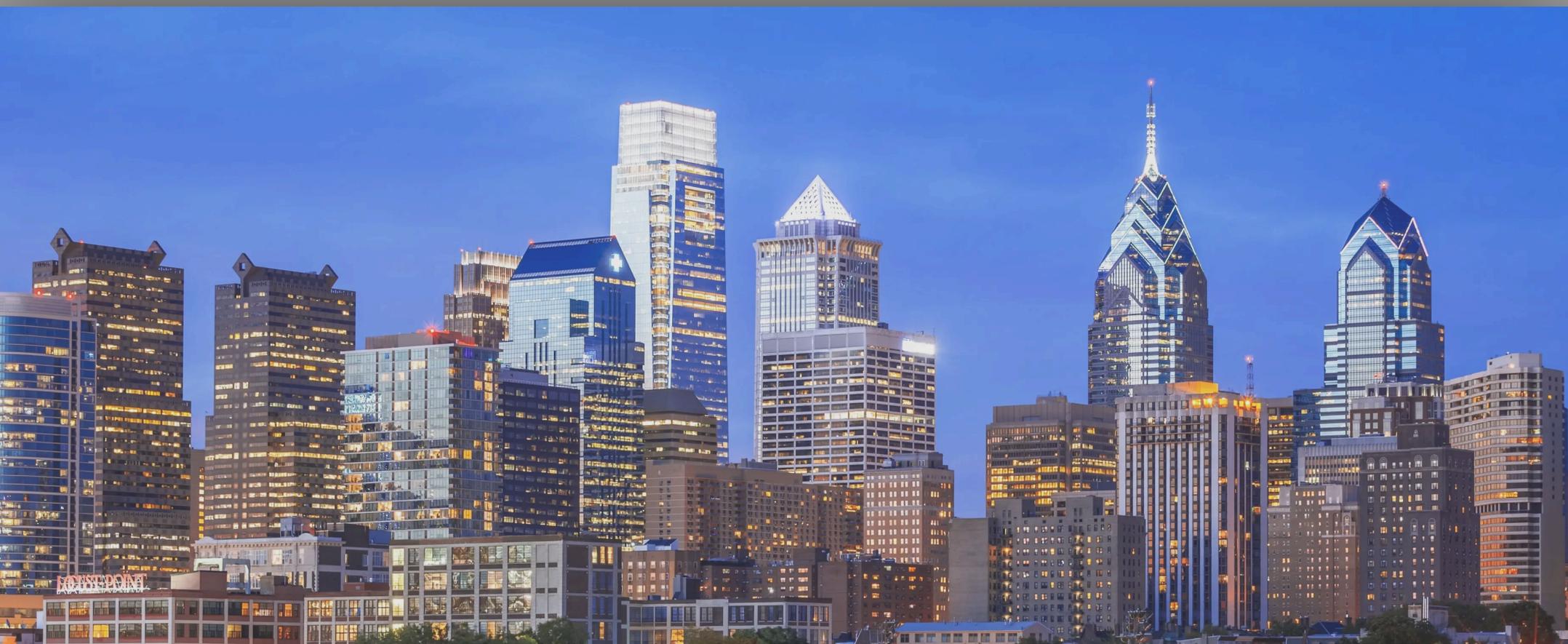
PHILADELPHIA DEPARTMENT OF PRISONS

Empowering to teach one, reach one!

Partner with PHILACOR



*Support a Program That's Delivering Results
Training Exceptional Employees*



Real Skills, Successful Outcomes

- ✓ *Reduce Recidivism*
- ✓ *Meet Labor Demands*
- ✓ *Create Second Chances*

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PHILADELPHIA DEPARTMENT OF PRISONS **MISSION STATEMENT**

To provide a secure correctional environment that adequately detains persons accused or convicted of illegal acts: to provide programs, services, and supervision in a safe, lawful, clean, humane environment: and to prepare incarcerated persons for reentry into society in a frame of mind that will facilitate their becoming law-abiding citizens.



PHILACOR'S **MISSION STATEMENT**

To train incarcerated individuals within the Philadelphia Department of Prisons by providing real life work experiences, to equip them with transferable job skills and a work ethic that will help prepare them for post release reentry and employment, while operating in a business-like manner at minimal cost to the taxpayers.

About PhilaCor and Why Your Support Matters

Correctional Industries in Philadelphia has been in existence since 1933. The first industry programs consisted of carpentry, printing and shoe-making shops and a farm at Holmesburg Prison. During the depression, incarcerated individuals produced clothes for the needy, and provided sheets, pillow cases and laundry services for city institutions.

In 1975, the City of Philadelphia granted the Philadelphia Department of Prisons a one time lump sum of \$1,000.00 to initiate a revolving fund for the industry program. Since that time the program's revenues have been deposited into the revolving fund and it's expenditures are paid out of it. The program is not run with taxpayer dollars.

In 1988, Prison Industries was renamed PhilaCor in keeping with the state Industry program (PENNCOR) and the federal industry program (UNICOR).

In recent years, Correctional Industries has begun to recognize the importance of preparing the incarcerated individual to reenter society. With emphasis on acceptable work habits, the workers in our shops are trained in the basic practices necessary to become good employees; such as learning to follow directions, working as a team, and becoming dependable. Many come to us having experienced little or no real success in life. In our shops they have the opportunity to be successful at small tasks and build their skill level as they remain employed with us. After a set number of hours on the job, the workers are given a Certificate of completion in recognition of their accomplishment.

Today, PhilaCor produces more than 40,000 items a year for Prison, other city agencies and the school district.

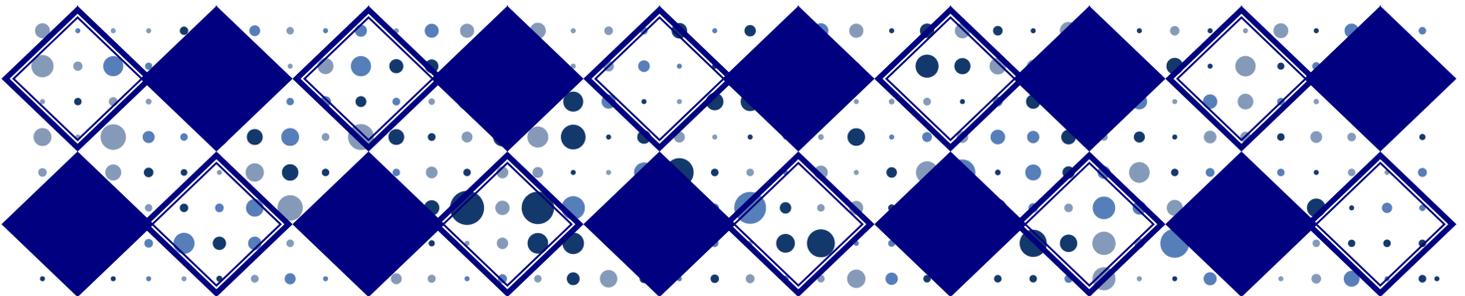
When you purchase goods and services from PhilaCor, you are getting quality products at competitive prices and you are also helping to provide opportunities for incarcerated adults to learn a viable trade that will increase their chances of success when they reenter our community.

***WE THANK YOU FOR SUPPORTING OUR TRAINING PROGRAM
FOR INCARCERATED INDIVIDUALS!***

PRINT SERVICES

Print Services specializes in Offset Printing and High-Speed Coping as well as bindery operations. There are an average of 25 incarcerated individual workers in the Print Shop area who produce approximately 1.1 million impressions a month. PhilaCor operates a full service print shop with the capabilities for full color and black & white high-speed coping. We offer a wide variety of services such as but not limited to, flyers, carbonless forms, brochures, banners complete with grommets for hanging, signature booklets, letterhead, envelopes, note pads, and business cards. We can handle all of your printing needs and look forward to serving you!

For questions please call: (215) 685-7953/63



FURNITURE PLANT

The Furniture Plant is divided into three main shops consisting of the Carpentry, Finishing and Upholstery Shops. There are an average of 55 incarcerated individuals who work in these shops on a daily basis, producing over 200 items per month.

The casegoods manufactured in PhilaCor's Furniture Plant are made of all wood with hardwood edging. We build three different styles of casegoods, use three wood species and five different finishes.

There are numerous fabric choices for seating. We have hand crafted many beautiful pieces of office furniture for various city agencies. We would love the opportunity to handcraft your office furniture. Custom pieces are available.

For questions please call: (215) 685-7258

CULINARY ARTS PROGRAM

On average 5 incarcerated individual workers are assigned to the Culinary Arts Program and they produce over 2100 items per month. PhilaCor's Culinary Arts Program, "Hard Times Café," offers lunch sales inside the lobby of the Philadelphia Industrial Correctional Center on Tuesdays and Thursdays. Curran Fromhold Correctional Facility on Wednesday's and Fridays that is available to the Prison staff, fellow city workers and the general public. The program has also developed a very popular catering service widely used by various city agencies. We can customize your catering menu and we look forward to being of service to you!



For questions please call: (215) 685-7122

PhilaCor also offers certificates to incarcerated individuals who complete basic skills training in the following shops:

BARRICADES: Incarcerated individuals are taught to cut, assemble, and paint barricade A-frames and tops.

DRY CLEANING PLANT: Staff clothing articles, pants, suits, skirts, shirts, dresses, coats and jackets are professionally cleaned and pressed.

GENERAL PRODUCTS PLANT: Incarcerated individuals are trained in the manufacturing of foam mattresses, cell sheets, towels, and wash cloths.

LAUNDRY PLANT: Incarcerated individuals use industrial machines to wash and dry Prison items such as cell sheets, blues, blankets, jumpsuits and towels. We also provide services for city departments and nonprofits agencies.

HUMANSCALE FREEDOM CHAIR

1

Automatic Headrest

Freedom's dynamic position sensitive headrest adjust to cradle your head and neck as you recline and moves out of the way when you sit upright automatically.

2

Recline Action

As you recline, you'll maintain a near constant eye level, while the angle between your torso and legs opens for better body function.

3

Contoured Cushions

The cushions are sculpted to closely follow body contours, which increases contact and decreases concentrated loads. Our optional Technogel® seat cushion maximizes weight distribution and comfort.

4

Responsive Backrest

The pivoting backrest automatically adapts to the changing needs of your spine during recline.

5

Synchronous Armrests

Freedom's body friendly gel armrests move up and down together and stay with you during recline, always keeping you in supported balance.

6 Body
Fit

The seat, backrest and headrest may be independently positioned to fit your exact body size.

7

Intelligent Mechanism

With Freedom's revolutionary counter balance mechanism, your weight automatically balances the force required to recline the chair. So whether you are big or small, short or tall, the recline tension is always perfectly adjusted to let you move while keeping you fully supported in all positions.



Freedom Chair with headrest

Freedom Chair Without Headrest

Call for pricing

HUMANSCALE LIBERTY CHAIR

1

SELF-ADJUSTING RECLINE

Intelligent counter-balance recline mechanism Automatically provides the right amount of support through the full range of recline motion, regardless of user size and weight. No tension springs to adjust. No recline locks to set/release. During recline, the angle between torso and legs opens up for better body function. User maintains near constant eye level during recline.

2

PIVOTING BACKREST

Extra motion of the backrest during recline automatically adjusts to the changing needs of the spine and provides additional lumbar support as needed.

3

FORM-SENSING MESH BACK

Tri-panel, non-stretch mesh construction creates body-fitting contours and self-adjusting lumbar support for a customized fit. No external lumbar devices to adjust break or lose. Low-abrasion mesh protects clothing. Modular for easy replacement.

4

CONTOURED SEAT CUSHION

Carefully sculpted to match body contours. Increased contact area reduces pressure points. Modular for easy replacement.

5

ARMREST OPTIONS

Adjustable or fixed armrests connect to the backrest instead of the seat so they stay with the body during recline. Armless model as available.

6

BODY FIT

Size adjustable to fit more than 95% of the population. Automatic adjustments, weight sensitive recline. Form-sensing lumbar support and manual adjustments. Optional height-adjustable armrests, seat height and seat depth.

7

CASTERS

3" dual-surface casters roll easily on carpeted floors and quietly on hard floors.

Liberty, with Form-Sensing Mesh Technology, is unlike any mesh chair you've seen or experienced. With its tri-panel construction, Liberty has body-fitting contours that single-panel stretch mesh chairs simply can't achieve. And it offers perfect lumbar support for everyone, without external devices or manual adjustments.



Liberty Swivel Chair

Liberty Side Chair

[Call for pricing](#)

15 year warranty on Humanscale seating mechanisms.



HUMANSCALE WORLD TASK

Specifications

- ◆ Designed for users up to 300 pounds
- ◆ Total major parts: 8
- ◆ Total number of parts: 31
- ◆ Weight: 30 pounds
- ◆ CAL 133 approved
- ◆ Certified by BIFMA level® and GREENGUARD
- ◆ May contribute to a number of LEED-CI, -NC and-EB credits
- ◆ 15 year 24/7 warranty

Options

- ◆ Diverse selection of mesh styles and colors
- ◆ Frame color options: Black, Gray, White
- ◆ Adjustable arms, fixed arms or armless
- ◆ Textile-covered seat
- ◆ Casters or glides
- ◆ Multiple cylinder heights
- ◆ Foot ring

Diffrient World is Humanscale's first foray into all-mesh task seating. Designer Niels Diffrient wanted to create the most minimal, full-function task chair ever made. With an innovative tri-panel mesh backrest that provides custom back and lumbar support and a lightweight design, Diffrient World is, like all of Humanscale's products, simple, beautiful and functional. The design eliminates the need for traditional mechanisms, instead using the laws of physics and the sitter's body weight to offer perfect recline for each individual sitter. Diffrient World offers the ultimate user-friendly sitting experience.

HUMANSCALE WORLD

[Call for pricing](#)

**15 YEAR WARRANTY ON
HUMANSCALE SEATING MECHANISMS**



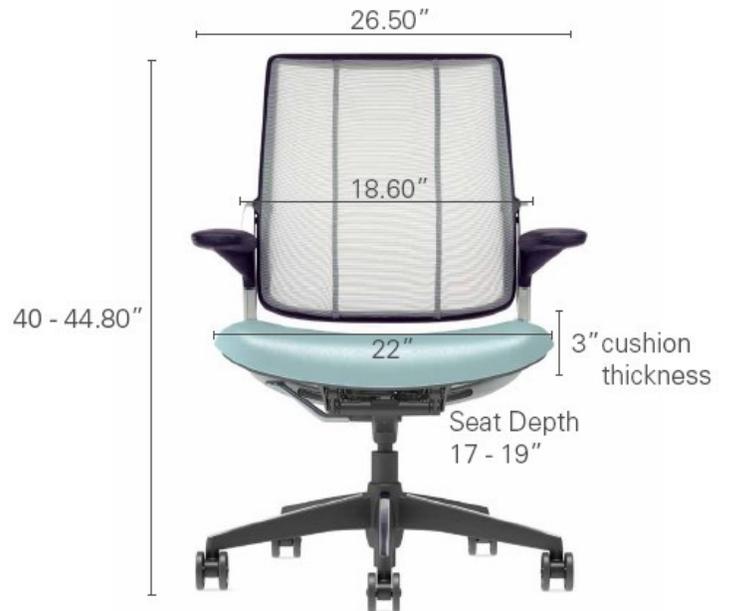
HUMANSCALE **SMART PLUS**



HUMANSCALE SMART PLUS

[Call for pricing](#)

15 Year warranty
On Humanscale Mechanisms



Featuring a unique linear design, the Diffrient Smart chair is ideal for any high design environment. Created with Humanscale's revolutionary Form Sensing Mesh Technology, Diffrient Smart's tri-panel backrest fits like a perfectly tailored shirt to provide exceptional lumbar support. Using Humanscale's weight sensitive, self-locking recline mechanism, Diffrient Smart automatically adjust to each sitter and provides perfect support to any posture. Diffrient Smart is also available in Diffrient Smart Plus with wider seat and additional support.

DAUPHIN VIPER CHAIR



SPECIFICATIONS

BACK WIDTH: 23.5 INCHES WIDE
 BACK HEIGHT: 26 INCHES HEIGHT
 SEAT DEPTH: 21 INCHES DEPTH
 SEAT WIDTH: 23 INCHES WIDE
 SEAT HEIGHT: 20 INCHES HEIGHT
WEIGHT CAPACITY 300LBS.

Imagine a chair designed for your maximum comfort fitted to your body at a price that fits as well. Clean, Sharp, Simple. The Viper Chair celebrates the individual, following the lines and shapes of your body. These ergonomic roots are matched by aesthetics that make the Viper Chair, in one word, exceptional. The adjustable lumbar support allows you to relax your spine in a natural position; and the fully adjustable armrests conform to your arms. From the smallest person to the largest, this large scale chair provides total body support.



VIPER CHAIR WITH HEADREST

VIPER CHAIR WITHOUT HEADREST

HEAVY DUTY MAGNUM WITHOUT HEADREST

HEAVY DUTY MAGNUM WITH HEADREST

Call for pricing

WEIGHT CAPACITY 500LBS.



5 year warranty on Dauphin seating mechanisms

DAUPHIN *EDDY CHAIR*



Eddy's rugged construction and great versatility makes it suitable for use in high traffic areas such as dining/cafeteria, recreation, or training rooms in businesses as well as colleges and universities. Available in eight polypropylene colors on polished metal or black frames, with optional seat and back upholstery pads, Eddy can be stacked in both for legged and sled based versions even with a writing tablet. Eddy's accessories and chair options allow them to be used in many different environments under varying conditions. Clever product design enables the user to modify the product as often as they like in their own environment. Eddy is simply in a class of its own.

Upholstered Seat Pad/Poly Back, Black Frame Without Arms

Poly Seat & Poly Back, Black Frame With Arms

Poly Seat & Poly Back Without Arms

Call for pricing

5 year warranty on Dauphin seating mechanisms

DAUPHIN *GETTI SIDE CHAIR*

AVAILABLE
WITH/WITHOUT ARMS:

Call for pricing



The versatile Getti side chair delivers style and comfort to meet a variety of needs. Available models include a raised upholstered back or a raised black mesh back on a 4 post, 4 post on casters, or sled base. Two different arm choices are optional and will provide seating comfort to your guests.

Ideal to meet changing needs, the Getti side chair has a strong metal frame that makes it a durable seating choice at an affordable price.

SPECIFICATIONS

Seat: 18"W x 17"D x 18"H

Back: 18"W x 17"H

Standard Specifications: Black powder coated tubular metal frame, nylon glides for soft surface, or hard wheel free rolling.

5 year warranty on Dauphin seating mechanisms

INDIANA CHAIR FRAME

COMFORT RX



SPECIFICATIONS

- ◆ Ergonomic Task Chair with standard memory foam
- ◆ Ergonomically contoured seat
- ◆ Seat slider
- ◆ Mechanical adjustable lumbar support
- ◆ Memory foam seat and back overlay
- ◆ Adjustable Memory Pad arms
- ◆ Waterfall seat front
- ◆ Designed for optimum comfort and fatigue relief
- ◆ Optional Headrest
- ◆ Suitable for use up to 300 pounds



Call for pricing

INDIANA CHAIR FRAME

TUF HIGHBACK DELUXE



INDIANA CHAIR FRAME **TUF HIGHBACK DELUXE**

An advanced ergonomic task seating design that offers an array of adjustment features. The contour of both the Highback and the Grande hugs your body at just the right angle, providing proper support while adding a beautiful look to your office. The TUF Highback Deluxe is one of our best selling office chairs. The TUF Grande has a wider back and seat pan than the TUF Deluxe which is better suited for the larger user.



TUF Highback

TUF GRANDE

Call for pricing

SPECIFICATIONS

- ◆ Seat Height Adjustable 16.5" to 20.5"
- ◆ Seat Size 22" wide x 20" deep (upholstered)
- ◆ Back Size 25" high x 18" wide (upholstered)
- ◆ Arm Height from Cushion 6.5" to 8.75"
- ◆ With between Arms 22" to 26"
- ◆ Overall Height 41" to 45"
- ◆ Arm Height from floor 25" to 34"
- ◆ Suitable for use up to 300lbs.

EXTREME COMFORT

OEI BREATHE

Call for pricing

SPECIFICATIONS

- ◆ Height or height & width adj T-arms, armless
- ◆ Synchronous tilt/recline
- ◆ Free-floating or 5-position back lock
- ◆ Adjustable lumbar support
- ◆ Optional headrest
- ◆ Thick, contoured seat cushion
- ◆ Height and Width Adjustable Arms have a soft, contoured black arm pad of polypropylene.
- ◆ Height adjustment range is 2-3/4". Width adjustment range is 2". Available on task chairs and stools.



OEI BREATHE

Breathe Task Chair & Stool

Today's fast-paced office is the perfect place for the contemporary style and unmatched comfort of Breathe Seating. Sleek styling makes the high-back task chair or stool at home in any organization, but offices moving to sit/stand desking will find the Breathe Stool's 25¼" to 35½" height range a perfect fit for their needs. The Breathe line features a polypropylene back structure wrapped with nylon mesh fabric for support and breathability. A contoured foam seat covered with athletic mesh improves ventilation and reduces fatigue. For even more comfort, users can adjust seat height, back tension, and the location of a built-in lumbar pad. Breathe Task Chairs and Stools also feature a synchronous knee-tilt mechanism with a 2:1 (back-to-seat) ratio. The tilt-lock lever can be locked in 3 positions or remain unlocked, allowing the seat to free float.

5 year warranty on OEI chair components

OEI BREATHE JR



Call for pricing

SPECIFICATIONS:

- ◆ Height or height & width adj T-arms, armless
- ◆ Synchronous tilt/recline
- ◆ Free-floating or 3-position back lock
- ◆ Adjustable lumbar support
- ◆ Thick, contoured seat cushion
- ◆ Height Adjustable Arms have a soft, contoured black arm pad of polypropylene
Adjustment range is 2-3/4". Available on task chairs, stools and guest chairs.



OEI Breathe Jr. Task & Breathe Guest

Across the Breathe line, soft padded arms and adjustable lumbar support further enhance comfort. Both vertical and horizontal adjustments can be made to Breathe Jr.'s unique lumbar pad from a seated position. Complementing the other members of the line, the mid-back Breathe Jr. distills Breathe's contemporary style to bring it to an even wider audience. In addition to its clean lines, Breathe Jr. offers seat height adjustability and a synchronous knee-tilt mechanism that free floats or locks in the upright position. Breathe Guest Chairs provide the perfect counterpoint to the task seating. Not only do they bring a unified look to office spaces, they allow guests to experience the same comfortable, contemporary Breathe seat and back. The guest chair is available as armless or with height adjustable arms. Knowledge work in the modern office requires concentration and focus, making comfort and productivity key concerns. Now you have a seating option that offers all the style and grace of fine office seating for every budget—a truly refreshing proposition.

5 year warranty on OEI chair components

OEI OCCUPY

Call for pricing

SPECIFICATIONS:

- ◆ Height-adjustable arms or armless
- ◆ Synchronous tilt/recline
- ◆ Free-floating or 4-position back lock
- ◆ Weight-activated tension mechanism
- ◆ Optional polished aluminum base
- ◆ Task stools are equipped with an adjustable-height foot ring with black, die-cast aluminum hub and spokes, with an 18" diameter chrome-plated tubular steel ring.



OEI TASK CHAIRS & STOOLS

Make your presence known. To thrive in today's workplace you need to demonstrate vision and take bold action. Occupy Task Seating helps you make a statement whether you are using it for intensive solo tasks or in a group setting. Like a well-crafted opening salvo, the frame and mesh back are sure to grab attention, but the true value of Occupy Task Chairs and Stools are revealed by the more subtle arguments they make. Self-weighting mechanisms that calibrate reclining resistance to the user's weight, plush molded foam seats, and mesh backs that conform over the full length of the spine provide intuitive comfort. The task chair and stool's height-adjustable seat and arms also ensure an appropriate fit for a wide variety of users, as does the stool's height-adjustable foot ring. In addition to height adjustability, Occupy's under-seat controls include a lever that allows the backrest and seat to tilt freely, or be locked out in one of four positions. A striking 5-star base with dual-wheel high-impact casters provides unsurpassed stability and ease of use on carpeted surfaces.

5 year warranty on OEI chair components

OEI ITHACA

Call for pricing



SPECIFICATIONS

- ◆ Multiple arm styles or armless
- ◆ Synchronous tilt/recline
- ◆ Free-floating or 2-position back lock
- ◆ Optional seat slider
- ◆ Height-adjustable back
- ◆ Molded saddle-seat contour



OEI Ithaca Task & Sled

Welcome back to the age of reason. Ithaca seating has a classic shape built around an old-fashioned ideal—value. The sophisticated task and guest chairs use thick contoured foam to create a luxurious seating experience at a responsible price. Lest you think luxury comes at the expense of fit, look no further than the Ithaca Task Chair. A soft sit and expansive back may make it appear well suited for managerial environments, but it's Ithaca's bevy of adjustable features that have earned it a place at the table. Seat height, depth, and back height can all be adjusted while the chair is in use. An integral ratchet mechanism controls the back height, while an optional seat slider controls the seat depth. Ithaca seating also offers a variety of adjustable arm options. In addition to fixed loop arms, adjustable T-arms, break-away T-arms and 4D arms are available. Ithaca's motion is controlled by a back-angle lock lever, which unlocks to allow synchronous free-float reclining.

5 year warranty on OEI chair components

OEI ITHACA

Call for pricing



SPECIFICATIONS

- ◆ Multiple arm styles or armless, including a fixed loop arm.
- ◆ Synchronous tilt/recline
- ◆ Free-floating or 2-position back lock, which sets the back angle in an infinite number of positions.
- ◆ Optional seat slider
- ◆ Height-adjustable back
- ◆ Molded saddle-seat contour

OEI Ithaca Task Stool

Much like the task chair, the Ithaca Stool has a classic look and luxurious feel with a responsible bottom line. Also responsible is Ithaca's approach to safety. The stool's oversized five-star base is just the beginning. It also boasts a turn-lock foot ring, which can be set easily and solidly to help users maintain neutral posture. The stool's reclining mechanism also improves its stability. Unlike the task chair, the stool does not have a free float function. However, it does contain a back lock, which can be engaged to set and maintain the back's angle securely in an infinite number of positions. The Ithaca Stool also shares the task chair's multiple arm options and adjustable features including back height, seat height, and optional seat depth. The entire line also shares another practical option; the durable poly back shroud. With its sophistication, practicality, adjustability, and focus on value the Ithaca seating line isn't for everyone. Luckily you aren't just anyone.

5 year warranty on OEI chair components

OEI ITHACA ULTRA



Call for pricing



SPECIFICATIONS

- ◆ Multiple arm styles or armless
- ◆ Synchronous tilt/recline
- ◆ Free-floating or 2-position back lock
- ◆ Seat slider
- ◆ Height-adjustable back on mid-back
- ◆ Molded saddle-seat contour
- ◆ Optional headrest of high-back
- ◆ Mesh back



OEI Ithaca Ultra High-Back Task Chair

Modern styling meets old-world executive comfort with the Ithaca Ultra High-Back Task Chair. Its soft mesh headrest and back contribute more than just a distinctive aesthetic, they improve air circulation for greater thermal comfort. Paired with this cutting -edge material is a classic upholstered foam seat with waterfall edge to provide a soft sit. Though it uses a mix of materials, Ithaca Ultra is single-minded in its focus on the user. A host of arm options from fixed to fully adjustable make it easy to find the look and function that best suits any managerial environment. From headrest to base, this high-back task chair also adjusts to meet your needs. In addition to the seat height and depth controls beneath the seat, there is also a tension tilt knob that controls the amount of force necessary to recline as well as a synchronized mechanism with a lock lever that locks the seat-to-back angle in several positions.

5 year warranty on OEI chair components

OEI ITHACA ULTRA

Call for pricing



SPECIFICATIONS

- ◆ Multiple arm styles or armless
- ◆ Synchronous tilt/recline
- ◆ Free-floating or 2-position back lock
- ◆ Seat slider
- ◆ Height-adjustable back on mid-back
- ◆ Molded saddle-seat contour
- ◆ Optional headrest of high-back
- ◆ Fixed-loop arms or armless
- ◆ Cantilevered sled base
- ◆ Mesh back



OEI Ithaca Ultra Mid-Back Task, Guest & Stool

Because even an accommodating design doesn't suit every application, the Ithaca Ultra is available in multiple configurations. The mid-back task chair has the same complement of adjustments and arm options as the high-back, but its additional back height adjustability ensures ideal lumbar support. The Ithaca Ultra stool also features seat height adjustability and a reclining mechanism with a back tilt lock. An oversized 5-star base and adjustable steel foot ring provide increased stability and security over its 22¼" to 30" height range. The Ithaca Ultra guest chair may rely upon its sturdy sled base and subtle curves to attract attention, but that doesn't mean it is short on thoughtful features. The mesh back is height-adjustable, and the non-marring poly glides provide stability on a variety of floor surfaces. Even at its most basic, Ithaca Ultra is the smart choice in innovative design.

5 year warranty on OEI chair components

OEI *PILOT XL*



SPECIFICATIONS

- ◆ Heavy duty, multi-function mechanism offers the user a free-float or infinite lock function. Choose between a locked or recline option.
- ◆ Heavy duty gas lift
- ◆ Extra wide base
- ◆ Heavy duty casters
- ◆ Ratcheting back height adjustment
- ◆ Mechanism is easily adjustable from a seated position
- ◆ Back has built-in lumbar support
- ◆ Comfortable arm pads
- ◆ Enhanced, extra-thick contoured foam with waterfall seat edge
- ◆ Extra wide 24" seat
- ◆ Easily adjustable seat slider

Call for pricing

Add Headrest

OEI PILOT XL

The Pilot XL is a tough, sturdy and comfortable chair used when "one size fits many" is required. This heavy-duty, oversized executive chair provides style and ergonomic support for the big and tall person.

5 year warranty on OEI chair components

OEI *NAVIGATOR NESTING CHAIRS*

- ◆ Armless Chair with Poly Back
- ◆ Armless Chair with Upholstered Back
- ◆ Tablet Arm Chair with Poly Back
- ◆ Tablet Arm with Upholstered Back
- ◆ Chair with Arms & Poly Back
- ◆ Chair without Arms & Upholstered Back



Call for pricing



OEI *NAVIGATOR NESTING CHAIRS*

If you had to pick one word to describe Navigator seating, it would probably have to be versatility. Navigator offers a high degree of ergonomic comfort. An added feature is the unique nesting ability of the chairs. The seats fold up allowing several chairs to nest together, they can then be moved collectively to where they need to go. With the Navigator you can quickly roll out extra stored seating as needed.

□ Suitable for use up to 300 pounds

5 year warranty on OEI chair components



PRICE INCLUDES PHILACOR STOCK AND OR VINYL FABRIC. SPECIAL SELECT FABRICS, ARE AT AN ADDITIONAL COST

Call for pricing



PACE

Executive Style • Ergonomic Comfort

Features:

- Extra wide seat and back
- Heavy-Duty comfortable seat foam
- Heavy-Duty Pneumatic Lift
- Heavy-Duty Control
- Easily adjustment control and arms
- 3/4" - 9 ply cross laminated Hard
- Wood seat bottom
- 2-1/2" of back height adjustment

DIMENSIONS

OVERALL	
WIDTH	25"
DEPTH	25"
HEIGHT (Includes back)	44.5" - 49.25"
SEAT WIDTH:	23.5"
SEAT DEPTH:	23"
SEAT HEIGHT:	18" - 23"
ARM HEIGHT:	ADJUSTABLE UP/DOWN-IN/OUT
WEIGHT:	68"

***400LB. WEIGHT CAPACITY**

INDIANA CHAIR FRAME

CAPITAL SERIES

Beautifully handcrafted in walnut or cherry wood using the finest cabinet grade plywood and solid hardwood edging, this elegant series of furniture is unlike any other. Each pedestal on the front of the desk has small built in shelving to display your treasures and add that personal touch to your office. **Matching credenza and bookcase are also available in this series. Available in walnut or cherry.**



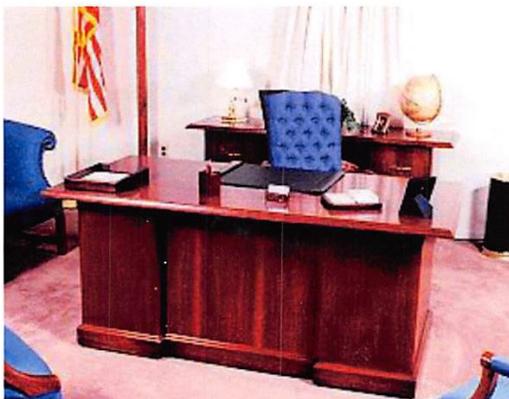
DESK: 36 X 72



NEWMAN EXECUTIVE SERIES

A true classic, the Executive Series is full of the sophisticated detail that you want for your office furniture. Handcrafted of the finest cabinet grade plywood and solid hardwood edging, the standard features on the Newman Executive Series include an overhang desk top, a center drawer (or dictation) slides, and traditional molding around the bottom.

Matching credenza and bookcase are also available in this series. Available in walnut, cherry or oak.



**DESK 36 X 72
CHERRY WOOD**



CITY SEAL - DEPARTMENTAL SEAL

Your surroundings bear witness to your matchless taste and sophistication. Give your office that something extra and that sets it apart. Order a laser cut wooden city seal for the center of your executive desk and create a look that's all your own. **Seals are crafted from solid wood in either oak, cherry or walnut, or can be custom ordered in other woods at an additional cost.**



CITY SEAL IN OAK

CITY SEAL IN CHERRY

CITY SEAL IN WALNUT



DEPARTMENTAL SEAL IN OAK

DEPARTMENTAL SEAL IN CHERRY

DEPARTMENTAL SEAL IN WALNUT

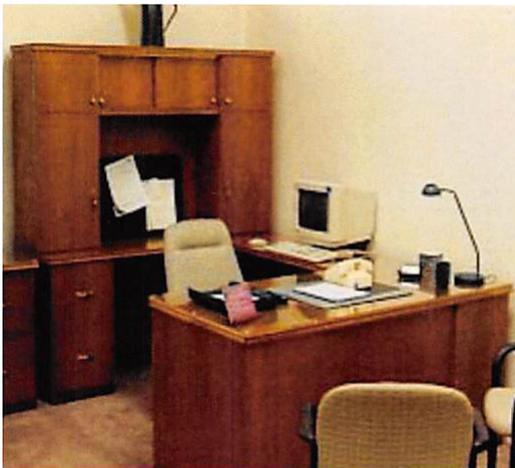
Call for pricing



U-Unit Configuration 4 individual pieces
Oak Wood

ENDURANCE SERIES

The Endurance Series creates a new look that incorporates several design elements. The unexpected curves of the work surfaces and hutch cornice contrasts with the black Deco-like detail, creating a casual elegance perfect for today's office. This series is available as a desk, a L-shaped unit (single pedestal desk plus a return) or U-unit (single pedestal desk, a bridge and a single pedestal credenza). Pictured here is the U-unit configuration in oak with a natural finish. **This series is also available in cherry. See page 22 for the entire selection of the Endurance series.** (L or U-shaped units start at 66" in length).



NEWMAN BASIC SERIES

If you are looking for furniture that is both simple and practical, then look no further than the Newman Basic Series. Each hand crafted piece is constructed of cabinet grade plywood with hardwood edging and completed with a hand rubbed finish. The same attention to detail; such as dove tailed drawers & fine brass hardware, which distinguishes our other furniture lines, is also given to the Newman Basic Series. With this series you do not have to sacrifice aesthetics for value. Pictured is the configuration in cherry with mahogany stain. **This series is also available in oak. Comes with file drawers. Additional pieces are also available.**

U-Unit Configuration 4 individual pieces
Cherry Wood



NEWMAN EXCEL

PhilaCor's customizable work station:

- Fits well in the corner of the room
- Excellent in the middle of the floor

Designed to be elongated or shortened on either side.

- Basic measurements: 2' x 6' x 6'

PRICE: (BASIC STYLE; NO PEDESTALS)

ACCESSORIES:

2 drawer file with lock

OAK
CHERRY
WALNUT



Call for pricing

NEWMAN BASIC FULL BANK CREDENZA

This full bank credenza helps you organize in style. Four file drawers for extra filing capability and two large shelves for tucking clutter away add up to a neatly organized office space. Pictured here in the Newman Basic style. **The Full Bank Credenza is also available in the Capitol, Executive and Endurance Series.**

Newman Basic Cherry 24" X 66"

Newman Basic Cherry 24" X 72"

Newman Basic Oak 24" X 66"

Newman Basic Oak 24" X 72"

***NEWMAN EXECUTIVE EIGHT DRAWER FILE CREDENZA***

If you want a file cabinet that will match your beautiful handcrafted wooden office furniture and you know that metal file storage just won't work for you, our eight drawer file credenza is what you're looking for. The perfect balance of practical organization and attractive office furnishing, the credenza pictured here is from the Newman Executive Series. **The Eight Drawer File Credenza is also available in the Capital Endurance and Newman Basic Series.**

Newman Executive Cherry 24" X 72"

Newman Executive Walnut 24" X 72"

***BINDER CREDENZA***

Do you work out of binders rather than files? Have you searched high and low for a way to keep them organized and out of the way? Look no further! Our unique file credenza is built to hold up to 24 binders in four separate compartments, each with a pull out shelf that makes them easily accessible. When the credenza doors are closed the elegant cabinet will become the focal point of your office. **This credenza is available in all four furniture styles.**

Newman Executive Cherry 24" X 72"

Newman Executive Walnut 24" X 72"



Call for pricing

CAPITAL SERIES**CHERRY/WALNUT**

Double Pedestal Desk	36" X 72"
Eight Drawer File Credenza	24" X 72"
Fullbank Credenza	24" X 72"
Kneespace Credenza	24" X 72"
Bookcase (Custom sizes)	6'H X 3'W X 1'D

**NEWMAN EXECUTIVE SERIES****CHERRY/WALNUT**

Double Pedestal Desk	36" X 72"
Eight Drawer File Credenza	24" X 72"
Fullbank Credenza	24" X 72"
Kneespace Credenza	24" X 72"
Bookcase (Custom sizes)	6'H X 3'W X 1'D

**ENDURANCE SERIES****OAK/CHERRY**

Double Pedestal Desk	30" X 60"
Double Pedestal Desk	30" X 66"
Single Pedestal Desk	30" X 60"
Single Pedestal Desk	30" X 66"
Return	24" X 48"
Return	24" X 42"
Return	24" X 48"
Credenza (Kneespace)	24" X 66"
Credenza (Kneespace)	24" X 72"
Credenza (Fullbank)	24" X 66"
Credenza (Fullbank)	24" X 72"
Credenza (Single Pedestal)	24" X 66"
Credenza (Single Pedestal)	24" X 72"
Bridge	24" X 42"
Hutch	66" X 41" X 14"

**NEWMAN BASIC SERIES****OAK/CHERRY**

Double Pedestal Desk	30" X 60"
Double Pedestal Desk	30" X 66"
Single Pedestal Desk	30" X 60"
Single Pedestal Desk	30" X 66"
Return	24" X 48"
Return	24" X 42"
Return	24" X 48"
Credenza (Kneespace)	24" X 66"
Credenza (Kneespace)	24" X 72"
Credenza (Fullbank)	24" X 66"
Credenza (Fullbank)	24" X 72"
Credenza (Single Pedestal)	24" X 66"
Credenza (Single Pedestal)	24" X 72"
Bridge	24" X 42"
Hutch	66" X 41" X 14"



Call for pricing

STANDARD BOOKCASE

Simple, straightforward adjustable shelving for books and binders. The unadorned lines crafted from cabinet grade plywood with hard wood edging creates the ultimate melding of form and function. **Our bookcase is available in several standard sizes in oak, cherry and walnut. We will also hand craft a bookcase to your specified dimensions to fit that unusual space.**

OAK

CHERRY

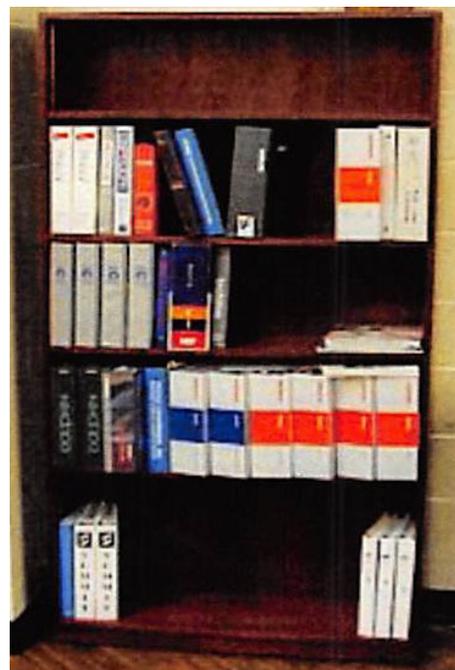
WALNUT

5' X 3' X 14"

6' X 3' X 14"

5' X 4' X 14"

6' X 4' X 14"



CABINET BOOKCASE

This beautiful bookcase has three shelves for displaying your books or cherished photos and treasures. It also has a separate shelved compartment with doors to tuck away any clutter, as well as two bottom drawers. This handsome piece of furniture is the ultimate choice for an elegant display, not to mention the benefits of the handy storage features.

OAK

CHERRY

WALNUT

5' X 3' X 14"

6' X 3' X 14"

5' X 4' X 14"

6' X 4' X 14"



All Furniture Shown In Cherry Wood With A Red Mahogany Stain.

Call for pricing

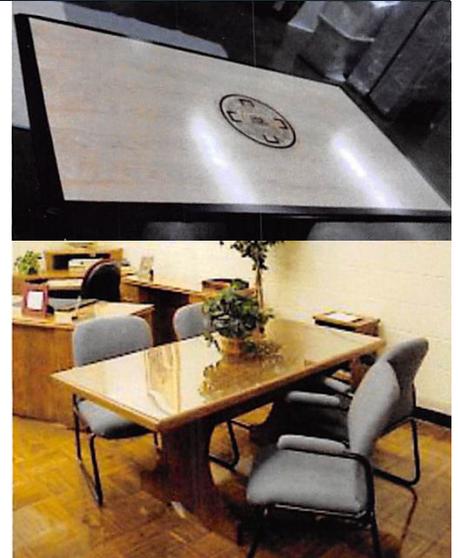
STANDARD CONFERENCE TABLE

Our Standard Conference Table has sturdy lines, simple charm and graceful touches of craftsmanship such as the unique design of the curved trestle base which allows for extra knee space under the table. **This table comes in standard sizes and is constructed in oak, cherry or walnut. It can also be customized using maple interior wood with cherry or walnut hard wood edging.**

**OAK
CHERRY
WALNUT**

6ft OR 8ft

CALL FOR CUSTOM ORDERS: (215)685-7258 OR 7256



42" ROUND PEDESTAL TABLE

Our goal is to bring you extraordinary furniture at value prices. Let us help you create a comfortable, impressive office environment with classic style. Our Round Pedestal Table will suit the space requirements of almost everyone and is perfect for smaller meetings or for that much needed extra work surface.

**OAK
CHERRY
WALNUT**

Additional sizes available upon request.



ADDITIONAL SELECTIONS

In this assortment of additional office furniture selections Extra shelf space and a beautiful clothes tree full of old world charm. These extra pieces compliment any office space and are built and stained to match all our office Furniture. **Magazine table and two drawer box file available in oak, cherry and walnut. Clothes tree available in oak wood only.**

**Magazine Table
OAK
CHERRY
WALNUT**

**Two Drawer Box File
OAK
CHERRY
WALNUT**

**The Clothes Tree
OAK**

Call for pricing

**HUMANSCALE MONITOR ARM**

The light weight and thin profile of today's flat panel LCD monitors allows them to be advantageously coupled with adjustable, flat panel monitor arms. Offering depth, height and angle adjustability, the new arms allow users to position their monitors easily for work and then effortlessly move them out of the way to free up valuable desk space.

Order Number M7A



Order Number M4Y

**HUMANSCALE CPU HOLDERS**

With one of our CPU holders, your computer will be protected from dirt, dust, bumps, accidental spills, and even flooding from broken pipes or overhead sprinklers—all of which are real dangers for CPUs that sit on a floor or desk. Whether on wheels or sliding tracks, our CPU holders facilitate access to your CPU's cables, ports and drives, yet allow the CPU to be stored out of sight when not in use. Made of powder-coated steel for strength and durability.



Order Number CPUDLY



Order Number CPU 300

**HUMANSCALE KEYBOARD TRAYS**

A key component of an ergonomic workstation, a well designed articulating keyboard system works in conjunction with a monitor arm and task chair to promote healthy, comfortable posture. Humanscale keyboard supports literally bring the work to you, allowing you to sit back in your chair while providing serious protection from carpal tunnel syndrome, neck and back pain, and other musculoskeletal issues.



Order Number 6G90091HF

Call for pricing



HUMANSCALE ELEMENT 790 LED TASK LIGHT

The Element 790 task light is Humanscale's response to the need for intelligent workspace lighting. Intuitive and flexible, the Element 790 combines high performance ergonomic design with 360 degrees of adjustability and unprecedented functionality in LED task lamps. A revolutionary task light, the Element 790 delivers the equivalent of light from a 90W incandescent using less than 7W of power.



HUMANSCALE ELEMENT DISC LIGHT

Humanscale's Element Disc task light brings together advanced LED desk lamp, Element Disc complements any work space, home office or hospitality environment. Using Thin Film LED Technology, Element Disc offers seven levels of brightness with just an effortless pinch of the light head. It also features a PIR occupancy sensor that turns the unit on or off when the user enters or leaves the area.



[Call for pricing](#)



QUICKSTAND - FREESTANDINGBASE

Sit/Stand Revolution

QuickStand features an innovative counterbalance mechanism that enables users with fixed-height computer desks to transition from sitting to standing positions with ease. Its effortless functionality encourages users to be active and integrate movement into their days, which is vital for health.



HUMANSCALE QUICKSTAND

Voted the best office accessory of the decade (Best in 10) at Interior Design magazine's 2015 Best of Year Awards, the QuickStand height-adjustable workstation raises the bar for ease of use and stability among sit/stand products. QuickStand seamlessly transforms any fixed-height desk into an active one, promoting collaboration and well-being in the workplace. With weightless operation and a plug-and-play cable management system, QuickStand neatly attaches to the back of any work surface, placing the screen and keyboard in an ergonomically correct position for the user.



Minimal Aesthetic

A sleek design with a minimalist aesthetic, QuickStand seamlessly integrates cable management, mechanisms, and moving parts into its chassis. Its minimal footprint frees up space on home office furniture, traditional work surfaces, temporary hot desks and collaborative workstations, allowing QuickStand to fit into any work setting.

Ultimate Stability

The QuickStand workstation is robustly designed to ensure the keyboard platform remains stable with no bouncing when the user types. Available in a number of configurations including dual monitor setups. Quick-Stand is the perfect coworker for any space.

IF YOU BECOME TIRED OF SITTING, YOU CAN STAND!

Call for pricing

HUMANSCALE *FLOAT TABLE*



HUMANSCALE *FLOAT TABLE*

Float is a revolutionary standing office desk that brings effortless operation to traditional sit-stand products. Ease of use is at the heart of Float, as it seamlessly adjusts between sitting and standing postures without interrupting workflow. With a minimal aesthetic, Float complements traditional offices and home workspaces. Using a patented counterbalance mechanism that replaces older technology, Float encourages an active workspace by allowing the user to move effortlessly from sit to stand positions.

Humanscale Float Table, 24" x 54"

Humanscale Float Table, 24" x 60"

Humanscale Float Table, 24" x 66"

Humanscale Float Table, 24" x 72"

Humanscale Float Table, 30" x 48"

Humanscale Float Table, 30" x 54"

Humanscale Float Table, 30" x 60"

Humanscale Float Table, 30" x 66"

Humanscale Float Table, 30" x 72"

Humanscale Float Table Base Only 48" - 54"

Humanscale Float Table Base Only 60" - 72"

GET TIRED OF SITTING, WHY NOT STAND!

Call for pricing



CONTINENTAL BREAKFAST

20 PERSON MINIMUM

*Bagels & Assorted Pastries (Muffins and Danish). Coffee or Tea, Juice and Water
Assorted Condiments. Paper Products Included!*

CONTINENTAL BREAKFAST-\$10.00 PER PERSON
WITH WHOLE FRUIT SALAD OR WHOLE FRUIT-\$11.00 Per Person
WITH ASSORTED YOGURT-\$2.00 ADDITIONAL PER PERSON

A 48 HOUR NOTICE IS NEEDED FOR ALL CATERED REQUEST

HARD TIME CAFE ALA CART TRAYS

ASSORTED TRAYS

CRUDITES TRAY-\$55.00
ASSORTED VEGETABLES AND DIP
LARGE WHOLE FRUIT OR FRUIT SALAD -\$50.00
PASTRY TRAY-\$70.00
ASSORTED SMALL BITE PASTRY
LARGE COOKIE TRAY-\$60.00
SMALL COOKIE TRAY-\$40.00



FOR SPECIAL REQUEST PLEASE CALL CULINARY ARTS @ (215)685-7122



HOT BUFFET

20 PERSON MINIMUM

HOT ITEMS ORDERED BY THE PAN. SERVED WITH MINI HOAGIE ROLLS, CHIPS, BEVERAGES AND DESSERT. PAPER PRODUCTS INCLUDED!

HOMEMADE

ROAST BEEF OR TURKEY

Served with gravy

\$14.00 PER PERSON

BEEF MEATBALLS

Served in tomato sauce

\$12.00 PER PERSON



COLD BUFFET

20 PERSON MINIMUM

Served with rye bread, mini hoagie rolls, lettuce and tomatoes, cheese, chips, beverages, and dessert

COLD CUT SELECTION - \$14.00

CHOICE OF 3 COLD CUTS (40Z. PER PERSON) 2 CHEESES

BOXED LUNCH

20 PERSON MINIMUM

Assorted Sandwiches, Beverages, Chips and Dessert

BOXED LUNCH - \$12.00

**GLUTEN FREE BREAD OPTION
(Additional) \$3.00**

**A 48 HOUR NOTICE IS
NEEDED FOR ALL
CATERED REQUEST**

BOXED SALAD - \$10.00

LETTUCE, TOMATOES, CROUTONS, DRESSING
ADD PROTEIN - \$5.00

4OZ. CHICKEN BREAST OR TUNA

COLD SALAD (5LB.) - \$35.00

CHOICE OF: POTATO, MACARONI, COLESLAW
SEAFOOD SALAD - \$37.00

SHRIMP AND IMITATION CRABMEAT

***PACKAGES CAN BE CUSTOMIZED,
PRICES MAY VARY.**



FOR SPECIAL REQUEST PLEASE CALL CULINARY ARTS @ (215)685-7122

PhilaCor's Graphic Plant runs a full service Print Shop with the capability for full color copying, high speed black and white copying, single color and multicolor forms, brochures, newsletters, annual reports, booklets, catalogs, posters, single color and gold seal letterhead and envelopes as well as single color, full color and gold seal business cards. Please call us at 215-685-7258 Or 56 and see if we can accommodate any of your printing needs.



CITY OF PHILADELPHIA
CITY COMMISSIONERS
HUMAN RESOURCES
 520 N. DELAWARE AVE.
 RIVERVIEW PLACE, SUITE 502
 PHILADELPHIA, PA 19123



City of Philadelphia
Office of the City Commissioners

TIM DOWLING
Chief Deputy City Commissioner

Commissioner Deeley, Chairwoman
 Office: 215 - 686 - 3460
 Cell: 215 - 207 - 8972
 tim.dowling@phila.gov

130 City Hall
1400 JFK Blvd.
Philadelphia, PA 19107

Letterhead

Plain Stock \$35.00 per M (1000)
 25% Rag Stock \$45.00 per M
 Gold Seal Stock \$60.00 per M

Envelopes

#10 Regular \$50.40 per M (1000)
 #10 Window \$63.00 per M **CASE - 2500**
 #10 25% Rag \$94.50 per M **BOX - 500**
 #10 25% Rag Gold Seal \$126.00 per M
 #10 Security Window \$63.00 per M

Business Cards

Blue Seal \$15.00 per box (500)
 Black Seal \$15.00 per box (500)
 Gold Seal \$25.00 per box (500)

Note Pads

8.5 X 11 \$6.00 Per Pad
 5.5 X 8.5 \$5.00 Per Pad
 4.5 X 5.5 \$4.00 Per Pad

Lamination

8.5 X 11 0.65 Cents Per Copy
 8.5 X 14 0.70 Cents Per Copy
 11 X 17 0.85 Cents Per Copy

\$275.00 for a ream of 500 or \$0.55 per sheet

Spiral Binding \$2.00 per strip

Call for prices for miscellaneous printing work such as certificates, posters & banners.

SIGNATURE BOOKS



CASE (500 PER BOX)

9X12 ENVELOPE \$220 PER M - 10X13 ENVELOPE \$243 PER M - 10X15 ENVELOPE \$378 PER M

Available in 6 Colors.
2-5 Part Carbonless Forms



CARBONLESS FORMS

- 8.5 x 11 **TWO PART** \$104.00 per 1000 SETS
- 8.5 x 11 **THREE PART** \$156.00 per 1000 SETS
- 8.5 x 11 **FOUR PART** \$208.00 per 1000 SETS
- 8.5 x 11 **FIVE PART** \$260.00 cents per copy

POSTERS/BANNERS

\$5.00 PER SQUARE FOOT

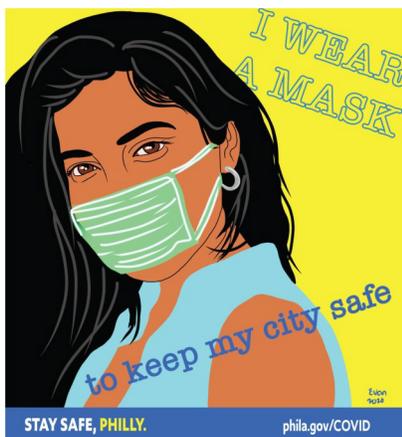


BLACK & WHITE COPYING

- 8.5 x 11 Copies .07 cents per copy
- 8.5 x 11 Gloss Stock .10 cents per copy
- 11 x 17 Copies .10 cents per copy
- 11 x 17 Cover Stock .45 cents per copy

COLOR COPYING

- 8.5 x 11 Copies .27 cents per copy
- 8.5 x 11 Cover Stock .32 cents per copy
- 8.5 x 14 Copies .37 cents per copy
- 8.5 x 14 Cover Stock .43 cents per copy
- 11 x 17 Copies .48 cents per copy
- 11 x 17 Cover Stock .52 cents per copy



Engraving

- Name Plate (2 x 10) \$7.80
- Name Plate Holder (Door or Wall) \$4.00
- Name Plate Holder (Desk) \$5.50
- Key Chits \$3.00
- Name Tags \$3.00
- Mail Box Tags \$3.00
- Gate Board (9"x1") \$5.00
- Gate Board Blanks (9"x1") \$2.50

Name Plates ONLY
(Please specify color)

Engraved Signs

- 3" x 3" \$7.18
- 6" x 6" \$14.37
- 8" x 8" \$25.74
- 12" x 12" \$28.75
- 24" x 24" \$57.50

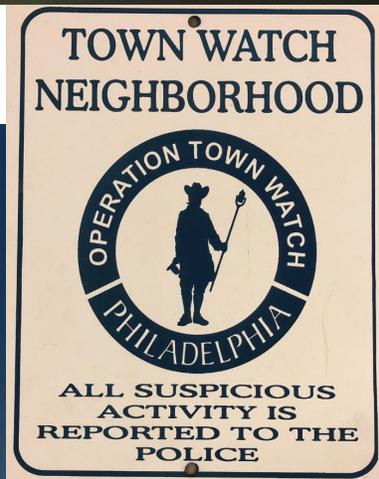
Please call for custom sign size orders

Rubber Stamps

Custom Stamps \$34.00

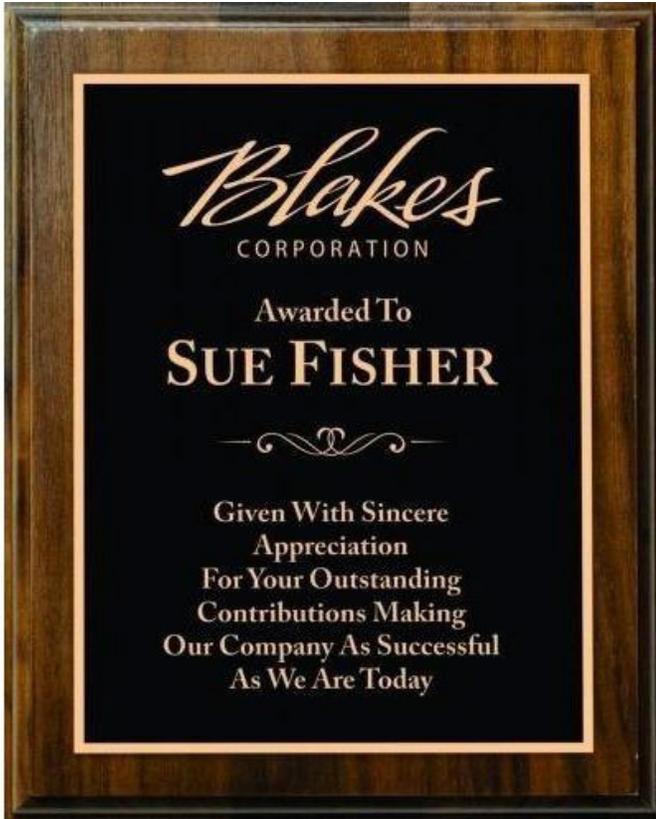


**NO WAITING
PLEASE WAIT OUTSIDE
OR IN VISITING
LOBBY**

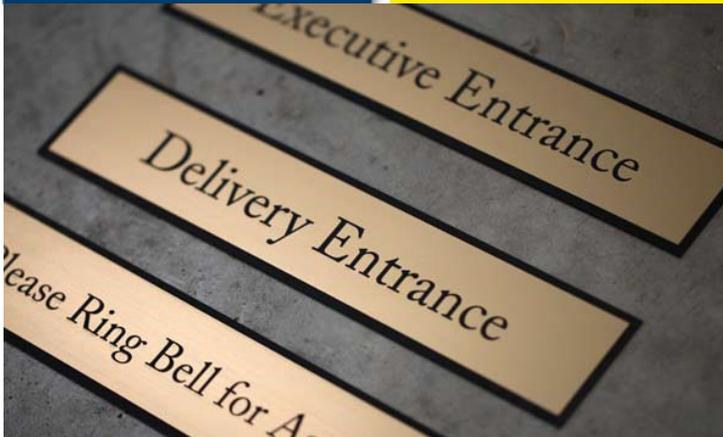


**SILENCE
COURT IS IN
SESSION**

Samples



PRIVATE	OFFICE
RESTROOM	NO SOLICITING
ENTRANCE	EXIT
EMPLOYEES ONLY	CONFERENCE ROOM
BREAK ROOM	RECEPTIONIST



EMBROIDERY/SILK-SCREENING SAMPLES





SHIRTS/BLOUSES: \$1.00
SHORTS: \$1.00
TIES/BELTS: \$1.00 (4 for \$3.00)
PANTS/SLACKS/SKIRTS: \$1.00
PLEATED SKIRTS/DRESSES: \$2.00
SWEATERS: \$3.00

SPORTS COATS/BLAZERS: \$2.00
DRESSES: \$1.00
OVERCOATS: \$4.00
COMFORTERS/BED SPREADS
TWIN/FULL/QUEEN/KING: \$15.00





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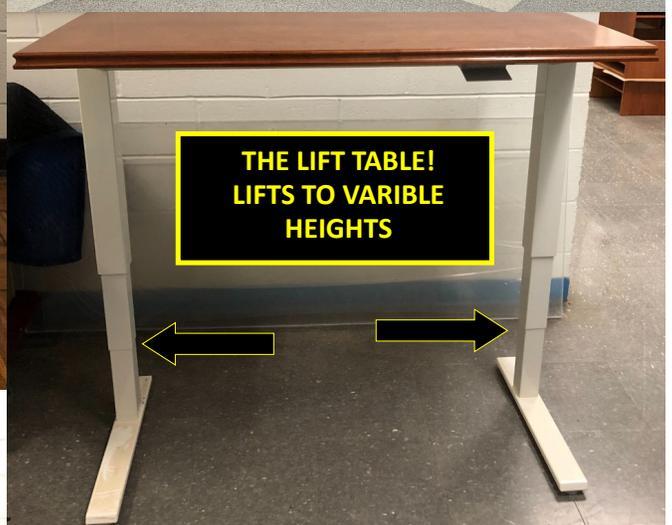


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**CUSTOM-MADE PENS
EXOTIC-DOMESTIC
WOODS, ACRYLIC**



**THE LIFT TABLE!
LIFTS TO VARIABLE
HEIGHTS**



**PRINTER STAND
With Refrigerator
Enclosure**





THE SANDING & STAINING PROCESS



COMPLETED WORK



CABINETRY TO REFINISHING

Pricing Upon Request





UPHOLSTERY / REFINISHING / COMPLETED WORK



PODIUM/LECTERN

All outside corners have hardwood ½ round corners for protection and aesthetics. The inside features (a Philacor exclusive) a mechanical lifting device to adjust the working surface and as a added bonus a pullout adjacent laminated work surface. The units have 2 shelves , 1 adjustable and 1 fixed (each with waterfall edging for a robust appearance).

We also offer a PRESIDENTIAL PODIUM -The unit has the readily recognizable Executive shroud. That has the elegant microfiber/ padded cover that garners the attention any executive would be proud to speak from. The shroud has Hardwood trim for durability and visual enhancement.

Available in OAK, Cherry and Mahogany (cabinet grade)



STANDARD



PRESIDENTIAL

Each unit has a scalable overall height, and has a solid wood profile base trim

For City Departments

Select an item (s) & pricing from the catalog. Include details if necessary, i.e. color, quantity. Forward a completed ID Bill (Form 71-35) with authorized signature to our department for processing (see page 46). A sample should be submitted with all orders.

For All Other Orders

Select an item (s) and pricing from the catalog, include details if necessary, i.e. color, quantity. Send an email to PDP.Philacor@prisons.phila.gov, we will create an order and invoice and process your order. Payment received within 30 days is appreciated. Make all checks payable to PhilaCor.

Additional Information

- ◆ Any item or size not listed in this catalog is considered custom. The price will be adjusted accordingly. Please call for more information prior to ordering.
- ◆ Some chairs cannot be customized, however, if you would like to see additional fabrics (other than our standard colors) please call (215)685-7258 for more information concerning a selection. Special order fabric is an additional cost.

SAVE: Our standard color fabric in stock is Black, Burgundy, Gray, Green and Blue

- ◆ All prices are subject to change without notice.
- ◆ Current rates effective **January 2026**.
- ◆ Color pictures in catalog may appear different from actual colors on product.

TIP: Order for chairs and orders for Casegoods should be placed separately.

It is the responsibility of the agency requesting PhilaCor products and or services to initiate an "Order & Bill" (Form 71-35). The Order & Bill, to be properly completed must include the agency's **INDEX CODE, ACCOUNT CODE** , and the **SIGNATURE** of an authorized signer for the agency as required by Finance Standard Accounting Procedure #E-0911.

All Order and Bill forms must be sent directly to PhilaCor's Central Office located in the Philadelphia Industrial Correctional Center (PICC) at 8301 State Road, Phila. Pa. 19136 where they will be entered into PhilaCor's Order and Bill database or email PDP.Philacor@prisons.phila.gov. Once logged, orders are forwarded to the appropriate Industry Shop for action.

No Order and Bill should ever be sent directly to any Industry Shop

Please check your account for available funds prior to submitting the order and invoice.

INSTRUCTIONS FOR FORM #71-35 (City Departments Only)

1. Charge Receiving Department - Name of Requesting Agency
2. Element - Name of Specific department, division or unit requesting items - **Please include Index Code on this line.**
3. Telephone Number-Number of office or Individual requesting items.
4. Date Prepared - Date Order and Bill is Prepared by requesting agency.
5. Account Charged - Fund Identification Code assigned to agency by Finance and Class code for items as shown in current operating Budget.
6. Credit 4200 - Prison put check mark in box. Insert "PHA000072-01".
7. Item Number - starting with #1, list each item being requisitioned.
8. Stock Number - Procurement Commodity Code Number for each item, if known.
9. Description - Use minimum essential description i.e. business cards, blue ink.
10. Quantity - Number of units being requisitioned.
11. Unit - Unit of issue
12. Unit Price and Amount if known, otherwise leave blank.
13. Delivery and Shipping Instructions - Exact location and room number.
14. Authorized Signature - as required by Finance Standard Accounting Procedure #E-0911
15. & 16. Fund 720 Dept. 23

ORDER AND BILL		CITY OF PHILADELPHIA OFFICE OF THE DIRECTOR OF FINANCE GENERAL ACCOUNTING DIVISION		ORDER AND BILL NUMBER D- 44728	EXHIBIT NUMBER
CHARGE RECEIVING DEPARTMENT 1		AGENCY CHARACT. TRANS. ACTION CLASS. AG. EACH. ACCOUNT CHARGED. REF. OFF.			
ELEMENT 2		FUND 5	CLASS 5	CLASS 5	AMOUNT
DELIVERED - MONTH 3	DATE PREPARED 4	INVEST. TREASURY ON EXP. CL. PARSE COST RECOVERED			Request the agent of each Charge Card Purchased
CREDIT CARD <input type="checkbox"/> PRINT SHOP		CREDIT 4200 (Dept. Fund) <input type="checkbox"/> WAREHOUSE		CREDIT 4200 <input type="checkbox"/> PRISONS 6	
ITEM NO. 7	PROCUREMENT CATALOG NO. 8	DESCRIPTION (Type in entries; DOUBLE space between items in a line adding)		SUPPLY STATUS NOT ORDERED ON HAND IN STOCK 10 11	QUANTITY UNIT UNIT PRICE 12
					AMOUNT 12
DELIVERY AND SHIPPING INSTRUCTIONS 13		DATE SHIPPED	ACCOUNT CREDITED FUND DEPT TOTAL 15 16		
TO THE DIRECTOR OF FINANCE AND THE CITY CONTROLLER: I hereby certify that the goods or services described above in the attached order have been ordered, that a purchase order number has been assigned to this order and that the proper prices have been checked and that the goods or services ordered for the attached supplies have been ordered. It is further certified that the goods or services ordered for the attached supplies have been ordered for the amount indicated below.		DATE BY FINANCE	DATE BY FINANCE	AMOUNT OF ORDER	
TO THE DIRECTOR OF FINANCE AND THE CITY CONTROLLER: I hereby certify that the prices shown above are the prices at which the goods or services described above have been ordered and that the goods or services described above have been ordered for the amount indicated below.		TO THE CITY CONTROLLER: I hereby certify that the Order and Bill have been prepared in proper form and that the goods or services ordered therein are correct.		AMOUNT OF RESERVE	
APPROVED AND AUTHORIZED		APPROVED AND AUTHORIZED		APPROVED AND AUTHORIZED	

1. CITY CONTROLLER COPY



PHILADELPHIA DEPARTMENT OF PRISONS
CORRECTIONAL INDUSTRIES PROGRAM
8301 STATE ROAD
PHILADELPHIA, PA 19136

PHILACOR
PHONE: (215) 685-7258
or Email
PDP.Philacor@prisons.phila.gov