Instructions for Sending in Photographs

If you haven’t done so already, please fill out the Submission Form.

Email to idc@accessfloorsystems.com

Please put your company name in the subject header. Images can be submitted in any of the the formats (.gif, .jpg, .tiff, .png). Please keep in mind to zoom in closely where indicated so we can see the details required to properly identify your system.

FOR REPLACEMENT PANELS:

1. High Pressure Laminate Sheet
   We need to know the thickness of the top high pressure laminate sheet. It will be either 1/16” or 1/8.”

2. Corner Shot Bottom - Zoom Shot
   Place the panel upside down and photograph a 6” x 6” detail of the corner only.

3. Corner Shot Top - Zoom Shot
   Place the panel with the surface side up and photograph a 6” x 6” detail of the corner only.

4. Flange/Side Detail - Zoom Shot
   Place the panel on its side and photograph the length of the panel.

5. Thickness Detail - Zoom Shot
   Place the panel on its side and photograph with a ruler as shown. This is a very important detail, as we are determining the thickness of your panel.

6. Complete Underside Of Panel
   Photograph the full bottom of the entire panel from 4’ away so that the entire panel is shown.
For Replacement Components - For Stringers:

1. **Top View**
   Photograph the Stringer / Gasket looking down on it.

2. **Bottom Detail**
   Capture a view of the Stringer / Gasket from the bottom.

For Pedestal Heads:

1. **Head Detail**
   Photograph the top of pedestal looking down on it.

2. **Side Detail**
   Capture a view of the pedestal from the side.

For Edge Trim: Please don’t send images for trim. Instructions for sending in a physical sample.

Sending Physical Panel Sample.

If you have any questions, read our FAQ for replacement panel services, then either email us at idc@accessfloorsystems.com or call us at 1-985-898-0880

AccessFloorSystems.com, Inc. sales@accessfloorsystems.com, or call 1-985-898-0880