



C.O.M. FORM

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|--|--|--|
| Customer Number | | Date |
| Customer Name | | |
| Attention | | |
| PLEASE SIGN & MAIL THIS FORM W/MEMO SAMPLE TO COMPLETE YOUR PURCHASE ORDER | | |
| P.O. Number | | |
| Fabric Supplier | | |
| Pattern Name, Color | | |
| Total Yardage | | Total Number of Rolls |
| Est Arrival Date at Source | | |
| Chair Name | | |
| FABRIC MUST BE TAGGED WITH CUSTOMER P.O.# OR IT WILL BE RETURNED TO SENDER AT CUSTOMER COST | | |
| Identification Marks | | |
| Desired Top and Bottom | <input type="checkbox"/> Yes | <input type="checkbox"/> No If yes, indicate in Special Instructions |
| Reversible Fabric | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Striped Fabric | <input type="checkbox"/> Yes | <input type="checkbox"/> No If yes apply <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical |
| Indicate Pattern Direction If not indicated we will apply Off the Bolt | <input type="checkbox"/> Railroaded | <input type="checkbox"/> Off the Bolt—Selvage |
| |  |  |
| Special Instructions | | |
| ↑ TOP OF PATTERN ↑ STAPLE FABRIC SAMPLE HERE FACE SIDE OUT | <p>COM TERMS & CONDITIONS</p> <ol style="list-style-type: none"> 1 We must approve all COM prior to use in our production process. 2 We are not responsible for appearance, performance, CAL 133 property, or durability of COM you supply. 3 The 3 year upholstery warranty does not apply to COM. All other terms of our limited Warranty applies. 4 Materials must be provided in 54" wide continuous yardage. 5 Material will be directionally cut straight off the bolt unless otherwise specified. 6 Material must be shipped prepaid or it will be returned to sender. | |
| CUSTOMER APPROVAL | | COM REVIEWED FOR USE IN PRODUCTION BY SOURCE |
| Name | | Reviewed by |
| Title | | Date |
| Email | | Order Number |
| Date | | Signature |
| Signature | | |

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