

**DESIGNMASTER FURNITURE, INC.
C.O.M. Information Form**

In choosing to purchase custom made furniture for the home, your client is choosing to personalize their purchase to enhance the style and taste reflected in their home. Given that using C.O.M. fabric is additional cost for your client, we at Designmaster want to do all we can to meet the expectations of both you and your client to achieve the look that has been envisioned for our chairs for their dining room. Therefore, it is important that the information below is provided with the order and the C.O.M. fabric.

Please copy and complete this C.O.M. information form and send it with both the purchase order and the C.O.M. fabric. Failure to provide any of the requested information could result in a delay of the order, incorrect application of the fabric and disappointment for both you and your client. It is important that you take time to read the C.O.M. information section of our price list giving additional information about our expectations and needs to properly handle C.O.M. fabrics. Designmaster will not accept fault or responsibility for concerns or problems with C.O.M. applications that are the direct result of insufficient information, defective fabric or non-compliance with our stated C.O.M. fabric guidelines. We appreciate your understanding and taking the time to provide this important information so we can best serve you and your client.

Dealer Name: _____ Contact Person: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

P.O.#: _____ Tagged for: _____

Apply to Designmaster style #: _____ Wood finish (if applicable): _____

Qty of chairs: _____ C.O.M. Yardage amount being sent: _____

C.O.M. fabric supplier:

Fabric pattern name/number:

Fabric color name/number:

Fabric description:

**ATTACH FABRIC CUTTING HERE
SHOWING SIDE OF FABRIC TO
BE APPLIED OUT**

Fabric Application instructions: (One form per fabric please)

1. **No application instructions. Factory discretion authorized by** _____.
(If no instructions are given and the above is not signed, form will be returned for signature before processing order.
Designmaster will not be held responsible for incorrect fabric application due to lack of information provided with the order and COM fabric)

2. Application instructions given as follows:

- a. Correct/facing side indicated by: _____
- b. Top of fabric marked with: _____
- c. Fabric application direction: _____ apply railroaded (selvage to selvage) _____ apply up the bolt
- d. Special instructions: _____

3. Return excess C.O.M. _____ No _____ Yes (If yes, any remaining usable yardage will be returned **(Shipping costs are the responsibility of the retail firm.)**)

Mail form with purchase order and COM fabric to:
Designmaster Furniture, Inc.
Attn: Customer Service
1283 23rd Street SE
Hickory, NC 28602

Ship C.O. M. fabric prepaid to:
Designmaster Furniture, Inc.
Attn: COM Receiving Department
1283 23rd Street SE
Hickory, NC 28602