

CUSTOMER NAME _____ DATE _____

CUSTOMER PO # _____

ACKNOWLEDGEMENT NUMBER (TO BE FILLED OUT BY HPT OFFICE) _____

STYLE/SKU# _____

ITEM DESCRIPTION _____

SPECIAL INSTRUCTIONS: _____

FABRIC #1

DON'T FORGET



NAME _____

UP THE ROLL

NUMBER/
COLOR _____

RAILROAD

WHERE USED

FACTORY
DISCRETION

FABRIC #1 SAMPLE	FACE SIDE UP
↑	
↑	
↑	

FABRIC #2

NAME _____

UP THE ROLL

NUMBER/
COLOR _____

RAILROAD

WHERE USED

FACTORY
DISCRETION

FABRIC #2 SAMPLE	FACE SIDE UP
↑	
↑	
↑	

TRIM #1

NAME _____

NUMBER/
COLOR _____

WHERE USED

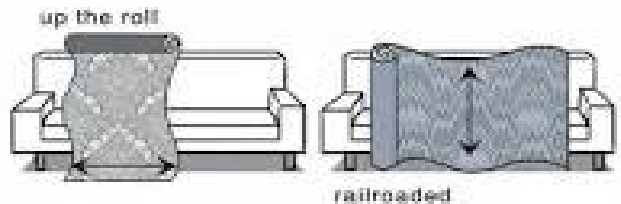
TRIM #1 SAMPLE	FACE SIDE UP
↑	
↑	
↑	

USE ONE FORM PER SKU – USE MULTIPLE FORMS IF EXCEEDING 2 FABRICS.

EMAIL COMPLETED FORM AND PO TO:
domesticwhseorders@universalfurniture.com

SHIP FABRIC TO:

UNIVERSAL FURNITURE INT'L.
ATTN.: COM DEPARTMENT
3487 TEX'S FISH CAMP ROAD
CONNELLY SPRINGS, NC 28612
828-468-6127



CUSTOMER'S OWN MATERIAL (COM) GUIDELINES

1. All COM orders must be accompanied by a completed COM form, or the order will not be accepted.
2. If the material is being sent from a source other than the purchaser, it is the customer's responsibility to ensure a completed COM form is included with the fabric.
(Proper identification of COM is imperative. If we are unable to identify a COM, the order cannot be processed.)
3. If an order requires multiple COM fabrics the order will not be scheduled for production until all fabric and COM forms have arrived at our manufacturing facility. See below fabric receipt address.
4. COM in Leather/Suede or Silk/Satin cannot be accepted.
5. "Ride Free" pillows cannot be produced in COM fabric if the body of the sofa or chair is not also in COM fabric. Pillows for COM fabric with items that are produced with in stock fabric will need to be purchased separately.

FABRIC SHIP TO ADDRESS:

UNIVERSAL FURNITURE INT'L.
ATTN.: COM DEPARTMENT
3487 TEX'S FISH CAMP RD.
CONNELLY SPRINGS, NC 28612
828-468-6127

COM APPLICATION

Please specify the following: The CORRECT FACE SIDE of the COM fabric.
(If not marked, we will use what is rolled inside.)



All stripes will run vertically unless notated otherwise.

- Any special instructions on application of the COM fabric MUST be included with the original Purchase Order AND included on the COM identification form.
- In the absence of instructions, Universal Furniture reserves the right to use factory discretion. This includes, but is not limited to, determining the face side, top and bottom of the design, which motif to center on and necessary placement of seams.
- In cases where the pattern parts for a style of upholstery are wider than the fabric width, the fabric will be seamed.

COM YARDAGE REQUIREMENTS AND INFORMATION

Plain 54" fabric requirements are listed in the Universal price list by each style/sku number. If you are sending a patterned fabric, use the following chart to calculate waste and to add the appropriate percentage based on fabric width and repeat. The increase in yardage is always determined by the larger repeat, whether that is vertical or horizontal.

IMPORTANT: This chart is intended as a GUIDE ONLY. Yardage may vary due to fabric layout, the style to which it is applied and/or the quantity of items being ordered.

Repeat	1"-6"	7"-14"	15"-20"	21"-27"	28"-36"	Over 36"
Increase	15%	30%	35%	40%	45%	100%

Only fabric that is a minimum of 54" wide of usable fabric (minus selvage) will be accepted.

Universal COM yardage published is based on a solid 54" wide fabric. COM only applies to fabric. Leather/Suede or Silk/Satin fabrics will not be accepted.

NOTE:

1. Excess COM yardage will **ONLY** be returned upon request at the time of order. Customer will be responsible for all return delivery charges.
2. Universal will not be responsible for any excess COM yardage after the furniture is shipped.

YARDAGE RECEIVED:

- Fabric will be received and checked for sufficient yardage, for flaws, and any other defects. When selecting a fabric please be aware that some fabrics may not tailor well due to their characteristics.
- If less than the stated yardage requirements are received, you will be notified of any additional yardage requirements needed. Additional yardage will be at customer's expense.
- All fabric should be continuous yardage sent on a roll (**not folded and in a box or OTHER package**).
- All COM fabric should be continuous yardage from the same dye lot.
- All COM fabrics will be inspected for weave integrity and seam slippage. In the event a COM is received that needs backing, we will notify the customer. The customer will be responsible for providing new COM material with correct backing. Universal Furniture does not supply backing.
- No fabric will be approved for production that does not meet Universal standards for weave integrity or proper backing applied. **NO EXCEPTIONS**

COM TRIMS

1. COM for contrast welt can be used. *
2. All COM pillows for upholstery items with in-line fabrics on the body, will need to be purchased separately.
3. Braided welt cord with a selvage edge can be applied to items in place of self-welt. *
4. Braided welt cord and/or fringe with a selvage edge can be applied to throw pillows in place of self-welt. *

*The Contrast Welt upcharge will apply

COM Miscellaneous Terms and Information:

- COM fabric on “ride free” pillows can be used only when COM is on the body of the item.
- Universal Furniture assumes no responsibility for the overall quality outcome of some fabrics (Velvet, Tapestry-like, etc.) or for the receipt of defective materials.
- Universal Furniture assumes no responsibility for COM flammability, durability, color fastness, etc.
- Universal Furniture does not flow-match COM fabrics.
- Mohair/Fur COM will be blind-seamed and cannot be welted.
- A copy of the completed COM form must accompany the COM fabric when received. Your COM order will not go into production until we receive all the COM fabric, forms and instructions.
- COM orders cannot be cancelled once production has begun.
- Pieces upholstered in COM are non-returnable. All perceived manufacturing defects must be approved by Universal Furniture before a claim is filed.
- The inherent characteristics of stripes, plaids and other patterns may cause mismatched or distorted looks on styles that are tufted, patchwork/plaid designs or curved/barrel back pieces.
- Universal Furniture limits its liability of COM damages to \$100.00 per yard unless approved by management. This includes fabric that is lost, shipped to the wrong location or damage caused by outside vendors (fabric finishing/backing, etc).
- Universal Furniture assumes no responsibility for fabric flaws, defects, dye lot variations or wearability of any COM fabric. Universal will make every effort to detect these prior to cutting the fabric.
- Universal Furniture does not warranty COM fabrics.