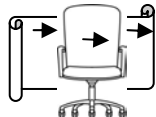
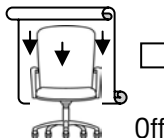




C.O.M Form

Customer# & Name		Date	
Attention		Customer Fax #	
Contact @ Source	Customer Relations Dept.	E-Mail Address	cr@sourceseating.com
Our Address	545 Hartford Turnpike, Shrewsbury, MA 01545	Our Tel #	800.722.0474
Order Log #		Our Fax #	508.842.1838

Please Sign & Mail This Form w/Memo Sample To Complete Your Purchase Order

Your P.O. #	Chair Model & Style	
Fabric Supplier Name, City & State		
Telephone #		
Fabric #		
Pattern, Color, Description		
Total Yardage Ordered		
Total # of Rolls	Estimated Arrival Date @ Source	
Fabric must be tagged with your P.O # or it will be returned to sender at your cost		
Identification Marks		
Application Questions	Is there a desired top and bottom? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate in sample space below.	
	Is the fabric reversible? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is the fabric a stripe? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, apply stripe : <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	
	Indicate pattern direction [check a box]. <u>If unchecked, we will apply Off The Bolt.</u>	
	<input type="checkbox"/>  Railroaded	<input type="checkbox"/>  Off The Bolt [Selvage]
Other Special Cutting Instructions / Comments		

Please Sign & Mail This Form With The Sample So We Can Begin Production

Top – Face Up	Please send larger sample if you wish.
Staple Fabric Sample Here	COM Terms & Conditions (1) We must approve all COM prior to use in our production process. (2) We are not responsible for appearance, performance, CAL133 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. (7) If return address, courier & account# are not provided, any excess fabric will be discarded. (8) Any dispute arising from the acts of omission or commission by your Fabric Supplier will be settled by you. (9) Materials received will be used in production only after we receive the fabric sample and this form with your signature. Materials that cannot be matched [due to lack of completed COM Form] will be returned to sender at end of 10 business days.
Bottom	

Your Approval
 First & Last Name: _____
 E-Mail Address: _____
 Title: _____ Date: _____
 Signature: _____

C.O.M. Reviewed For Use In Production @ Source By
 Name: _____
 Date: _____ Order # _____
 Signature: _____