

C.O.M. FORM
“Customers Own Material”
CHECKLIST

- C.O.M. yardage should be priced at grade 2. Only 48”-70” wide fabric will be accepted. Your C.O.M. fabric will be returned freight collect if the fabric is deemed defective with flaws.
- If you are sending a patterned fabric that will be matched, use the following scale to calculate waste and add the necessary amount of additional fabric. The increase in yardage is determined by the largest repeat, whether that is horizontal or vertical.

Repeat	0” (Plain)	2”-14”	15”-25”	25”-27”	28”-36”
Increase	15%	35%	40%	45%	50%

- Each roll of fabric **MUST BE LABELED** with the following:
 - Account Name
 - Purchase Order Number
 - Date
 - Frame Style Number and Name
 - Customer Name
- Unless specific instructions are provided and listed on C.O.M. Form:
 - All stripes will run vertically.
 - All fabric will be applied using the face side of the fabric.
 - All fabric is applied by the factory at their discretion, unless specified otherwise on C.O.M. form, without liability for doing so.
- All C.O.M. orders must be accompanied by a completed C.O.M. Form or your order will not be acknowledged.
- All C.O.M. fabric must be shipped, **FREIGHT PREPAID**, to Timberwood:
 - Timberwood
 - ATTENTION: C.O.M. DEPARTMENT
 - 2545 BGA Drive
 - Claremont, NC 28610

C.O.M. FORM

Please follow the steps below, fill out all applicable fields, and return this form to your Timberwood customer service representative.

Fabric received must be clearly identified with your Purchase Order Number and Your Business Name. **This form must be completed for each fabric sent. Production of your order will not begin until C.O.M. fabric is received.** Orders with stocked fabric and C.O.M. fabric will not begin until C.O.M.fabric is received.

1. FABRIC IDENTIFICATION

Please attach a small clipping of your fabric, with the front side up, in the box below. All fabric must be upholstery grade between 48"-70" wide. **We do not accept sheers, vinyl, or leathers. Silk is only accepted for pillows.**

2. FABRIC INFORMATION

Fabric Supplier: _____
 Fabric Name/Style No.: _____
 Fabric Color: _____
 Fabric Repeat: _____ "H & _____ "V
 Fabric Style (to be applied to): _____
 Frame Quantity: _____

TOTAL YARDS SHIPPED: _____ *

**Must send ONE continuous piece. Multiple pieces of fabric will NOT be accepted and will delay production. (If sending a pattern that will be matched, please refer to COM Check List for amount of additional Yardage needed for waste.)*

**-ATTACH FABRIC
HERE-**

Place fabric face up and in the direction you want it applied to the frame.

For UTR fabric, selvage here

For RR fabric, selvage here

C.O.M. fabric must be shipped, **FREIGHT PREPAID**, to:

**Timberwood
 2545 BGA Drive
 Claremont, NC 28610**

If pillows come with frame, will pillows be made in sent COM fabric? ____ Yes ____ No

If no, pillows will be in: _____
(Please fill out COM form for each fabric sent, including pillow fabrics.)

If you are sending a patterned fabric that will be matched, use the following scale to calculate waste and add the necessary amount of additional fabric. The increase in yardage is determined by the largest repeat, whether that is horizontal or vertical.

Repeat	0" (Plain)	2"-14"	15"-25"	25"-27"	28"-36"
Increase	15%	35%	40%	45%	50%

3. FABRIC APPLICATION:

Is the fabric reversible? _____Yes _____No

If so, which side is the face side you would like us to apply?

Does your fabric have a design that you want to spot? _____Yes _____No

If so, which stripe/flower/pattern are we to spot?

If striped (or stripe-like pattern), do you want your stripes to "Stand Up" _____ or "Lay Down" _____?

Do you want your fabric applied railroaded _____ or up the roll (non-railroaded) _____?

Any additional comments to help in applying your C.O.M.?

4. EXTRA YARDAGE: Please select one of the options below for any unused yardage:

_____Please ship any unused yardage back with my order.

_____Please **do not** ship any unused yardage back with my order.

5. CONFIRMATION:

Your order will be entered upon return of a signed copy of this form and the receipt of your fabric. In signing below, you are acknowledging that the information on this form is Correct.

(Customer Name)

(Date)

(Signature)

(Purchase Order Number)

(Phone)

(Email)