

**Customer's Own Material Ordering Instructions - Executive & Task Seating**

1. Please complete the information below, attach a memo sample of the COM or COV or COL material in the space provided and return a scanned copy of this form via email to [orders@encoreseating.com](mailto:orders@encoreseating.com). Physical forms will also be accepted via regular mail at the following address: Encore, 13747 Midway Street, Cerritos, CA 90703. All COM, COV or COL material must be approved by Encore and will not be scheduled for production until the total order requirements have been received. Approval will be completed within 24 hours of receipt.
2. Please ensure that all COM, COV or COL materials are properly identified and marked with the company name, purchase order number and reference number or sidemark and send to Encore at 13747 Midway Street, Cerritos, CA 90703.

Date: \_\_\_\_\_

Account #: \_\_\_\_\_

Dealer Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

COM and COV yardage requirements shown in the Encore Master Price List is based on using fabric which is plain (i.e. non-directional) and a full 54" wide. Fabrics of narrower widths and/or that involve matching repeats will require additional yardage. Use the chart below to determine the necessary additional yardage for both directional fabrics and narrow width fabrics.

Fabric Repeat	Increase COM Requirement by:
4.9" and under	0%
5" - 10.9"	12%
11" - 15.9"	18%
16" - 20.9"	25%
21" and over	40%

Fabric Information

Chair Model #: \_\_\_\_\_

Quantity: \_\_\_\_\_

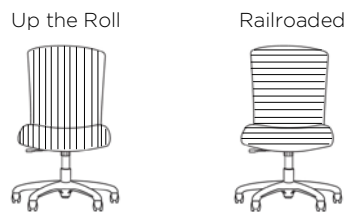
Textile Manufacturer: \_\_\_\_\_

Pattern Name and Color: \_\_\_\_\_

Total Yardage/Sq. Ft. Being Sent: \_\_\_\_\_


Fabric Width: \_\_\_\_\_ Repeat: \_\_\_\_\_

Apply Fabric (please check one):



Application of fabric should not be assumed. Please attach a memo sample of your material in the area provided. Pay careful attention to the top of the pattern and the face side of the fabric. Please add any additional application information in the special application instructions section.

**Attach Fabric Sample Here**



Place fabric pattern the direction it should appear on chair

Special Application Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note, in the absence of application instructions, Encore will not be held responsible for a COM application deemed unacceptable by the customer. All patterns will be applied Up the Roll unless specifically requested to the contrary. While we do inspect fabrics for imperfections, we cannot be responsible for defects, color or dye lot variations or color fastness. Plain solid 54" width fabrics do not require this COM information sheet. COV and COL that have not been pre-approved require a sample to verify compatibility with the upholstery application.