

## GRADE-IN PROGRAM

### guide to office master grade-in program

#### ORDERING GRADE-IN FABRIC

To order Office Master seating with a specific, grade-in pattern, you must note the following clearly on your PO:

- 1 Fabric Mill Name (Momentum Textiles, Mayer Fabrics or C.F. Stinson)
- 2 Grade-In *x* (where '*x*' is the appropriate grade)
- 3 Your selected "Pattern Name" and "Color Number/Name"
- 4 Layout instructions (see page 10)

If the above information is not clearly and completely noted, Office Master will assume your PO to be a COM order and will wait for your fabrics to arrive.

#### SELECTING PATTERNS

To choose a pattern, or to see which pricing grade (Grade-In A, B, C, etc.) your selected pattern(s) falls under, please consult the accompanying chart or go directly to the appropriate fabric mill's website. Office Master's approved patterns are listed under the "Pre-Approval/Grade-ins" section.

Upon selecting a pattern, please note the grade selection noted to the right (see instruction 1 above).

#### GRADE-IN SAMPLES

In order to obtain any samples, please contact the appropriate fabric mill directly via its website or phone number.

Momentum Textiles ([www.thememogroup.com](http://www.thememogroup.com), 800 366 6839)  
Mayer Fabrics ([www.mayerfabrics.com](http://www.mayerfabrics.com), 800 428 4415)  
CF Stinson ([www.cfstinson.com](http://www.cfstinson.com), 800 841 6279)

#### SPLIT ORDERS

If you would like the items of your order that are not part of the Grade-in program to ship on a separate timeframe than the Grade-in portion of your PO, please contact an Office Master Customer Service representative to confirm. In such a case, a higher shipping cost for the PO may be incurred.

#### LEAD TIMES

Normal Office Master lead times for items ordered under the Grade-in program will be measured from the date of the receipt of **all** fabrics specified for a PO.

Order changes requested 24 hours after the the original submission to Office Master may result in a longer lead time.

Actual processing times are also subject to individual credit terms and assume that all accounts are in good standing.

#### WARRANTY

No Office Master warranties are implied or given under the Grade-in program beyond the pertinent standard fabric mill's original warranty coverage.

#### CHANGE ORDERS AND CANCELLATIONS

For orders that have entered any stage of the production process, Office Master can not accept change orders or cancellations.

All fabric order changes (either Office Master textile or Grade-in) must be received within 24 hours of the original PO submission. Fabric changes to orders after the initial 24 hour period may be assessed additional fees.

