

COM, COL & GRADE-IN specifications

WHY READ THIS FORM? This form describes Office Master's standard procedures for COM, COL and Grade-In's fabrics and leathers. Reading it will help you understand how your materials will be dealt with, and how to avoid potential misunderstandings and delays with your order.

WHY FILL OUT THIS FORM? Fabric designs often come in intricate patterns. Different people may interpret the same fabric's direction in different ways. In order to avoid any confusion and to ensure that your order comes out the way you want, please use this form with your original PO to specify orientation.

HOW MUCH YARDAGE SHOULD I SEND? Yardage per chair is estimated in this price list and based upon 54" wide, plain or non-directional material.

Additional yardage may be required if striped or patterned material is used, if pattern requires matching or if width of material is less than 54" wide. Please call us at (877) 776 5678 if you have questions.

PROCESSING TIME Orders for production of COM, COL and Grade-In's upholstered products are not scheduled for processing until upholstery material is received. Office Master will not ship orders until 3-5 business days after receipt of fabric(s) and/or material(s). No CBD or credit hold terms.

SPLIT ORDERS If a portion of your shipment does not require COM, please specify whether Office Master should ship complete or split. By default, Office Master puts orders on hold until all material is received. Please contact us if you need to split orders.

CANCELED OR CHANGED ORDERS Customers are responsible for the cost of the chair and any additional penalties as well as for arranging the return of any extra COM, COL or Grade-In's resulting from changes in upholstery material or cancellation of an order. Office Master assumes no responsibility for this material.

EXCESS UPHOLSTERY MATERIAL Office Master will dispose of all excess upholstery material unless the customer specifically arranges otherwise.

UPHOLSTERY MATERIAL DISCREPANCY Office Master assumes no responsibility for defects in, or performance of, COM/COL. But if we detect any flaws with the upholstery material that we receive, we will immediately notify the customer by fax or by phone. In such a case, Office Master will hold the order until the customer advises us on what to do next. Office Master is not responsible for any delays on orders in which customer instructions are pending.

Diagram 1



Diagram 2



COM SPECIFICATIONS FORM

A copy of this form should accompany POs for orders with directional or intricate fabric designs. Please fill out completely.

YOUR NAME AND COMPANY OR ID

PURCHASE ORDER NUMBER

PHONE NUMBER

OFFICE MASTER SALES ORDER NUMBER (OPTIONAL)

IF ANY MATERIAL REMAINS AFTER COMPLETION OF MY ORDER, PLEASE...

- Dispose of it for me (**default**).
- Return it to me (we will bill the freight).
- Please see my instructions below.

CHECK THE BOX THAT INDICATES HOW YOUR FABRIC SHOULD RUN

- Selvage top and bottom.
- Selvage side and side.

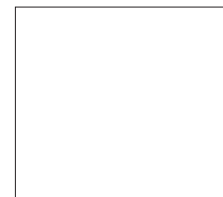


COMPLEX PATTERN (SEE EXPLANATION/INFORMATION BELOW)

Seat



Back



OFFICE MASTER MATERIAL GUIDELINE HIGHLIGHTS

COM

- Unless otherwise stated, Office Master will exercise its discretion in choosing fabric direction (usual default as illustrated in *Diagram 1*, bottom left).
- COM must be provided as continuous yardage, and is based upon 54" wide plain or non-directional material.
- Do not fold materials. Office Master is not responsible for material that is damaged or wrinkled upon receipt.

COL

- Leather should be sent in rolls, do not fold. Office Master is not responsible for material that is damaged or wrinkled upon receipt.
- Outer edges of leather can not be calculated as square feet or yardage.

COM & COL

- To avoid delays, *all materials sent to Office Master must include the PO number of your order* with us, clearly marked or tagged on all material.
- All fabrics and leathers will be examined before cutting and Office Master is not responsible for material that is damaged upon receipt.

COMPLEX PATTERNS Positioning of intricate patterns or pattern repeats on seat and back default centered (as shown in *Diagram 2*, bottom left). Customers can use the boxes provided on the COM Specification Form to sketch how they want patterns to appear. Be advised that if your COM or Grade-In's fabric has stripes, you need to state in your PO whether a vertical (up/down) or horizontal (left/right) orientation is to be applied. Otherwise, Office Master will use its sole discretion. Large pattern repeats may require up to 25% additional yardage.

