

# CUSTOMER'S OWN MATERIAL

## SAFCO COM POLICY

Contact Customer Care at 1-888-971-6225 for inquiries regarding COM and/or to submit 12 x 12" textile samples, including repeat information. The COM textile must be approved prior to order fulfillment. Contact Customer Care for logistical details.

## SUBMITTING COM TEXTILES

Reference PO # on all textile rolls.

- For non-directional, plain, solid color or non-patterned fabrics, please follow COM yardage requirements as specified under each individual model number in our selection guide.
- For all textiles, please attach a sample of the COM textile to our COM form (see below). Include all information and return to Safco Products as directed by Customer Care for testing and approval. Please include mill specifications regarding fabric.
- Customer Care will notify customer of COM approval.

Upon COM approval, send purchase order to Safco Products Customer Care Department.

1. Purchase orders must include clearly defined COM information including textile name, color, description and textile company name.
2. Orders requesting COM will be placed on "Manufacturing Schedule hold" until the COM textile is received.
3. Upon receipt of COM textile, the order will be released into production and shipped within 2 to 3 weeks.

All COM textiles received at Safco Products must include the following information:

1. Customer's name, address and phone number
2. Purchase order number
3. Any special instructions for application
4. Any flaws in COM must be clearly indicated

### COM Directional Fabrics

- Safco may consider some COM fabrics directional that the fabric supplier does not due to the upholstering process Safco uses.
- Application of COM fabric will be upholstered as shown on the COM supplier memo sample or website. Please contact Safco Customer Care for a custom quote if a different pattern/application is desired.
- Arc-Com/CF Stinson/Maharam/Momentum/Ultrafabrics Alliance fabrics will be upholstered as shown on the supplier memo sample or website. Please contact Safco Customer Care for a custom quote if a different pattern/application is desired.

Safco Products is not responsible for yardage submitted to us beyond the required amount. Excess COM textile will be held in-house for 60 days and will be discarded after that time period.

If a customer requires the COM excess yardage returned, they must contact Customer Care at Safco Products to make arrangements. The customer will be responsible for delivery charges.

Safco Products warranties do not apply to Customer's Own Material and Safco Products assumes no responsibility for defects, wear or performance of the Customer's Own Material.

For more information, please contact Safco Products Customer Care at 1-888-971-6225 or go to [www.safcoproducts.com](http://www.safcoproducts.com).

PLEASE SEND ALL COM TEXTILES TO:  
Safco Products Company  
2700 Barrett Lakes Boulevard, Suite 700  
Kennesaw, GA 30144-6896

Printed fabric swatches are for reference only. Please request swatches from your local rep or Safco Customer Care if needed.

## CUSTOMER'S OWN MATERIAL FORM

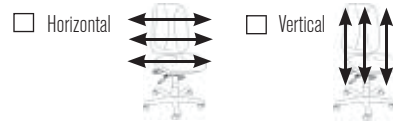
(PLEASE PHOTOCOPY)

Dealer/Customer \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Fabric Source (Mill) \_\_\_\_\_  
 Mill Phone Number \_\_\_\_\_  
 Fabric Name/Number \_\_\_\_\_  
 Fabric Color \_\_\_\_\_  
 Fabric Content \_\_\_\_\_  
 Pattern Repeat \_\_\_\_\_  
 Total Yardage Shipped \_\_\_\_\_

Date \_\_\_\_\_  
 Purchase Order Number \_\_\_\_\_  
 Model Number \_\_\_\_\_  
 Quantity \_\_\_\_\_  
 Please check one:  
 \_\_\_\_\_ This form is to request fabric testing  
 \_\_\_\_\_ This form accompanies customer fabric for the referenced PO number.

Application  
 Is there a desired top and bottom to the fabric application? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Is the fabric a stripe or two-color plaid? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes Apply: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

Circle and check box for correct application:



TEXTILE SAMPLE: ATTACH SAMPLE TEXTILE CUTTING HERE WITH DESIRED FACE AND DIRECTION DISPLAYED.

top

bottom