

UNIVERSAL

EXPLORE HOME™

COM FORM

CUSTOMER NAME _____ DATE _____

CUSTOMER PO # _____

ACKNOWLEDGEMENT TO BE FILLED OUT BY HPT OFFICE

STYLE/SKU# _____ ITEM DESCRIPTION _____

SPECIAL INSTRUCTIONS: _____

FABRIC #1

NAME _____

UP THE ROLL

NUMBER/
COLOR _____

RAILROAD

WHERE USED _____

FACTORY
DISCRETION

FABRIC #1 SAMPLE	FACE SIDE UP
↑	
↑	
↑	

FABRIC #2

NAME _____

UP THE ROLL

NUMBER/
COLOR _____

RAILROAD

WHERE USED _____

FACTORY
DISCRETION

FABRIC #2 SAMPLE	FACE SIDE UP
↑	
↑	
↑	

FABRIC #3

NAME _____

UP THE ROLL

NUMBER/
COLOR _____

RAILROAD

WHERE USED _____

FACTORY
DISCRETION

FABRIC #3 SAMPLE	FACE SIDE UP
↑	
↑	
↑	

TRIM #1

NAME _____

NUMBER/
COLOR _____

WHERE USED _____

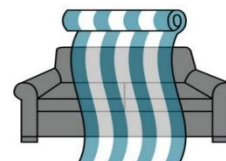
TRIM #1 SAMPLE	FACE SIDE UP
↑	
↑	
↑	

**USE ONE FORM PER SKU- USE MULTIPLE FORMS
IF EXCEEDING 3 FABRICS**

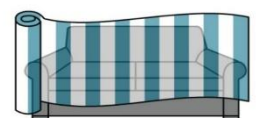
EMAIL COMPLETED FORM TO:
domesticwhseorders@universalfurniture.com

Fabric Ship To: Universal Furniture
Attn.: COM Department
1099 2nd Ave PI SE
Conover, NC 28613
828-468-6127

What's railroaded fabric?



REGULAR
top of pattern runs up the roll
(up the roll)



RAILROADED
top of pattern runs across the roll

CUSTOMER'S OWN MATERIAL (COM) GUIDELINES

1. All COM orders must be accompanied by a completed COM information form, or the order will not be acknowledged and accepted.
2. If the material is being sent from a source other than the purchaser, that source should ensure that the information required is provided.
3. Proper identification of COM is imperative. If we are unable to identify a COM, the order cannot be processed.
4. If an order requires multiple COM fabrics the order will not be scheduled for production until all COM has arrived at our manufacturing facility.

COM in Leather/Suede, Vegan Leather or Silk/Satin **cannot** be accepted.

COM fabric should be shipped to the address below. (Completed COM Form must be included.)

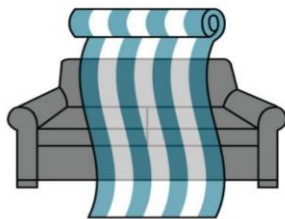
Universal Furniture
1099 2nd Ave Pl SE
Conover, NC 28613
828-468-6127

COM APPLICATION

Please specifically indicate the following:

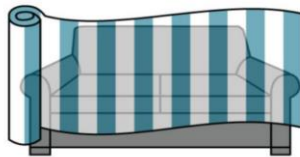
The CORRECT FACE SIDE of the COM fabric. If not marked, we will use what is rolled inside.

What's railroaded fabric?



REGULAR

top of pattern runs up the roll
(up the roll)



RAILROADED

top of pattern runs across the roll

How is the fabric to be applied: (must pick one)

REGULAR (UP THE ROLL)

RAILROAD

FACTORY DISCRETION

All stripes will run vertically (Railroad) unless notated otherwise.

- Any special instructions on application of the COM fabric MUST be included with the original Purchase Order AND included on the COM identification form.
- In the absence of instructions, Universal Furniture reserves the right to use factory discretion. This includes, but is not limited to, determining the face side, top and bottom of the design, which motif to center on and necessary placement of seams.
- In cases where the pattern parts for a style of upholstery are wider than the fabric width, the fabric will be seamed.

COM YARDAGE REQUIREMENTS AND INFORMATION

Plain 54" fabric requirements are listed in the Universal price list by each style/sku number. If you are sending a patterned fabric, use the following chart to calculate waste and to add the appropriate percentage based on fabric width and repeat. The increase in yardage is always determined by the larger repeat, whether that is vertical or horizontal.

IMPORTANT: This chart is intended as a GUIDE ONLY. Yardage may vary due to fabric layout, the style to which it is applied and/or the quantity of items being ordered.

Repeat	1"-6"	7"-14"	15"-20"	21"-27"	28"-36"	Over 36"
Increase	15%	30%	35%	40%	45%	100%

Only fabric that is a minimum of 54" wide will be accepted.

Universal COM yardage published is based on a solid 54" wide fabric. COM only applies to fabric. Leather/Suede, Vegan Leather, or Silk/Satin fabrics will not be accepted.

NOTE: Excess COM yardage will ONLY be returned upon request at the time of order and the customer will be responsible for all return delivery charges.

Universal will not be responsible for any excess COM yardage after the furniture is shipped.

60 days after the order ships, all excess COM material will be recycled at factory discretion.

YARDAGE RECEIVED:

- Fabric will be received and checked for sufficient yardage, for flaws, and any other defects. When selecting a fabric please be aware that some fabrics may not tailor well due to their characteristics.
- If less than the stated yardage requirements are received, you will be notified of any additional yardage requirements needed.
- All fabric should be continuous yardage, sent on a roll (not folded) and from same dye lot.
- All COM fabrics will be inspected for weave integrity and seam slippage. In the event a COM is received that needs backing, we will notify the customer with the cost of applying backing application. The customer will approve the additional cost of backing or request the return of COM fabric at their expense. No fabric will be approved for production that does not meet Universal standards for weave integrity, without applied backing. NO EXCEPTIONS.

• Latex backing has a minimum charge for quantities of 10 yards or less	\$50.00
After 10 yards the following will be invoiced per yard	\$3.00 yard
• Knit backing is appropriate for fine and thin fabrics. There is a set up fee for knit back which is:	\$50.00
If fabric is knit backed it is the \$50.00 fee plus a fee per yard	\$7.00 yard

***BACKING COM fabrics typically require 2-4 weeks additional lead time.

COM TRIMS

1. Braided welt cord with a selvage edge can be applied to items in place of self-welt. *
2. Braided welt cord and/or fringe with a selvage edge can be applied to throw pillows in place of self-welt.*
3. COM fabric on “ride free” pillows can be used only when COM is on the body of the item.
4. All COM pillows for upholstery with in-line fabrics will need to be purchased separately.

*The Contrast Welt upcharge will apply

COM Miscellaneous Terms and Information:

- Universal Furniture assumes no responsibility for the tailoring quality of some fabrics or for the receipt of defective materials.
- Universal Furniture assumes no responsibility for COM overall appearance, flammability, durability, color fastness or any other quality after upholstering.
- Universal Furniture does not flow match COM fabrics.
- Mohair COM will be blind-seamed and cannot be welted.
- A copy of the completed COM form must accompany the COM fabric when received. Your COM order will not go into production until we receive all the proper fabric, forms and instructions.
- COM orders cannot be cancelled once production has begun.
- Pieces upholstered in COM are non-returnable. All perceived manufacturing defects must be approved by Universal Furniture before a claim is filed.
- The inherent characteristics of stripes, plaids and other patterns may cause mismatched or distorted looks on styles with tufted or patchwork designs.
- Universal Furniture limits its liability of COM damages to \$100.00 per yard unless approved by management. This includes fabric that is lost or damaged in production or any damage caused by outside vendors such as fabric finishing/backing, etc. Universal Furniture will not be held liable for fabric that is lost or damaged for any reason other than the sole negligence of the factory.
- Universal Furniture assumes no responsibility for fabric flaws, defects, dye lot variations or wearability of any COM fabric. Universal will make every effort to detect these prior to cutting the fabric.
- Universal Furniture does not warranty COM fabrics.