COM Order Form

Copy and attach this form to your purchase order for all COM orders. Copies should also be sent to your fabric vendor to be used to tag all fabrics sent as COM. Proper identification of your fabric is extremely important. If we cannot identify your fabric, your order cannot be processed. To avoid delay in processing your order, make certain the following information is provided with the shipment of your fabric.

Dealer Name: _Resource Room_   Account #: _____

Dealer Address: _1350 N Kelly Ave, Nixa MO 65714_

P.O. # (Furniture): _____ Tag For: _____

Items: _____

It is necessary that all materials being sent to our factory be marked with your company name and order number. Please provide the following information on all orders for furniture covered in customer's own material.

1. Name of fabric.
2. Pattern name or number, description and color.
3. In cases of striped fabric, specify whether stripe is to be applied vertically or horizontally on the item.

4. Sample of fabric properly marked face side and any special application instructions.
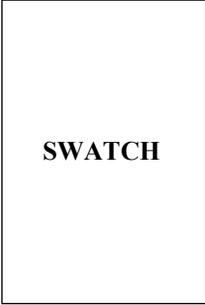5. Specify fabric to be cut "Railroad" or "Up the Roll."

FABRIC/TRIM INFORMATION

Fabric/Trim # and Description: _____

Fabric Source, Address-Phone #: _____

_____

P.O. # (Fabric): _____ # Yards or Sq. Feet: _____

Fabric/Trim to be Applied to: _____

Fabric Direction: Up the Roll _____ Railroad _____

SWATCH

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FABRIC/TRIM INFORMATION

Fabric/Trim # and Description: _____

Fabric Source, Address-Phone #: _____

_____

P.O. # (Fabric): _____ # Yards or Sq. Feet: _____

Fabric/Trim to be Applied to: _____

Fabric Direction: Up the Roll _____ Railroad _____

SWATCH

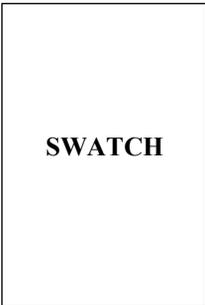……

FABRIC/TRIM INFORMATION

Fabric/Trim # and Description: _____

Fabric Source, Address-Phone #: _____

_____

P.O. # (Fabric): _____ # Yards or Sq. Feet: _____

Fabric/Trim to be Applied to: _____

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SWATCH

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