

Customer's Own Material Program and Worksheet

**ORDERING INSTRUCTIONS FOR
HIGHMARK COM PROGRAM:**

1. Complete the information required and return via mail to HIGHMARK at 15731 Graham Street, Huntington Beach, CA 92649. Attach a sample of the COM, COV or COL material in the space provided. All COM, COV, COL fabrics must be approved by HIGHMARK and will NOT be scheduled for production until the total order requirements have been received. Approval can be completed in 24 hours. HIGHMARK will not return any excess COM/COL material.
2. Please make sure that all COM/COV and COL is properly identified and marked with your company name, purchase order number, and reference number or side mark and send to: HIGHMARK 15731 Graham St., Huntington Beach, CA 92649.
Please send a completed photocopy of this page to HIGHMARK

COM/COV/COL quantities listed in the price list are yardage estimates based on non-directional 54" wide fabric rolls. COL is calculated by multiplying the yardage estimate by 18. For repeats and different roll widths increase your requirements by the percentage shown below.

| Repeat | Fabric Width | | | |
|-----------|--------------|-----|--------|------|
| | 54" | 50" | 45-48" | 36" |
| 1 to 3" | 0% | 10% | 25% | 60% |
| 4 to 6" | 10% | 15% | 30% | 65% |
| 7 to 14" | 20% | 30% | 40% | 80% |
| 15 to 20" | 25% | 40% | 45% | 90% |
| 21 to 27" | 30% | 45% | 50% | 100% |
| over 27" | 40% | 50% | 55% | 105% |

Date: _____

Account #: _____

Dealer Name: _____

Contact Name: _____

E-mail Address: _____

Purchase Order #: _____

FABRIC INFORMATION

Chair Model #: _____

Quantity: _____

Fabric Mill / Name & #: _____

Fabric Color: _____

Total Yardage / Sq. Ft. Being Sent _____

Fabric Width: _____ Repeat: _____

Application of a fabric should not be assumed. Please make sure to attach a sample of your material, sized to the space, in the space provided. Pay careful attention to the top of the pattern and the face side of the fabric. Please add any additional application information in the space above.

ATTACH FABRIC SAMPLE HERE
(Scanned photo in .pdf format is acceptable)

FACE SIDE OUT



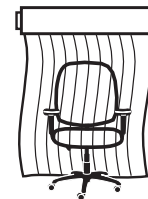
TOP OF PATTERN



Apply Fabric (please check one)

Railroad

Regular



SPECIAL APPLICATION INSTRUCTIONS:

NOTES: In the absence of application instructions, Highmark will not be held responsible for a COM application deemed unacceptable by the customer. All stripes will be applied vertical (regular) unless specifically requested to the contrary. While we do inspect fabrics for imperfections, we cannot be responsible for defects, color or dye lot variations or color fastness. Plain solid 54" width fabrics do not require this COM information sheet. COV and COL require a sample to verify compatibility with the upholstery application.

Internal Use Only: _____

Work Order Number: _____ Date Received: _____