

# CUSTOM FABRIC FORM

For internal use only

Tracking # \_\_\_\_\_

Date \_\_\_\_\_



All information below needs to be supplied in order to process your request and one (1) yard of the fabric must be sent. Additional material may be requested. Please include this form and a Cal-117 certification (if applicable) to all test requests. If fabric is reversible, please indicate up side with a color swatch. Remember that fabric **(C.O.M.) is priced at grade 2 and vinyl (C.O.V.) is priced at grade 3.** Contact the C.O.M. coordinator with any questions.

Please send this form to [COM-Info@groupelacasse.com](mailto:COM-Info@groupelacasse.com).

## General information

Date of request	Ship one (1) yard of the selected upholstery to one of the following address  <b>For all other United Chair and Arold products:</b> Attention: C.O.M. Testing Groupe Lacasse 175 Saint-Pierre Saint-Pie, QC J0H 1W0 Canada
Customer name	
Contact person	
Phone #	
E-mail address	

## Textile information

Test #	Results		Supplier	Pattern name	Pattern #	Color
	Passed	Failed				
1.						
2.						
3.						
4.						
5.						

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	Please check		Orientation		Reversible fabric?		Is fabric Cal-117?		Backer type
	Fabric	Vinyl	Off the roll	Railroaded	Yes	No	Yes	No	(If applicable)
1.									
2.									
3.									
4.									
5.									

## Other comments

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# C.O.M./C.O.V. POLICY

## Fabric approval

All C.O.M./C.O.V. materials must be approved for use by Groupe Lacasse/United Chair manufacturing facilities.

To request approval, one (1) yard needs to be forwarded along with the material's specifications to our Groupe Lacasse manufacturing facilities to the attention of the C.O.M./C.O.V. coordinator; shipping information can be found on the Custom Fabric Form. If California # 117 compliant, the certification must accompany the material. Please ensure that the custom fabric form is completely filled out and sent to **COM-Info@groupelacasse.com** or the test cannot be processed. The ORIENTATION section is especially important; if it fails to be completed the material will be applied as it comes off the roll.

Once the C.O.M./C.O.V. material has been tested, you will be contacted by the C.O.M./C.O.V. coordinator with the results. Upon approval, you will be directed as to any additional yardage requirements beyond the published C.O.M./C.O.V. yardage. To determine amount of upholstery needed, please refer to the C.O.M./C.O.V. designation (model specific) in the product description section of the website ([www.groupelacasse.com](http://www.groupelacasse.com)). Yardage is based on 54" width roll. **Some directional or patterned material may require additional yardage.**

All materials are to be received from the vendor clearly marked with your purchase order number, VENDOR-PATTERN-COLOR and yardage. There should not be more than one piece per roll. Back orders or partial shipments will not be accepted. Rolls must not exceed 50 lbs. All C.O.M./C.O.V. material must be shipped prepaid to our manufacturing facilities. **DO NOT** ship C.O.M./C.O.V. material without positive test results.

Once approved, please forward your purchase order to **COM-Info@groupelacasse.com** and the upholstery to the specified address. Groupe Lacasse is not be responsible for any upholstery excess received or material that cannot be identified. Those will automatically be discarded or returned, on demand only, to the client at their expenses. C.O.M./C.O.V. upholstery is subject to final approval upon arrival. It is the responsibility of the customer or customer's vendor to inspect material for bias and/or flaws prior to shipment to Groupe Lacasse/United Chair.

## Disclaimer

The Seller reserves the right to approve all C.O.M./C.O.V. prior to acceptance. Even after preliminary approval, the Seller reserves the right to reject C.O.M./C.O.V. if tests or early production results indicate the material will not meet the Seller's quality standards or excessive unforeseen costs will be incurred. For accepted C.O.M./C.O.V., the Seller assumes no responsibility for its appearance, quality, durability, colorfastness or any other attributes after application to a United Chair product. The Seller will determine any additional yardage, labor charges or surcharges that may be required as a condition of C.O.M./C.O.V. acceptance.

Purchase orders will not be processed until material has been approved and production cannot be scheduled until upholstery has been received. Upon completing these steps, your ship date will be determined. The Seller may split an order at the customer's request and may be subject to a minimum order charge. The Seller is not responsible for excess C.O.M./C.O.V. from completed orders unless express agreement has been reached in advance. The customer is responsible for the return of any excess material. C.O.M./C.O.V. orders may not be changed or cancelled after acknowledgement.

Please consult the C.O.M./C.O.V. coordinator by phone: 1-888-522-2773, or email at **COM-Info@groupelacasse.com** with any questions regarding this process.

## Pricing

C.O.M. (FABRIC): is priced at Grade 2.

C.O.V. (VINYL): is priced at Grade 3.