

C.O.M. ORDER FORM

All RFM seating is available in customer's own material (C.O.M.). Each order must be accompanied by a copy of this form. Please provide a sample of the fabric with this form. Additional charges and instructions are listed on Customer's Own Material instruction page.

Mail purchase order with a copy of this form to:

RFM

Customer Service
619 S.W. Wood St.
Hillsboro, Oregon 97123
Phone (800) 447-5542
Fax (800) 734-6377

DEALER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

CHAIR P.O. # _____

Place fabric will be shipped from:

CO. NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TOTAL YARDAGE _____

QUANTITY	CHAIR STYLE #	FABRIC NAME AND #
1		
2		
3		
4		

Attach fabric sample here in direction it should appear on chair.

Shipping instructions

For all C.O.M. fabric call for ship to address

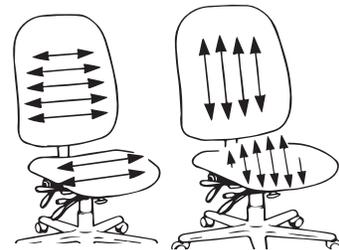
RFM Customer Service 619 S.W. Wood St. Hillsboro, OR 97123	RFM Customer Service 1213 136th St. Lansing, KS 66043
---	--

C.O.M. must be shipped PREPAID and must show the following:

- Customer's name,
- Customer's purchase order number,
- Fabric supplier's name,
- Fabric name & number.

Any missing information will cause shipment delays. RFM reserves the right to requote any C.O.M. fabric.

Check for fabric direction:



Special instructions

C.O.M. FABRIC UPCHARGE INSTRUCTIONS

Please call customer service for Customer's Own Material yardage requirements

MATCHING UPCHARGE

There will be an upcharge for C.O.M. fabric requiring centering a pattern, matching a stripe or plaid.

LIST PRICE

Metal Side/Guest Chairs, Executive Swivel & Task Chair	\$85.00
---	---------

MATCHING AND CENTERING FABRICS

For certain chair designs, because of the curvature or upholstery techniques, C.O.M. fabrics or vinyl can only be applied by blind-tacking or special handling. Striped and patterned C.O.M. fabrics if requiring matching or centering will require adjustments in yardage. (Special quotations upon request.)

***The C.O.M. order form must be used on all orders
– no exceptions***

C.O.M. material should be shipped PREPAID and marked with the following information:

- Dealer name and purchase order number
- Fabric pattern name and color
- Supplier's name, fabric name and color
- A sample of the fabric attached to the order
- The style numbers of the item in which the fabric is to be applied
- Special application instructions