

BADGLEY MISCHKA H O M E

COM INSTRUCTION LETTER

Thank you for placing your order with Badgley Mischka. Please take a moment to read through this COM Instruction Letter and complete the form on pages 3-5.

COM Instructions:

1. Complete a COM Upholstery Tag (see pages 3-5) for each item to be upholstered with instructions on the placement of your COM. Please be very detailed. You may also send an upholstery placement for reference.
2. Please place your COM order with your supplier as soon as possible. COM must be received in our West Hollywood, CA office 2-3 weeks after your sales order is confirmed.
3. Please ask your supplier to include a copy of the completed COM Upholstery Tag in each roll of fabric shipped to the Badgley Mischka Home warehouse.
4. Fax a copy of the completed COM Upholstery Tag to the Badgley Mischka Home office (424.303.7146) to assist in the identification of your COM.

Important notes:

- Fabric requirements can be provided by your sales representative.
- Badgley Mischka Home does not recommend the use of vinyl. If you are considering vinyl, please contact customer service and send a sample of the vinyl to our office for review prior to order placement. If the request for vinyl is declined we recommend customers reselect their COM.
- All Cheniles and most silks will require knit backing. It is the customer's responsibility to determine if their chosen fabric requires backing. Fabrics requiring backing must arrive backed. The factory does not apply backing to fabrics.

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- **High pile fabrics:**
 - **When using high pile fabrics please be aware of the fabric “smiling” at the seams or on the welting.**
 - **Blind seams - It is possible that a “mohawk” or rough look can occur when the plain seaming catches high pile irregularly; a contrast welt or cording is recommended.**
 - **Self Welt - Self welt of high pile fabrics IS NOT recommended. You can take a pencil and wrap a fabric on the bias to understand the look. It is best to use a contrast welt or cording.**
- **Your COM will be received in our office and shipped onwards to our factory in Mexico. Fabric and leather shipments are opened and inspected at our factory when received. All fabric, leather, or trim issues will be communicated as soon as they are identified.**
- **If your fabric is found to be defective we will send you an inspection report and ask you how you want to proceed. If the fabric needs to be shipped back to the U.S. we will put it on the next available container. If the fabric needs to be shipped by air, please contact your Sales Representative to get quotes and coordinate the shipping.**
- **Multiple COM or mixing COM with Badgley Mischka Home fabrics on a single item will incur a 5% surcharge. This surcharge applies to contrasting welt on cushions or pillows.**
- **A storage fee will be charged if your fabric has not been received by the time your order is ready for upholstery at our factory. The fee is \$50.00 per item per week. If your COM is going to be delayed, we recommend that your order be shipped in Muslin. The pricing on your order will remain the same, and will be shipped to you for local upholstery.**
- **Due to U.S. Customs filing requirements, a Brokers fee will apply per fabric entry. (\$200 per fabric entry.)**
- **Fabric must be received in one complete shipment to avoid multiple entry fees.**

Please feel free to contact Customer Services at 424.303.7250 ext. 5814 should you have any questions.

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Please fill in all fields and attach completed form with the fabrics/leather and ship to below address:

Badgley Mischka Home/ PTM Images
412 North Industrial Avenue
San Luis, AZ 85349
Phone: 424.303.7251
Attn: Ramon Lopez
FAX COMPLETED FORM TO: 424.303.7146 or
EMAIL custommanager@ptmimages.com

General notes on application of COM fabric:

Clear instructions must be provided or BMH will use its own discretion in selecting the best method to cut and apply fabric. This would include, but not be limited to:-

- i) **if the fabric is cut railroad or up the bolt,**
- ii) **if stripes will run horizontal or vertical,**
- iii) **the degree of matching required on a floral pattern,**
- iv) **selecting the dominant match point,**
- v) **selecting which side of the fabric is the face side if not appropriately identified.**
- vi) **Standard yardage requirements are based on 54" wide, plain material. If COM has a repeat and/or is less than 54" wide, additional yardage may be required. Please consult the Yardage Calculations on our website, or contact your sales representative for accurate information.**
- vii) **If customer wants soil repellency treatment, COM must arrive with prior treatment. The factory does not offer this option on COM**

Please reference pages 1 and 2 for additional information regarding COM. If you need any assistance please contact your Sales Representative.

Completed form is required before your order can be processed. Please fill out a separate sheet for each item, if there is more than one COM.

Excess COM will not be returned unless requested on the original order and indicated below.
Please tick the box to select the returning option :

COM is to be returned along with the goods upon completion

COM to be returned separately by courier at customer's cost

Name of customer: _____

BMH Order confirmation number: _____

COM SPECIFICATION:

BMH model number & quantity: Fabric _____

Fabric Composition (%): _____

Manufacturer: _____

Fabric Name/Colour/Pattern Number: _____

Fabric Width (cm or inches): _____

Total Length sent (meters or yards): _____

Total fabric sent (sq mtrs or ft): _____

Origin: _____

Weight: _____

Pattern Repeats: Yes No (Please pick the box)

Repeat size (distance) Horizontal: _____ Vertical: _____

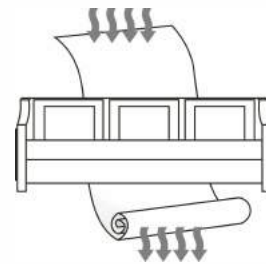
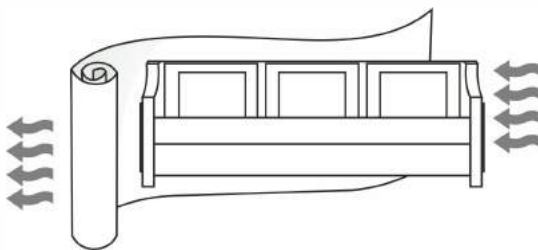
Is the fabric reversible: Yes No (Please tick the box)

(Please clearly mark the front face side on the attached fabric sample)

Please select your desired fabric direction: (Please tick the box)

RR (Railroaded / horizontal)

Off Bolt (Up-Down / vertical)

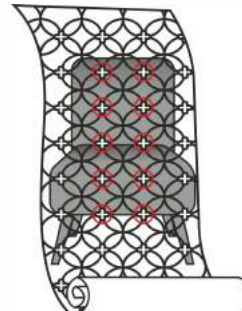
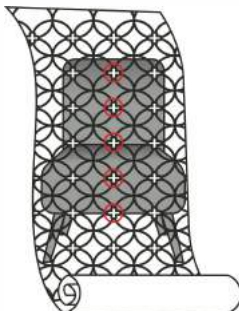


* All stripes will be applied Vertical, unless the buyer indicates otherwise with special instruction for application.

Pattern application: (Please tick the box)

Centralised

Randomized



Any other special instructions/ comments on the fabric direction if not listed on the above generic option, including application instructions on specific areas of item for each fabric, please indicate below

WELT & TRIM (for non self-welt):

Welt/ Trim Name/ Colour/ Pattern number: _____

Total Length sent: _____

Kindly attach one copy of this document to every roll of fabric provided.

Please refer to the COM Instructions Form for the packing and identification of fabrics/ leather.

*Staple fabrics here (if the fabric has floral/repeat/striped pattern which need spot match or flow match)

The fabric side facing out indicates face side for upholstery.

**I authorize BMH to apply this material as I have indicated on this form.
Without specific instruction, fabric will be placed at the discretion of BMH.**

NAME & SIGNATURE : _____ DATE _____