

ORDERING INSTRUCTIONS

For inquiries regarding the specification of COM materials applied to Onsemble made to order seating solutions, contact (info@onsemblesolutions.com).

Step 1: Retrieve the necessary Onsemble made-to-order seating COM form found on page 5.

Step 2: Along with a copy of the COM form, send a 12"x12" material sample to:

909 4th St.

Milford IA, 51351.

Attention COM Receiving

Please include the model number and quantity of products required. This will allow for accurate yardage estimates.

Step 3: Upon approval of the material, please order the appropriate yardage and ship to:

909 4th St.

Milford IA, 51351.

Attention COM Receiving

Ensure the Onsemble purchase order number is included with the ship to address.

Step 4: Purchase orders will be acknowledged with production ship date.

THINGS TO KNOW

- All COM fabrics and vinyls must be approved by Onsemble and will not be scheduled for production until the entire yardage/square footage requirements have been received within the manufacturing facility.
- The COM approval process requires two business days to evaluate and process the 12"x12" material sample.
- Onsemble will not return excessive material. After 60 days from when the production order ships, any excess material will be recycled as part of our continued commitment to protecting the environment.
- Yardage requirements may vary based on several factors including:
Applied fabric direction, size, and geometry of the Onsemble product, and scale or print pattern. Yardage requirements will be conveyed to you upon approval of the 12"x12" sample. It is important to provide the product model number and units within the COM submission form. Yardage calculations are based on 54" wide materials.
- There are no minimum product unit requirements or pricing upcharges. Production lead-times vary by product. Standard warranty provisions apply.

Customer's Own Material Program – Approval Form

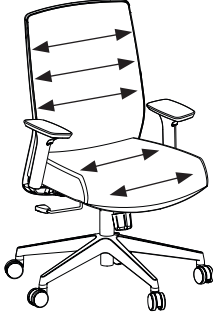
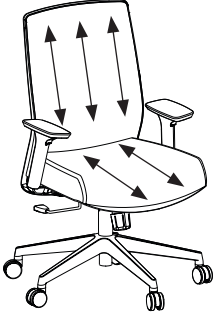
CUSTOMER & PRODUCT INFORMATION

Date		Customer Account Number	
Dealer Name		Purchase Order Number	
Dealer Contact		Onsemble Order Number, if available	
Street Address		Onsemble Product Model Number	
City, State, Zip Code		Onsemble Product Quantity (units)	
Phone Number			

TEXTILE INFORMATION

Mill		APPLICATION	
Fabric Color		Is there a desired top/bottom to the fabric? (YES/NO)	
Fabric Name/Number		Is the fabric a stripe or 2-color plaid? (YES/NO)	
Total Yardage Shipped			

TEXTILE ORIENTATION

<p>Horizontal</p> <input type="checkbox"/>		<p>Vertical</p> <input type="checkbox"/>	
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