

# Customer's Own Material (COM) Instructions

## Steps for Processing COM

### *Step 1: Confirming COM Fabric Approvals*

- Once you have selected the COM fabric you are interested in using for a Teknion product, please contact your Customer Service Representative. Please provide COM suppliers name, color name and pattern name and Teknion product name that you want to upholster.
- Teknion will confirm if the requested COM fabric has already been approved for specified application onto the desired product.
- If fabric has been approved, Teknion will provide you with a Tekniplate number. Please fill in COM Fabric Form Section 1 - Fabric Information, along with Bill of Materials (BOM) and Panel Matrix. Forward forms to your Customer Service Representative.
- Teknion will provide you with yardage requirements and an address to forward yardage for product order.

### *Step 2: COM Fabrics requiring upholstery testing*

- If the fabric has not been tested, Teknion will provide you with an address to send test yardage.
- Also please fill in the COM Fabric Form Section 1 - Fabric Information attach the two 6"x6" samples with fabric direction identified to COM Fabric form Section 3 - Fabric Samples. Please allow 5 business days for test results.
- Application Testing Requirements:

<b>Product Lines</b>	Leverage Transit T O S Ability Marketplace Altos Tackboards (FFMT)	TFS District Altos Acoustic and Fabric Wrapped Fascias (FFRW, FFAW)	Expansion Teknion Wood (Tackboards)	Seating Pedestals District Cushions (UNLC)
<b>Fabric Requirements</b>	2 memo samples and 3 yards for one or more products	2 memo samples and 6 yards for one or more products	2 memo samples and 2 yards for each product	2 memo samples - no additional yardage

- Once the fabric is approved, please forward to Teknion the BOM and Panel Matrix and forward in to your Customer Service Representative. Teknion will provide you with yardage requirements (seating orders under 100 chairs, please see the Seating Price and User Guide) and an address to forward yardage for product order. Please allow **2 business days** for yardage calculations.

### *Step 3: Place COM Fabric order (It is the dealer's responsibility to order and send the COM fabric to the appropriate manufacturing facility)*

- Fill in the COM Fabric Form Section 2 – Product Order Information. Forward to your Customer Service Representative.

All COM fabrics for Panels/Altos Fascias must arrive 2 weeks prior to Estimated Ship Date. All COM fabrics for Seating must arrive 3 weeks prior to Estimated Ship Date. Failure to do so may result in a delay of delivery.

Teknion

# Customer's Own Material (COM) Fabric Form Sections 1-2

## SECTION 1 – FABRIC INFORMATION

TEKNIPLATE SERIAL NUMBER IF APPROVED:

DATE: (mm/dd/yyyy)

COM FABRIC  DELISTED FABRIC  PANEL FABRIC  ARCHITECTURAL WALL FABRIC  SEATING FABRIC

SELECT PRODUCT THE FABRIC WILL BE USED ON:

LEVERAGE  TRANSIT  T|O|S  ABILITY  MARKETPLACE  ALTOS TACKBOARDS (FFMT)

YARDAGE REQUIRED FOR APPLICATION TESTING: 2 MEMO SAMPLES AND 3 YARDS FOR ONE OR MORE PRODUCTS

DISTRICT  ALTOS ACOUSTIC AND FABRIC WRAPPED FASCIAS (FFRW, FFAW)

YARDAGE REQUIRED FOR APPLICATION TESTING: 2 MEMO SAMPLES AND 6 YARDS FOR ONE OR MORE PRODUCTS

EXPANSION  TEKNION WOOD (TACKBOARDS)

YARDAGE REQUIRED FOR APPLICATION TESTING: 2 MEMO SAMPLES AND 2 YARDS FOR EACH PRODUCT

SEATING  PEDESTALS  DISTRICT CUSHIONS (UNLC)

YARDAGE REQUIRED FOR APPLICATION TESTING: 2 MEMO SAMPLES - NO ADDITIONAL YARDAGE

LIST PRODUCT TYPE AND PRODUCT CODE THE FABRIC WILL BE USED ON: \_\_\_\_\_

DEALERSHIP NAME | DEALER TEL NUMBER/FAX | DEALER E-MAIL | DEALERSHIP CONTACT NAME | CUSTOMER NAME

MILL/SUPPLIER NAME | PATTERN NAME & NUMBER | COLOR NAME & NUMBER

FABRIC COMPOSITION | BACKING | FINISH

FABRIC DIRECTION | REPEAT OF PATTERN: | FABRIC WIDTH

OFF THE BOLT  RAILROADED  VERTICAL \_\_\_\_\_ HORIZONTAL \_\_\_\_\_

FIRE RATING | ABRASION (SEATING ONLY)

## SECTION 2 – PRODUCT ORDER INFORMATION

**THIS PORTION MUST BE FILLED OUT IN FULL AND SENT TO YOUR CUSTOMER SERVICE REPRESENTATIVE. FAILURE TO PROVIDE THE INFORMATION REQUIRED WILL RESULT IN DISPOSAL OF EXTRA FABRIC 90 DAYS AFTER THE ORDER HAS SHIPPED COMPLETE. ONLY THE REQUIRED YARDAGE SHOULD BE SUPPLIED UNLESS ADDITIONAL YARDAGE IS NEEDED WITHIN THE 90 DAYS.**

YARDAGE REQUIRED : OFF THE BOLT \_\_\_\_\_ RAILROADED \_\_\_\_\_

ESTIMATED SHIP DATE OF FABRIC (mm/dd/yyyy)

FABRIC PURCHASE ORDER NUMBER

**IF THIS DATE CHANGES PLEASE FORWARD THE NEW ARRIVAL DATE TO YOUR TEKNION CUSTOMER SERVICE REPRESENTATIVE IMMEDIATELY. THE ORIGINAL ESTIMATED SHIP DATE CAN NO LONGER BE GUARANTEED. A NEW ESD WILL BE DETERMINED UPON RECEIPT OF THE FABRIC.**

PURCHASE ORDER PRE ORDER NO.

ARRIVAL DATE OF FABRIC (REQUIRED TO SCHEDULE ORDER) | YARDS SENT

EXTRA FABRIC SHOULD BE RETURNED  KEEP REMAINDER TO BE USED WITHIN 90 DAYS  RECYCLED

RETURN ADDRESS | COURIER INFORMATION INCLUDING ACCOUNT NUMBER

Customer's Own Material (COM) Fabric Form  
Section 3

Section 3 – Fabric Samples

TOP

STAPLE MINIMUM TWO 6" X 6"  
FABRIC SAMPLE HERE  
IN THE DIRECTION IT IS TO BE  
UPHOLSTERED TO THE PRODUCT

BOTTOM

RAILROADED

OFF-THE-BOLT