

Please complete this form, attach fabric swatch and photocopy. Orders will not be processed until this form is signed & returned

**COM INFORMATION FORM (IS NOT AN ORDER)**

**Production begins upon receipt of 50% deposit (non-refundable) and COM approval.**

Company Name: \_\_\_\_\_

Sales Order# : \_\_\_\_\_ Customer Po# : \_\_\_\_\_

Tag For: \_\_\_\_\_ Item # : \_\_\_\_\_

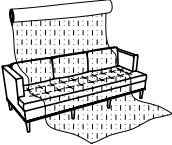
Fabric Supplier: \_\_\_\_\_ Yards Sent: \_\_\_\_\_

Fabric Pattern# & Color: \_\_\_\_\_

Fabric Description: \_\_\_\_\_

Fabric Width: \_\_\_\_\_

Fabric Repeat: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_ Has Top Of Fabric Been Indicated? Yes \_\_\_\_\_

Fabric Direction:  Apply Up The Bolt \_\_\_\_\_

 Apply Railroad \_\_\_\_\_

**APPLICATION INSTRUCTIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach swatch here  
with face side up and top  
marked clearly

**FACTORY DISCLAIMER:**

We will **not be** held liable for any instructions not provided. We will **only accept** fabrics on a roll. We **do not** inspect COM fabrics nor take responsibility for quality, flaws, defects, or accuracy of yardage sent. Service issues regarding styles upholstered with defective COM fabrics, or COM fabric that we have partially cut due to flaws or short yardage are not valid. We reserve the right to refuse a COM order if we determine that the fabric sent is not a suitable upholstery fabric.

\*Please note: If you are sending more than (1) roll of fabric in a package, please clearly mark rolls accordingly so that we may easily identify your COM selection

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SHIP COM TO: VILLA & HOUSE  
Attn: Purchasing Department COM (Reference your Sales Order #)  
6 Pearl Court, Unit J  
Allendale, NJ 07401

It is our policy not to return excess COM unless requested on the original PO. If there is excess and it is requested to be returned after completion of order, it will be sent at a charge.