

**YOUR SUBMISSION CHECKLIST**

Orders will not be submitted into production without these items:

- COM Form
- A COM fabric swatch with face side marked
- 50% deposit
- Drawing of fabric application (optional)
- Receipt of COM/COL/COT yardage to MBL



\*Please note there is a 10% upcharge for COM fabric

**Customer's Own Order Form**  
- COM/COL/COT -

**DEALER/DESIGNER INFORMATION**

DESIGNER \_\_\_\_\_ SHOWROOM/STORE \_\_\_\_\_  
 ITEM \_\_\_\_\_ QUANTITY \_\_\_\_\_  
 DESIGNER PO# TO MBL \_\_\_\_\_ MBL SO# \_\_\_\_\_  
 SIDEMARK \_\_\_\_\_

**COM/COL SOURCE INFORMATION**

FABRIC SUPPLIER/MILL \_\_\_\_\_  
 PATTERN/COLOUR \_\_\_\_\_ FABRIC NAME \_\_\_\_\_  
 FABRIC WIDTH \_\_\_\_\_ VERTICAL REPEAT \_\_\_\_\_ HORIZONTAL REPEAT \_\_\_\_\_  
 YARDS PER ITEM \_\_\_\_\_ YARDS SENT \_\_\_\_\_  
 COL USABLE SQUARE FOOTAGE SENT \_\_\_\_\_ **FABRIC ORIENTATION**  RAILROADED  UP THE BOLT  
 TAILORING DETAILS:  WELT  NO WELT  BUTTONS  NO BUTTONS  NO SEAMS (FYI - "UP THE BOLT" TYPICALLY REQUIRES SEAMS ON LARGER ITEMS)

**COT SOURCE INFORMATION**

TRIM SUPPLIER \_\_\_\_\_ PATTERN/NAME/COLOUR \_\_\_\_\_  
 CORD WITH FLANGE \_\_\_\_\_ CO WELT \_\_\_\_\_  
 YARDS PER ITEM \_\_\_\_\_ YARDS SENT \_\_\_\_\_

**DEALER/DESIGNER INFORMATION**

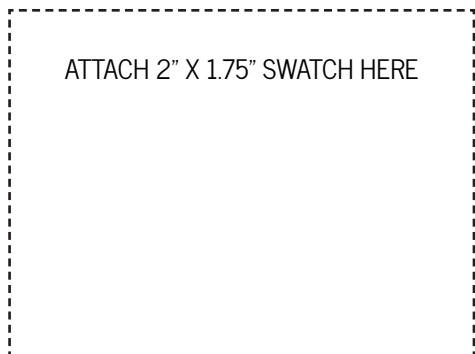
Please tell us about any unusual fabric attributes or special applications. Many designers submit drawings if the fabric application is complicated or unusual. Central designs should be noted, as well as orientation of stripes, if appropriate. More information is better!

PLEASE RETURN  
UNUSED MATERIALS

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

My signature confirms that I understand and accept Mr Brown London COM/COL Guidelines.



**SHIP TO:**

**Mr Brown London Attn: COM Department**  
**1120 Bedford Street**  
**High Point, NC 27263**

**Sidemark Fabric With:**

1. Your Company Name
2. MBL S.O. #
3. Your Company P.O. #

\* Failure to label fabric properly, may cause delay in production

## Ordering Guidelines: Customer's Own - COM/COL/COT -

Mr Brown's favourite upholstery creations are very often those with unique designer-specified materials: COM, COL and COT. It's our expertise, but communication and collaboration are essential. Follow our guidelines to ensure complete satisfaction. When in doubt, please call or email.

**MEASURING GUIDELINES** Three critical factors guide your specification of correct COM yardage: fabric width, pattern repeat, and fabric orientation (Railroaded or Up the Bolt).

**WIDTH** For most mills, 54-inch fabric width is standard. It forms the basis of Mr Brown's yardage guidelines. **Requirements may vary for fabrics with unusual repeats or designs. This chart is only a guide. Please call for more information.**

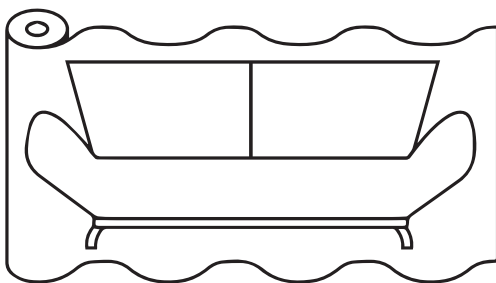
Fabric Width:	Plain Fabric	2–10" Repeat	11–20" Repeat	21–25" Repeat	26–30" Repeat
<b>Overage:</b>	0%	+20%	+25%	+30%	+35%

**PATTERN** Pattern and repeat are measurement factors. As noted in the chart, larger patterns require additional yardage to accommodate a proper match and placement.

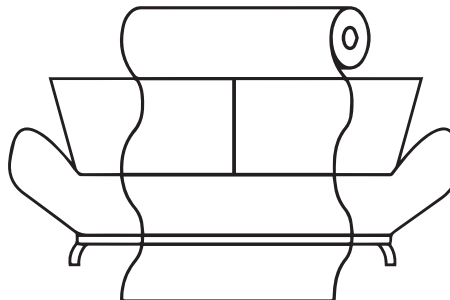
**ORIENTATION: RAILROAD OR UP THE BOLT** Pattern and repeat are measurement factors. As noted in the chart, larger patterns require additional yardage to accommodate a proper match and placement.

**RAILROADED:** Fabrics printed or woven horizontally on the bolt are termed "railroaded." This means the fabric may be applied to the frame horizontally, eliminating the need for vertical seams. Railroaded yardage requirements are generally more efficient, and most designers prefer the look.

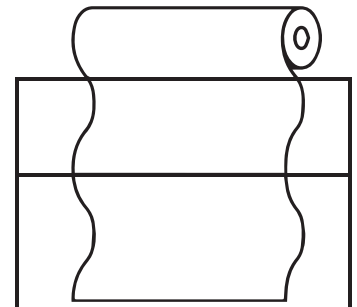
**UP THE BOLT:** Very often, however, fabrics are woven vertically on the bolt. Since the most common fabric width is 54 inches, wider upholstery frames – like sofas and loveseats – will require seams, as noted below.



RAILROADED



UP THE BOLT



UP THE BOLT

**TAILORING DETAILS** As your COM is finalised, you will also be asked to specify welt/no welt and buttons/no buttons.

# Customer's Own Ordering Guidelines: Customer's Own - COM/COL/COT -

**ABOUT COL ORDERS** Genuine hides vary greatly in size, shape and condition. **Not all yardage is usable**, such as hind quarters and legs, and areas with holes or unacceptable markings. **Large contiguous yardage is required for the best results.** For general guidance, add 25% for leather and suede, and 60% for pigskin. Please call as you finalise plans.

**ABOUT COT ORDERS** Please call for yardage requirements.

## NEXT: PREPARING COM FOR SHIPMENT

- Measure carefully. Insufficient yardage will delay your order. When in doubt, please call Mr Brown.
- Some fabrics (most all chenilles and silks) require knit backing. Mr Brown does not back fabric. If backing is desired, it must be done prior to shipment, independent of Mr Brown.
- Fabric must be submitted on a continuous roll. Note that folded fabrics or those received in multiple pieces will not be accepted.
- Mr Brown assumes the face side of the fabric is rolled inward. If there is any ambiguity, simply attached a marked cutting and/or clearly notate the face side.
- Please do carefully inspect your fabric for irregularities or defect before shipping. Mr Brown cannot be responsible for the quality COM fabrics.
- To properly manage the order, you are required to fully complete Mr Brown's COM/COL/COT form – with no details omitted, please!
- Return of surplus fabrics must be formally requested on the COM form.

BECAUSE COM/COL/COT ITEMS ARE MADE TO ORDER AND CUSTOM, NO RETURNS, ALLOWANCES OR EXCHANGES ARE PERMITTED. A 50% DEPOSIT IS REQUIRED AT TIME OF ORDER. PAYMENT IN FULL IS DUE BEFORE SHIPMENT. LEAD TIME OF 8-10 WEEKS FROM RECEIPT OF ALL UPHOLSTERY REQUIREMENT SHOULD BE ALLOCATED FOR IN-STOCK FRAMES.