customer material program

COM = customer's own material
COL = customer's own leather

Ordering Instructions

Contact Customer Care for inquiries regarding COM/COL or follow the instructions below to assure the best results to produce your COM/COL order.

Complete 9to5 Seating COM/COL form (see opposite page or download from website) and send it to 9to5 Seating along with a fabric sample.

All COM/COL fabrics must be approved by 9to5 Seating and will not be scheduled for production until the entire yardage/square footage requirements have been received. Approval can be completed by 9to5 Seating in 72 hours. 9to5 Seating will not return any excess COM/COL material. After 60 days from when the order ships, any excess COM/COL material will be recycled.

For non-directional, plain, solid colors or non-patterned fabrics, please follow COM yardage requirements as specified under each individual model number in our price list. For fabrics which require special application or direction, please attach a sample of the COM fabric to our COM form.

Include all information and return to 9to5 Seating at address shown below. All COM textiles received at 9to5 Seating must be clearly marked with customer's name, purchase order number, 9to5 Seating sales order number (if available) and any special instructions for application of textile.

Send fabric to:

9to5 Seating
Attn.: COM Fabric Receiving
3211 Jack Northrop Ave.
Hawthorne, CA 90250

Upon receipt of COM textile, a production date will be given to the order and you will receive an acknowledgement by fax or e-mail.

Notes

1. COM/COL EXCESS YARDAGE - 9to5 Seating is not responsible for yardage submitted to 9to5 Seating beyond the required amount. Excess COM/COL materials will be discarded at the discretion of 9to5 Seating unless otherwise instructed by the customer at the time of order placement. If a customer requires the COM/COL excess yardage returned, they must contact Sales Support before order placement to make return COM/COL arrangements. The customer will be responsible for all COM/COL return delivery charges.

2. The yardage figures shown throughout the price list are estimates only. Calculations are based on 54" wide material with no repeat and cut in the woven way cutting direction for a single chair. For specific yardage based on width of material, chair model, and quantity, please contact Sales Support.

3. For large quantity orders please contact Sales Support for more precise yardage requirement. Actual yardage requirement per chair often decreases with larger orders.

4. To calculate COM yardage, use the chart below as a guide and add appropriate amounts to the generic yardage requirements listed in the pricer.

FABRIC		2"-14"	15"-27"	28"-36"
WIDTH	GENERIC YARDAGE	REPEAT	REPEAT	REPEAT
54"		+20%	+30%	+40%

5. COL: Leather quality can vary depending on the size of the hides. Larger hides (50 to 60 sq. ft.) tend to be higher quality and yield. Smaller hides (40 to 50 sq. ft.) tend to have more quality issues that may cause smaller yields, requiring the need for additional hides to be ordered.

6. For all COL orders, 9to5 Seating cannot take responsibility for the need to order additional COL due to quality issues and related small material yields.

customer's own material/ leather form

All COM textiles received at 9to5 Seating must be clearly marked with customer's name, purchase order number, 9to5 Seating sales order number (if available) and any special instructions for application of textile. Send COM textiles to 9to5 Seating Attention: COM Department 3211 Jack Northrop Ave. Hawthorne, CA 90250. For pattern matching/alignment, please contact Customer Care 888-925-7328.

PDF - ONLINE FORM

DATE:	ACCOUNT NUMBER:
DEALER NAME:	PURCHASE ORDER NUMBER:
ADDRESS	CITY/ZIP CODE
9TO5 ORDER NUMBER (IF AVAILABLE)	PHONE NUMBER
MODEL NUMBER	DEALER CONTACT
QUANTITY	TRACKING # (IF AVAILABLE)

TEXTILE INFORMATION

MILL	FABRIC NAME/NUMBER
FABRIC COLOR	TOTAL YARDAGE SHIPPED

APPLICATION

IS THERE A DESIRED TOP AND BOTTOM TO THE FABRIC?		IS THE FABRIC STRIPE OR TWO-COLOR PLAID?	
YES	NO	YES	NO

CHECK APPROPRIATE BOX FOR YOUR CHOICE OF FABRIC DIRECTION

HORIZONTAL ☐



VERTICAL ☐



TOP

ATTACH SAMPLE TEXTILE HERE WITH DESIRED
FACE AND DIRECTION DISPLAYED.
IF THERE IS A PATTERN OR REPEAT, THE SAMPLE SHOULD BE
LARGE ENOUGH TO SHOW ENTIRE REPEAT.

BOTTOM

Upon receipt of COM textile, a production date will be given to the order and you will receive an acknowledgement by fax or e-mail. After 90 days from when the order ships, any excess COM/COL material will be recycled.