

## C.O.M. PROCESS FORM

DATE: \_\_\_\_\_

**\* Please note, this form must be filled out complete and accurate.**

**\* CUSTOMER INFORMATION**

Customer Name \_\_\_\_\_ Sales Rep \_\_\_\_\_

Order Acknowledgement # \_\_\_\_\_ PO # \_\_\_\_\_

Item # \_\_\_\_\_

Side Mark Instructions \_\_\_\_\_

**\* SEND COMPLETED FORM INCLUDING YOUR C.O.M. FABRIC SWATCH ALONG WITH ANY SIDE MARK INSTRUCTIONS TO:**

PADMA'S PLANTATION  
C.O.M. DEPT  
391 WEGNER DR UNIT E  
W. CHICAGO, IL 60185

ATTACH FABRIC SAMPLE HERE

\*INCLUDE FABRIC CONTENT (ie; cotton)

ATTACH FABRIC SAMPLE HERE

**\* C.O.M. INFORMATION**

Fabric # \_\_\_\_\_ Manufacturer \_\_\_\_\_ Yardage Supplied \_\_\_\_\_

Fabric Width \_\_\_\_\_ Print ? \_\_\_\_\_ Solid ? \_\_\_\_\_ Centered,  V  H

Should you require a center match with your patterned fabric, you must included a picture of the fabric with the portion to be centered with specified location.

**CENTER MATCH**



**RAILROADED**



**UP THE BOLT**



**\* PLEASE MARK AN " X " NEXT TO THE APPLICATION OF YOUR CHOICE**

**C.O.M. GUIDELINES**

- 1) A 15% charge will be added to our base price for any c.o.m. applications.
- 2) All c.o.m. orders must be paid in full and are non-cancellable.
- 3) \* Every c.o.m. order form must include your c.o.m. cutting prior to processing your order. No order will be processed without your c.o.m. cutting.
- 4) C.O.M. orders may take up to 90 days to fulfill. No cancellations.
- 5) Please include as much information as possible for our c.o.m. department to assure correct application of your fabrics.
- 6) Padma's Plantation will not be accountable for any fabric imperfections from your fabric supplier.
- 7) Additional fabric will be required when centering a fabric. Please check with our customer service department.

CUSTOMER SIGNATURE \_\_\_\_\_