



THE CRAFT OF SEATING

Customers Own Material (COM) Instructions

Steps for Processing COM

Step 1: Confirming COM Fabrics Approvals

- Once you have selected a COM fabric, please contact your Customer Care Representative to start the approval confirmation process. Please provide COM supplier's name, color name and pattern name and eko product name that you want to upholster.
- eko will confirm if the requested COM fabric has already been approved for specified product application.
- If fabric has been approved, eko will provide you with a confirmation number.
Please fill in COM Form Fabric Information and forward forms to your Customer Care Representative.
- eko will provide you with yardage requirements to forward yardage for product order.

Step 2: COM Fabrics requiring Upholstery Testing

- If the fabric has not been tested, please send the completed form and two 6"x6" samples to:
eko, 145 Rymer Road NE, Cleveland TN 37323, Attn: COM department
- Please allow 2 business days for test results.
- Application Testing Requirements: engineering will contact Customer Service if yardage is required to test a unit.
In some cases, yardage will be required to test an actual unit at the expense of outside parties.
- Once the fabric is approved, your Customer Care Representative will provide you with yardage requirements.
Please allow 2 business days for yardage calculations.

SEATING NOTE:

Fabrics containing the following characteristics may result in poor application and therefore may be rejected

- Lack of elasticity & recovery from an extension (below 3% threshold)
- Higher percentage of fiber content, i.e. Cotton, Viscose rayon & polyolefin fibers
- Very tight fabric construction
- Special finishes (Crypton, GreenShield, stain resistant, etc)

Step 3: Place COM Fabric order

(It is the dealer's responsibility to order and send the COM fabric to the facility)

- Fill in the COM Fabric Form – Product Order Information. Forward to your Customer Care Representative.
- Once COM fabric has been approved and ready to be purchased please ensure you provide the mill/supplier with the eko sales order number so that they can Tag it to the fabric roll. This will allow eko to track and process your order more efficiently.



COM FORM

(THIS FORM MUST ACCOMPANY YOUR ORDER)

SEND FORM TO:

EMAIL: SALES@EKOCONTRACT.COM
FAX: 615-676-4861

LEADTIME

THE LEADTIME FOR YOUR ORDER IS DIRECTLY RELATED
TO WHEN THE COM FABRIC IS RECEIVED.

SHIP COM TO: EKO, 145 RYMER ROAD NE, CLEVELAND TN 37323, ATTN: COM DEPT
CLEARLY MARK ALL MATERIALS WITH THE FOLLOWING: DEALER'S NAME, EKO ACKNOWLEDGEMENT NUMBER,
PURCHASE ORDER NUMBER, MODEL NUMBER AND QUANTITY OF ITEM TO BE COVERED.

COMPANY NAME
ADDRESS
CITY / STATE / ZIP
TELEPHONE
EMAIL ADDRESS
PO NUMBER
FABRIC SUPPLIER
FABRIC PATTERN / COLOR
SHIPPING TRACKING NUMBER
YARDAGE PER ITEM SENT
APPLY TO EKO MODEL
<input type="checkbox"/> BEST WAY <input type="checkbox"/> CROSS ROLL (RAILROADED) <input type="checkbox"/> UP ROLL <input type="checkbox"/> LINE MATCH <input type="checkbox"/> MULTIPLE FABRICS*
<small>UPHOLSTERY DIAGRAM MUST BE COMPLETED WHEN SELECTING THIS OPTION. GO TO: WWW.EKOCONTRACT.COM CLICK PRODUCT AND THEN CLICK FABRIC DIAGRAM.</small>