



THE CRAFT OF SEATING

March 02, 2020

Process for multi-fabric / multiple pattern approval
This process applies to all possible multi-pattern applications,
"graded in" as well as COM.
Lead time to increase by 1-2 weeks.

1. Supply a completed MFD, with memo samples to engineering.
Customer to supply COM and we will supply the graded options.
Place this request in a marked folder, in Jonathan's tray and allow 24-48 hour turnaround.
2. Jonathan will mark the MFD with:
approved - pending - denied
 - a. **approved** - *Jonathan* will sign the MFD and return to customer service.
Service to make a digital copy of the MFD and place on the server, I: > All PO's > Dealer Folder (create if not present) > name the file with the project name if PO# is unavailable.
Order entry will check the customer folder for approved MFD.
Attach or link this document to the sales order, then:
 1. notify engineering of material arrival that requires attention
 2. notify cutting of a MF/MP - cutting will double check to make sure engineering has reviewed prior to cutting

**Materials may be approved and still require a cover fit prior to production.
 - c. **pending** - *Jonathan* will have you request all yardage from the client to test a single unit for approval.
We will only supply textiles from our [standard online offering](#).
This will take 3-5 business days to complete after the material is received.
MFD paperwork should be given to Cass
to attach with incoming materials that would then go to JD.
If approved, follow **approved** protocol.
**Cover fits should only be done on pending orders.
 - d. **denied** - this combination is not approved for application with brief explanation.

Sincerely,

Dustin Jones

A handwritten signature in black ink, appearing to read 'Dustin Jones', written over a horizontal line.

Founder / CEO

Director of Business Development
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