

# COM/COL Procedures

## Suitability

BassamFellows accepts COM and COL for application on many of its products. However, BassamFellows does not warrant the application, suitability, or performance of those materials. BassamFellows reserves the right to reject any COM or COL that it considers unsuitable. BassamFellows will notify Customer of any apparent defects in Customer's materials before manufacture.

## Pricing

For seating where COM/COL is accepted, use Grade 1 Price for seating upholstered in Customer's Own Material (COM). Use Grade A Price for Customer's Own Leather (COL).

## Testing and Approval

All Customer's Own Material and Customer's Own Leather requires testing and approval prior to order submission. Failure to obtain approval will result in delayed processing and scheduling of the order.

### Step 1

Fill out the BassamFellows' COM/COL Information Sheet and send to your BassamFellows representative or to [info@bassamfellows.com](mailto:info@bassamfellows.com).

### Step 2

Send one memo sized sample tagged with identifying client and project information to the below address. Please provide tracking information.

BassamFellows, Inc.  
36 Old Quarry Road  
Ridgefield, CT 06877  
ATTN: COM

European clients only. Please send to:

BassamFellows Lifestyle Gallery  
Via Varese 14  
Milano 20121  
Italy

### Step 3

Within five business days of receipt of the samples you will be contacted by BassamFellows Customer Care or your BassamFellows Representative with testing results. If approved, yardage requirements will be confirmed and you will be given the address to send the fabric.

## Shipping and Tagging

If an order is to include materials supplied by the Customer, Customer must ship materials to BassamFellows' workshops at Customer's own expense.

PLEASE NOTE. FOR CERTAIN ITEMS THAT ARE MADE IN ITALY, CUSTOMER IS RESPONSIBLE FOR SENDING FABRIC TO ITALY AT CUSTOMER'S OWN EXPENSE.

Upon sending, the fabric must be tagged with BassamFellows Sales Order (SO) confirmation number, item number, Customer's name, and purchase order number.

BassamFellows is not responsible for delays caused by fabric incorrectly marked or shipped to the wrong location. Freight charges to ship COM from an incorrect location to BassamFellows will be charged to the Customer.

## COM/COL Requirements

Yardages listed for COM are based on 54" wide fabric with no repeat. Fabrics which have a repeat that must be matched require more yardage. Please refer to the following chart for determining additional yardage requirements.

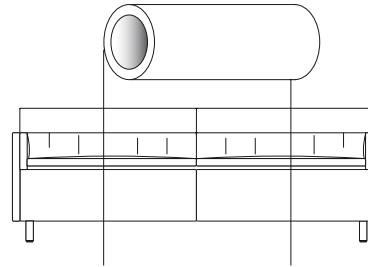
COL requirements are based on hides that are approximately 55 square feet or larger. On smaller hides, please add 15% to COL requirements. Hides other than cowhide leather cannot be accepted.

## Questions

Questions regarding COM/COL procedures should be directed to BassamFellows Customer Care at 212 941 5900.

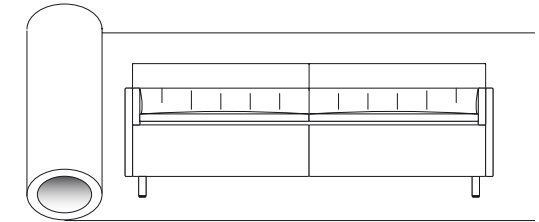
**COM/COL**  
Policy and  
Requirements

**BOLT**  
Vertical



Fabric	Plain		
Width	Fabric		
54"	30%		
2"-4"	15"-24"	25"-37"	28"-36"
Repeat	Repeat	Repeat	Repeat
40%	45%	50%	55%

**RAILROAD**  
Horizontal



Fabric	Plain		
Width	Fabric		
54"	0%		
2"-4"	15"-24"	25"-37"	28"-36"
Repeat	Repeat	Repeat	Repeat
10%	15%	20%	25%

**In order to maintain the quality standards and quick delivery expected from BassamFellows, each COM/COL order must adhere to the following requirements:**

- 1 Refer to the COM/COL yardage requirements included in the BassamFellows Price Book.
- 2 A completed COM/COL Information Sheet must be submitted with each purchase order.

**Please note, all COM fabrics must comply with CAL TB117-2013 without flame retardant chemicals.**

- 3 If a backing is deemed necessary during the inspection process, the COM will be sent for backing and notification will be provided regarding the additional lead time.
- 4 COM yardage must be received in one continuous piece. COL in full hides only.
- 5 Please note that some fabric/leather defects may not present themselves before the upholstery process. In this case, BassamFellows will not be responsible for replacement or repair. Furthermore, our inspection process will not and cannot determine if all COM/COL is appropriate for the intended purpose. As an example, seam slippage or durability are not

part of our testing process and should any of these issues occur after production, BassamFellows will not be responsible for COM replacement or repair.

- 6 We do not guarantee against excess or shortage on COM/COL due to variations in patterns and cutting characteristics.
- 7 Seaming details may vary from those on showroom samples or on photographic literature with certain narrow or patterned fabrics. These changes are made at the discretion of the factory as required.
- 8 If a customer has a checkered, plaid, or horizontal striped fabric, please contact

BassamFellows for additional yardage requirements as the welt for these must be cut on the bias.

- 9 We reserve the right to refrain from applying any COM/COL which we deem to be unworkable.
- 10 COM/COL orders are not returnable for any reason.
- 11 BassamFellows is not responsible for using match point on fabric if not specified.
- 12 By submitting a purchase order and COM/COL, you are agreeing to this policy.
- 13 The lead time starts once BassamFellows receives COM/COL material.

**COM/COL**  
Information  
Sheet

**ORDER INFORMATION**

Authorization Number  
*To be filled out by Factory*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requested By

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Dealer PO#

\_\_\_\_\_  
BassamFellows SO/Quote

**COM/COL #1**

\_\_\_\_\_  
COM/COL Supplier

\_\_\_\_\_  
COM/COL Name

\_\_\_\_\_  
Pattern

\_\_\_\_\_  
Color Name

\_\_\_\_\_  
Content

\_\_\_\_\_  
Cal 117-2013 Compliant: Yes [ ]      No [ ]

\_\_\_\_\_  
Fabric Width

Railroad: Yes [ ]      No [ ]  
Repeat: Yes [ ]      No [ ]

\_\_\_\_\_  
Repeat (Inches), Horizontal      Vertical

\_\_\_\_\_  
Yardage Calculations, Standard      Additional

\_\_\_\_\_  
To Be Applied To

**COM/COL #2**

\_\_\_\_\_  
COM/COL Supplier

\_\_\_\_\_  
COM/COL Name

\_\_\_\_\_  
Pattern

\_\_\_\_\_  
Color Name

\_\_\_\_\_  
Content

\_\_\_\_\_  
Cal 117-2013 Compliant: Yes [ ]      No [ ]

\_\_\_\_\_  
Fabric Width

Railroad: Yes [ ]      No [ ]  
Repeat: Yes [ ]      No [ ]

\_\_\_\_\_  
Repeat (Inches), Horizontal      Vertical

\_\_\_\_\_  
Yardage Calculations, Standard      Additional

\_\_\_\_\_  
To Be Applied To