

USE THIS GUIDE WITH THE COM IDENTIFICATION FORM AND FABRICATION GUIDE

These instructions help ensure your material is identified correctly, applied as intended, and routed to production without unnecessary delays.

WHAT TO SUBMIT WITH YOUR ORDER

Step	Required Item	Customer Action
1	COM IDENTIFICATION FORM	Complete the form for each COM item on the purchase order and email to COM@arteriorshome.com . Include clear instructions for multiple materials, directionality, nap, pile, or pattern placement. There is no need to attach a physical sample until after Arteriors countersigns and returns the COM Identification Form to you.

Use the Fabrication Guide to specify whether material should be railroaded or applied up-the-bolt/correct way. To calculate yardage based on repeat and fabric width, use the Yardage Multiplier Chart.

2	SEND COMPLETED COM IDENTIFICATION FORM WITH FABRIC SAMPLE	Upon confirmation of a completed COM Identification Form, print a copy and attach all material samples to the form to indicate the face, top, and application direction. Attach the copy of the completed COM Identification Form with the COM shipment to the workroom address below.
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WHERE TO SEND YOUR FABRIC AND COMPLETED COM IDENTIFICATION FORM

All COM must be shipped to:

Arteriors Home
1425 Smyre Farm Road
Newton, NC 28658

IMPORTANT: Proper identification of your material is required before production can begin. Orders submitted without completed COM forms, missing samples, or unclear application instructions will delay production.

PROGRAM PARAMETERS

- COM is available for eligible upholstered frames at the applicable COM price.
- Customer signature is required to confirm agreement with all COM terms and instructions.
- No frames are reserved until all COM material is received.
- Purchase orders received without completed COM forms will not be processed until the required information is provided.
- Once an order goes into production, cancellations may result in restocking fees.

APPLICATION INSTRUCTIONS

- Do not assume the intended fabric application is obvious. Specific instructions must accompany the order, especially when more than one material is used.
- If application instructions are incomplete, this will create delays in production until the customer submits a completed COM form indicating the application.
- If welt/no welt is not indicated, the piece will be made according to the original design intent.
- All COM will be cut with the main motif in a vertical manner unless otherwise noted.
- Arteriors does not match diagonal patterns.

YARDAGE, WIDTH, REPEATS, AND DYE LOTS

- COM yardage requirements are based on 54-inch-wide plain material.
- Additional yardage may be required for fabric that is narrower or wider than 54 inches, has a repeat, requires pattern matching, or is sent in more than one piece. Please reference the Fabrication Guide to understand the correct yardage needed per the fabric specification.
- Seaming may be required for certain styles. Seaming and placement details may vary based on fabric width, pattern repeat, and frame construction.
- Exceptionally large repeats or unique pattern layouts may require more COM yardage than indicated. For patterned fabrics, a 12-inch x 12-inch sample is recommended.
- Yardage should be sent in one continuous piece whenever possible. If material is sent in multiple pieces, verify dye lot consistency with the fabric supplier before shipment. Yardage that is not received in one continuous piece may require additional yardage and will delay production.
- Face of fabric is expected to be rolled in on the bolt. Please note clearly on the form if the material is rolled differently.

MATERIAL SUITABILITY AND BACKING

- COM backing may be required at Arteriors' discretion. If backing is recommended and declined, Arteriors will not be responsible for the final result.
- If backing is required, standard latex backing is \$75 per yard and may add approximately two weeks to lead time.
- Knit backing may help support fragile, lightweight, loosely woven, sheer, or fray-prone textiles. It can also reduce transparency, telegraphing, and seam unraveling.
- All silk fabrics must be knit-backed.
- Arteriors does not accept vinyl COM.

RAILROADED VS. UP-THE-BOLT APPLICATION

- Railroaded application is standard for sofas when it helps avoid seams along the length of the piece.
- Up-the-bolt/correct-way application may require additional yardage and may require seams on larger frames.
- Refer to the Fabrication Guide to indicate the application direction and to identify any directional pattern, sheen, nap, or light-play considerations.

HIGH-PILE, VELVET, MOHAIR, AND DIRECTIONAL FABRICS

- High-pile fabrics such as velvet and mohair plush may “smile” at seams or welt.
- Plain seaming may create a rough or “mohawk” appearance when the pile is caught irregularly. A contrast welt or cording without pile is recommended when appropriate.
- Self-welting high-pile fabrics are generally not recommended.
- Please consider pattern direction, nap, sheen, and light play when specifying velvet, mohair, or other directional fabrics.
- Arteriors may require a disclaimer for mohair, velvet, or other materials after review of the COM Identification Form.

INSPECTION, DELAYS, AND CUSTOMER RESPONSIBILITY

- Arterios inspects COM for visible mill imperfections; however, Arterios is not responsible for fabric or leather defects, dye lot variation, flaws, mis-weaves, stretch, flammability, durability, colorfastness, or other material behaviors that affect appearance, performance, or tailoring.
- Arterios upholstery is CAL TB 117-2013 compliant through use of barrier cloth.
- If COM is unsuitable for use, contains flaws, requires backing, or cannot be worked as submitted, production will be placed on hold and the customer or account contact will be notified. Production will resume once the issue is resolved and/or replacement material is received.
- Arterios reserves the right to decline application of any COM deemed unworkable.

NOTE: This information is intended as a guide. If inadequate yardage, flawed material, unmatched dye lots, or incomplete instructions are received, the designer/customer will be contacted. Additional material, time, or costs may be required before the order can proceed.