

C.O.M & C.O.L. ORDERS:

HOW TO SHIP YOUR FABRIC/ LEATHER TO TRICA

ATTACH SAMPLE OF COM / COL
HERE WITH FACE SIDE OUT.

1. EMAIL THIS FORM WITH YOUR PURCHASE ORDER TO **CUSTOMERSERVICE@TRICAFURNITURE.COM** AND ATTACH A COPY TO THE FABRIC BEING SENT.

If more than one fabric is to be applied to the order, please complete a separate form for each fabric. Please note that proper identification is very important. If we are unable to identify your COM, we cannot process your order.

ACCOUNT NAME:	CUSTOMER #:
CONTACT PERSON:	PHONE NUMBER:
PO #:	TAG FOR:
TO BE APPLIED TO (NAME OF PRODUCT):	ACKNOWLEDGEMENT #:

FABRIC INFORMATION (WHICH MUST ALSO BE INCLUDED ON YOUR CUSTOM PAPERWORK)	
FABRIC SUPPLIER:	FABRIC WIDTH:
FABRIC PATTERN:	FABRIC COLOR:
TOTAL YARDAGE:	VALUE IN \$:
COUNTRY OF ORIGIN (IF IT IS FROM THE USA, INCLUDE THE STATE):	
FABRIC CONTENT (EX: 100% POLYESTER):	

IF YOU PROCEED OTHERWISE, TRICA COULD BE CHARGED BROKERAGE FEES OF \$75 TO \$300 WHICH WILL AUTOMATICALLY BE ADDED TO YOUR INVOICE.

A CERTIFICATE OF COMPLIANCE WITH TB117-2013 MUST BE INCLUDED WITH THE COM/COL (THIS CAN BE SUPPLIED BY THE MILL)

3. In order to have the right side of the fabric/ leather showing, the customer is responsible for marking his COM/ COL properly.

4. Ship your COM/ COL to: **TRICA**

Ack#: _____ **PO#:** _____

**800 rue Pasteur
St-Jérôme, Qc
J7Z 7K9
Canada**

5. Unless otherwise specified, Trica will apply COM/ COL using our standards and determine the face side and the top and bottom of the design.

All COM yardage in our price list is based on 54" wide plain fabrics. Please add 25% more COM / COL if there is a pattern to consider.

For centering or matching any fabric / leather, an additional charge of **\$21** will be applied to each chair or barstool.

Special fabric application instructions: _____

6. Leftover fabric / leather will not be returned.

TRICA

customerservice@tricafurniture.com
Tel.: 1 800 273-4897 • Fax: 1 888 431-9019

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