



FABRIC AND C.O.M. INFORMATION

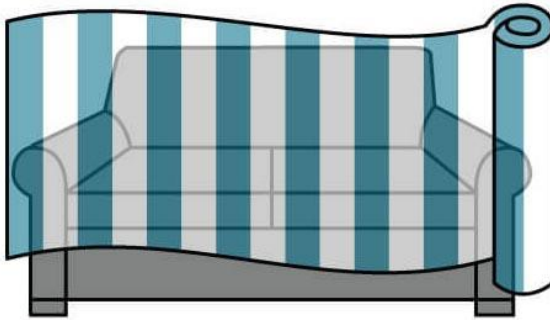
Fabric Cutting Practices

The Company will normally **Railroad** (top parallel to the selvage edge) all fabrics, including velvets, when cutting either our stock fabrics or Customers Own Material.

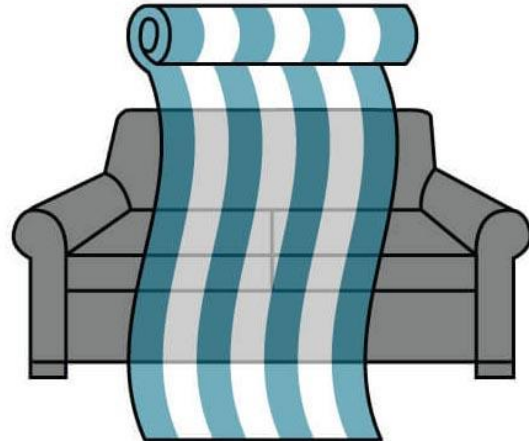
If in the Company's opinion a fabric is designed to be cut **Topped Out** (top perpendicular to the selvage edge, or up the bolt), or will present a better over-all appearance if so cut, we will cut it **Topped Out**.

You may request that a fabric from the Company that is normally **Railroaded** be applied topped out. Your cost will be one grade higher than the regular grade for that fabric. If this is required, this must be stated on your purchase order when placed. Please note if a fabric weave is non-directional, we will cut it to eliminate any exposed seams on cushion tops.

If you desire your C.O.M. to be applied in a particular direction, you must state this information on your purchase order when placed. If no instructions are given on the application of the C.O.M., we will apply the fabric at our discretion. Specific cutting instructions must be given to us at the time the order is placed and these should be reflected in the Company's Order Acknowledgement to ensure communication prior to cutting.



A. Fabric "Railroaded"
(Applied Normally)



B. Fabric "Topped Out"

The designs of many fabrics are woven or printed from edge to edge, or selvage to selvage. Fabrics of this type are applied to the frame as shown in Sketch "A" and fall under the "Railroading" classification. Patterns are also available with the designs woven or printed "toward the bolt" or "Topped-Out" and would be applied to a given frame as illustrated in Sketch "B".



Acknowledging & Pricing with COM

Orders will not be entered unless, or until, COM description (Supplier, Pattern, & Color) accompanies the customer's purchase order.

Orders with COM will be acknowledged separately from orders with the Company's stock materials. Scheduling for production will not begin until after receipt of COM.

When supplying genuine leather (COL), an upcharge of 20% will be made over COM prices. It is important to note that when using leather hides it is difficult to estimate how much leather is required until each hide has been reviewed for the natural imperfections and blemishes intrinsic to hides. The customer is responsible for supplying adequate hides of good quality and the Company's estimates are not guaranteed.

When COM is striped, patterned design, or non-stretch construction, an upcharge of 20% will be added to cover additional cutting, sewing and upholstery labor.

COM Shipping, Application Instructions & Calculation of Yardage Requirements.

On all orders specifying COM, please supply the following:

- 12" x 12" size sample of the fabric stapled to the order.
- Instructions for striped, plaid patterned or unusually designed fabrics, as how to apply the fabric (direction of stripes, etc.) and which face to use on reversible fabrics.
- If more than one fabric or multiple materials are to be used on one product please provide clear application instructions with pictures or diagrams indicating any pattern matches or transitions required.

In the absence of such instructions, the Company will apply the fabric in what it determines to be the best manner and cannot be held responsible after upholstery.

When shipping, please mark all cover materials with the following:

- Purchaser's Name
- Purchase order number
- Our order acknowledgement number
- Style number for which fabric is to be applied
- Quantity
- Project name

Ship COM Freight **Prepaid** to:

CF Group
810 W. Hwy 25/70
Newport, TN 37821
Attn: COM Department
Phone: 800-873-3252

Please provide carrier name and tracking number for COM to your customer service representative upon shipment to the factory or Email to customerservice@mycgroup.com.



Orders specified with COM or COL material will not be assigned a shipping date until the material is received and entered into the Company's inventory records.

COM fabrics may require other methods of cutting and more yardages may be needed than shown in the price list. To verify yardage requirements, please contact customer service prior to order placement. Copy of yardage requirement supplied should then be attached to the purchase order at time of order placement.

Disclaimers, Responsibilities for COM Applications & Additional Information

The Company reserves the right to refuse COM orders (or process without responsibility) where fabrics are not suitable because of pattern, weight, width, stretch, etc.

The Company assumes no responsibility whatsoever for wearability of COM fabrics. They are applied totally at customer's own risk.

Only textiles meeting rigid contract specifications with directional stretch are suitable for upholstery using blind-tacking method. The Company reserves the right to determine if COM meets these standards; if not, the Company reserves the right to upholster this material using exposed welting.

The Company is not responsible for the disposition of any excess COM shipped to our facility over that required by the original order. If excess COM is to be returned with shipment of order, it must be stated on the purchase order at the time the order is placed.

The Company is not responsible for COM shipped to our facility without order placement. COM can be disposed of as deemed necessary by the Company.

All estimated yardage requirements are based on 54" usable width. Yardage requirements are also based on plain fabrics and textures with reasonable workability in both directions. Fabrics that have stripes, patterns, distinct textures, or other factors which would influence pattern layout, will require additional yardage. The Customer is responsible for providing additional yardage where deemed necessary.

The Company assumes no responsibility for the flame retardancy of any COM. Customers are solely responsible for ensuring that COM complies with all applicable codes and regulations of the jurisdiction where the furniture will be installed.

COM & TB 133: COM must be approved by the Company when products require TB-133. To obtain approval on COM, the following must be submitted to the factory.

- 12"x12" Memo size sample
- Fiber content – include percentage of each if more than one fiber
- FR standards of fabric as stocked
- Weight per lineal yard
- Treatments of fabric as stocked

Caution: Not all COM's are acceptable. Many will require additional treatments that must be furnished by customer. Contact Customer Service or your Sales Representative in advance for guidance to avoid order entry delays, production delays, or rejections.



Textile Flammability information: All upholstery materials stocked by the Company meet the requirements of UFAC Class 1 and California Bureau of Home Furnishings Tech-Bulletin 117-2013, Section E.

Many upholstery materials stocked by the Company also meet more stringent fire codes or test methods. Current information about a specific pattern is listed on the individual swatch cards, textile binder and Textile price list.

If material, as stocked, does not meet your specific flame retardant requirements, please contact our local Sales Representative or Customer Service to see if further treatment is available.

Many flame retardant treatments are salt solutions. Cleaning these fabrics with water or water-based solutions will result in salt ringing. Solvent based fabric cleaners or dry cleaning are alternate methods of cleaning. However, you are cautioned to test proposed cleaning procedures on a small portion of fabric before proceeding with the cleaning of the entire installation. Most of our textiles have a cleaning code & instructions available on swatch cards or Customer Service can obtain the information from the Mill at your request.

Special Textile Cautions

Chemical Reactions: Do not expose upholstery textiles to chlorine (for example wet bathing suites and towel (s) or strong cleaning solutions) – fading and deterioration may result. Cellulosic fabrics, cotton and rayon are especially susceptible to damage from bleach. Flame retardant treatments may react with cleaning solutions, adversely affecting textiles. Test all cleaning solutions on a hidden section of fabric before applying to entire chair.

UV Exposure: Textiles may be subject to fading or physical deterioration when exposed to sunlight or artificial UV sources. Olefin or polyolefin fabrics are especially susceptible to rapid deterioration in UV exposure. Do not use or store seating under these conditions. The Company's in-line textiles are only offered with warranty expressed by the original manufacturer.