UPHOLSTERY

COM/COL/COT IDENTIFICATION

THIS IS NOT AN ORDER

THEODORE ALEXANDER

Please include this form with your order. If there are multiple fabrics for this style, kindly complete a separate form for each and check here. ☐

Attach cutting face up and mark direction of application.

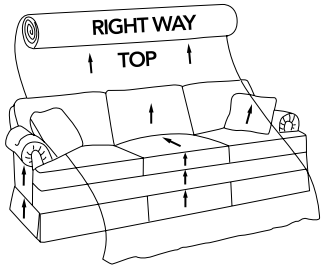
Customer Name	P.O. No.
Side Mark	TAU Ack. No.
Frame Style	Qty.
Fabric Source	
Pattern	Color
Description	
Fabric Width	Pattern Repeat Vertical

Yardage sent to factory considering repeat and width

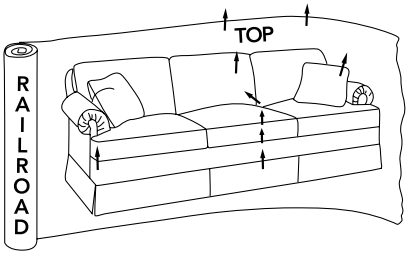
FABRIC CUTTING

We reserve the right to determine which side of your COM is the face side and which is the top and bottom in the design, unless you specifically indicate your preferences. **It is best not to assume that it is obvious how a fabric should be applied**. As many fabrics are woven to be railroaded, you need to specify how you want your COM to be applied. **If we are not specifically told, we reserve the right to use our judgment**. To avoid delays and possible error, the best way to assure that your COM will be applied as you desire is to attach a small cutting of the fabric to your purchase order with the face side up and an arrow on the fabric indicating which is the top or up direction of your fabric. Cutting instructions must be included with your order; **cutting instructions enclosed in your COM bolt of fabric will not be considered to have been received**. Also, you must inform us on your purchase order if you want the reverse side of your COM fabric applied as the face. TAU will assume that the face side of your COM is the side that is rolled inside. See page 6 for more information.

To help you determine the correct cutting standard for your material see the drawings below. There are two ways of "topping" fabrics which are termed Railroad and Right Way by TAU. Railroad is "topped" to edge of the fabric and Right Way is "topped" into the roll.



RIGHT WAY
When fabric is less than width needed it will be seamed.



RAILROAD

☐ Fabric to be applied Right Way

☐ Fabric to be applied Railroad

Note that many fabrics i.e. most chenilles and silks require backing.

Trimmings

Source	Pattern/Color	Application
Source	Pattern/Color	Application
Source	Pattern/Color	Application

Failure to provide TAU Upholstery with specific application instructions authorizes TAU to use its own discretion with cutting and upholstering your fabric.

Special Instructions.

Forward identification and fabric to:

THEODORE ALEXANDER UPHOLSTERY
3761 Old Glenola Road
Trinity, NC 27370
Tel: (336) 472-7540 | Fax: (336) 472-5580