

PALECEK

COM/Customization Form

TERMS & INSTRUCTIONS

- All customized orders are non-cancellable.
- Complete one form for each customization piece.
- When sending leather hides, contract quality is recommended.
- PALECEK is not responsible for fabric defects, color imperfections, or other flaws.
- At times additional fabric may be required due to unusual patterns or proportions.
- PALECEK will not be responsible for additional fabric needed or the return of excess fabric.
- If the return of excess is required, please specify in the additional instructions.
- Premium Services include COL, Multiple Fabrics, and custom upholstery request.
- **It is imperative the Fabric Mill sidemark Customer Name and Number. If we are unable to identify a COM, the order cannot be processed**

Send Fabric to:

PALECEK
ATTN: COM DEPT
601 PARR BLVD
RICHMOND, CA 94801

Sidemark: /
(PALECEK Customer Name) (Customer #)

Fabric must be SIDEMARKED to prevent delays
Send Form to orderentry@palecek.com

Please send tracking information as soon as available to orderentry@palecek.com

| | | | |
|------------------------------|----------------------|----------------------|----------------------|
| PALECEK Customer / Firm Name | | Customer # | Date |
| <input type="text"/> | | <input type="text"/> | <input type="text"/> |
| Contact Name | Email | Phone # | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Project Name and / or P.O. # | | | PALECEK Order # |
| <input type="text"/> | | | <input type="text"/> |

FURNITURE

Quantity

Frame #: Finish #:

Frame Name:

Upholstery #: Fabric: (Must check one) ☐ One COM Fabric (Grade C)
☐ Two or more COM Fabrics/COL/Premium Services (Grade E)

*Attention: Customers Shipping to CA, RI, & ME are **REQUIRED** to provide a letter from fabric mill certifying fabric/s do not contain added flame retardant chemicals. Please check this box if you plan to ship to one of these states:* ☐

FABRIC

| Vendor | Fabric Number | Fabric Name / Color | Yard | Width | Fabric Placement (If applicable) | Stripes (If applicable) |
|----------------------|----------------------|----------------------|----------------------|----------------------|--|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Seat <input type="checkbox"/> Inside Back <input type="checkbox"/> Outside Back <input type="checkbox"/> | Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Seat <input type="checkbox"/> Inside Back <input type="checkbox"/> Outside Back <input type="checkbox"/> | Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Seat <input type="checkbox"/> Inside Back <input type="checkbox"/> Outside Back <input type="checkbox"/> | Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/> |

Contrasting Welt (if applicable) Welt is cut on a bias.

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Vendor | Fabric Number | Fabric Name / Color | Yard | Width |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

NAILHEADS

Nailheads are available on select frames only. Available nailheads can be viewed on page 2.

**UPLOAD
SWATCH HERE**

Large Swatches or
Drawings May Be Needed
For Centering or Other
Special Services

ADDITIONAL INSTRUCTIONS:

If you need help filling out this form, please contact your local showroom, rep, or PALECEK Customer Service at 800.274.7730 x 6771 or customerservice@palecek.com

Revised on: 2.11.2020