



COM INSTRUCTIONS

Thank you for your order! This checklist will explain the process, and ensure you have all required information to place an order using Customer's Own Material (COM) textiles. When specifying COM, refer to Grade 3/COM pricing. **All PO's are to be submitted to orders@ofgo.com.**

STEP ONE - COM APPROVAL

Before placing an upholstery order using COM textiles, you must confirm the textile is approved for use on the selected OFGO STUDIO product. To do this, please contact us at service@ofgo.com with the quote number (if applicable), product type, and textile name and manufacturer. Our Customer Service team will confirm if the fabric is approved for use.

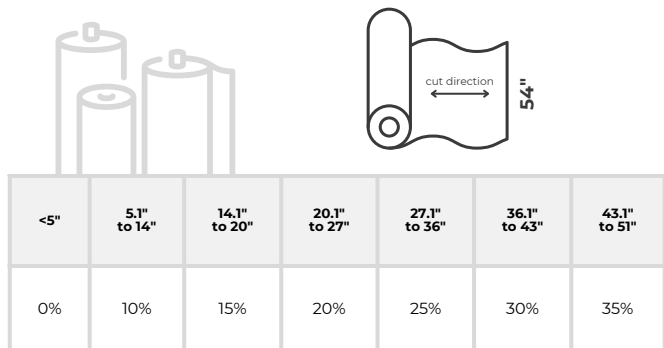
Note: sending samples COM testing is optional. OFGO STUDIO may request a sample, or dealer may also send a sample for testing and approval.

STEP TWO - CALCULATE YARDAGE

Yardage for all product lines is located in the price book. For access to price books, please login to the Member Zone at www.ofgo.com/member-zone/. If you are not yet registered for the Member Zone, you can complete the one-time, self-guided registration process at the link above.

Fabric yardage published in the price book is based on 54" wide textiles; non-directional textiles and/or textiles with a repeat of 5", or less. All yardage is based on cutting up the roll.

For repeats >5", please add the percentages of yardage noted in the following chart:



Note: please ensure the yardage is correctly calculated. OFGO STUDIO assumes no responsibility for shorted yardage and the dealer will be responsible to cover any additional charges associated with shorted yardage.

STEP THREE - SHIPPING COM TEXTILES

Once your order is placed and confirmed with OFGO STUDIO, you may order the COM textile. All COM textiles must be shipped to the following address:

OFGO STUDIO
452 Millway Ave, Unit 2
Concord, ON, Canada L4K 3V7

ATTN: Upholstery Plant

You MUST request the fabric supplier to use NEAR NORTH CUSTOMS as the customs broker. Use account number "DESIGN SOURCE INTERNATIONAL dba OFGO STUDIO" with Near North Customs. Failure to use Near North Customs as the broker will result in any duties and brokerage fees charged upon arrival to be automatically added to your PO/invoice.

Please have the fabric supplier TAG the COM shipment with the OFGO STUDIO sales order number from your order confirmation. This ensures the COM textile can be matched accordingly to your order. When available, please send tracking information for COM textile to Customer Service: service@ofgo.com

Customer's Own Materials (COM) textiles may not have been personally tested by OFGO STUDIO. Customers have the option to provide OFGO STUDIO with a sample for approval prior to ordering. If no sample is sent for approval in advance, or verification of approval has not been provided by OFGO STUDIO, then OFGO STUDIO is not responsible for any additional cost caused by unsuitable upholstery for the product or production process. OFGO STUDIO does not assume responsibility for upholstery availability, quality, performance, or appearance. Customer's Own Materials (COM) and are excluded from the standard warranty terms.