

HOW TO PLACE AN ORDER

All fabric orders must be sent or faxed on a separate purchase order from the furniture order to:

**DURALEE FABRICS, LTD.
1775 FIFTH AVENUE
BAY SHORE, NY 11706**

**PHONE: 800.275.3872
FAX: 866.275.3297**

Referenced on the order, when Duralee Fine Furniture is to apply these fabrics, the item to which it is applied.

All COM fabrics are to be sent to:

**DURALEE FINE FURNITURE, INC.
647 HOPEWELL ROAD
MORGANTON, NC 28655**

Orders can not commence until all fabrics and trims arrive at the factory. It is the purchaser's responsibility to ensure the materials were sent to the correct location.

CHECK LIST FOR THE REQUIREMENTS ON WRITING A FURNITURE ORDER

All furniture orders must be sent or faxed to:

**DURALEE FINE FURNITURE, INC.
1775 FIFTH AVENUE
BAY SHORE, NY 11706**

**PHONE: 866.565.7731
FAX: 866.565.7732**

- Indicate your customer number on your purchase order.
- Indicate the ship to location with phone number and contact for the furniture products.
- Complete COM information is required including, source, pattern, color, yardage and application instructions for all fabrics, trims, cords, welts and leather.
- Use a photocopy of the COM tag enclosed if fabrics are other than Duralee or Highland Court for correct fabric identification at the factory
- Order and pay for Duralee and Highland Court fabrics if you are a pro-forma account.
- Send a deposit with your furniture order to the **Duralee Fine Furniture** office in Bay Shore.
- Attach a cutting of the fabric to the hard copy and mail to the furniture division office in Bay Shore.
- Indicate your seat and back fill preference as either “Premium”, “Luxury” or “Natural Feather & Down” and price accordingly.
- Select a wood finish if applicable on the item.
- Select a nail head trim if applicable.
- Indicate and price any upgrades or changes to the item from **Options–Additional Pricing**.
- Apply the appropriate discount you have been given from the retail prices shown.
- Apply the appropriate freight charges you have been quoted or from the freight chart in this section.

Orders cannot be entered into production without all the required information.