

# 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 or Luxury 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.***

***Please use the attached worksheet.***