

## 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.*