



Customer's Own Material (COM, COL) Instructions

Steps for Processing COM, COL

Step 1: Confirm if COM, COL Textiles are Acceptable for Use on Studio TK Products

- First please check the [COM database](#) to determine if (COM, COL) has already been approved. You can find the database on the Studio TK Resources Page - *Fabric Database and COM Approvals*
- If the approval is in question, please contact Studio TK Customer Support at: customersupport@studiotk.com or by calling our toll-free number 855-941-0262.

Step 2: COM, COL Textile Upholstery Testing (If testing is required)

- Complete Sections 1 and 2 of the Customer's Own Material (COM, COL) form ensuring that Railroaded (RR) or Off-The-Bolt (OTB) is checked off to identify how the fabric pattern should appear on the product it is applied to.
- Application Testing Requirements: Two (2) memo-size samples (**minimum 8" x 8"**)
- Please send the completed form and samples to Studio TK 3940 US 70 Business Hwy West, Clayton, NC 27520 U.S. Attention: COM Coordinator.
- Once the fabric is approved you will be provided with a TekniPlate serial number and ship-to address. Please allow 5-7 business days for testing.

Step 3: Calculating Yardage Needed for Order

- Please refer to the [Studio TK Price Application Guide](#) or yardages required per unit.
- Send completed form to customersupport@studiotk.com Subject: COM Coordinator.
- Refer to chart below for additional yardages required based on fabric width and pattern repeat.
- CRITICAL** – If steps are missed and/or your COM/COL yardage is short, your order will be placed on hold.

Step 4: Place COM, COL Textile Order (It is the dealer's responsibility to order and send the COM, COL textile to Studio TK)

- Order COM, COL from textile supplier and determine supplier lead time.
- All COM/COL shipments must be tagged correctly for Studio TK to match the COM/COL with the proper order. The Customer is responsible for the shipment of its COM/COL to Studio TK's plant. The fabric must be received at least ten business days before the Estimated Ship Date (ESD) and must be labeled with all the following information:
 - Dealer: Name
 - TekniPlate Number
 - Fabric supplier, description, net yardage (Fabric Name, Color Number, Width, Content)
 - Dealer Purchase Order number to Studio TK
- Please send COM, COL textile to:

Studio TK
COM/COL Receiving (*Dealer Purchase Order number to Studio TK*)
3940 U.S. 70 Business Highway West
Clayton, NC 27520

Additional COM Yardage Guidelines

Yardages listed for COM are based on 54" wide fabric that have no repeat. Fabrics which have a repeat that must be matched, or are less than 54" wide, require more yardage and the chart below should be used as a guideline for calculating additional yardage requirements. Fabric that has both horizontal and vertical repeats, add the horizontal and vertical repeat inches together. Use the combined number of repeat inches to determine the additional fabric needed.

Please contact Studio TK Customer Support with any COM material questions at customersupport@studiotk.com or by calling our toll-free number at 855-941-0262.

Fabric Width	Plain Fabric	2" - 10" Repeat	11" - 20" Repeat	21" - 25" Repeat	26" - 30" Repeat	31" - 35" Repeat
54"	+0%	+10%	+15%	+20%	+25%	+30%
51" - 53"	15%	20%	25%	30%	35%	40%
48" - 50"	30%	35%	40%	45%	50%	55%
45" - 47"	45%	50%	55%	60%	65%	70%
36" - 44"	60%	65%	70%	75%	80%	85%



Section 1 – Fabric Information

Tekniplate Serial Number If Approved:		D M Y		
<input type="text"/>		Date <input type="text"/>		
Studio TK Product Name		Studio TK Product Code		
<input type="text"/>		<input type="text"/>		
Dealer Name	<input type="text"/>	Dealer Contact	<input type="text"/>	
Dealer Phone #	<input type="text"/>	Dealer Email	<input type="text"/>	
Customer Name		<input type="text"/>		
Mill/Supplier Name		Pattern Name and Number		
<input type="text"/>		<input type="text"/>		
Fabric Composition		Color Name and Number		
<input type="text"/>		<input type="text"/>		
Fabric Direction		Backing Finish		
Off-The-Bolt Fire	<input type="checkbox"/>	Railroaded	<input type="checkbox"/>	
Rating	<input type="text"/>	Repeat of Pattern		
		Vertical (V) Horizontal (H)		
Abrasion	<input type="text"/>	Fabric Width		
		<input type="text"/>		

Section 2 – Fabric Samples

Top

Staple minimum two 8" x 8" fabric samples here in the direction it is to be upholstered to the product.

Bottom

Railroaded ☐ Off-The-Bolt ☐