



Steps for Processing COM, COL

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

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 3 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: (2) memo-size samples (minimum 6" x 6")
- Please send the completed form and samples to 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 and B&B Price and Application Guides](#) for yardages required per unit.
- Send completed form to customersupport@studiotk.com or fax to (919) 464-2927 Attention: COM Coordinator.
- Refer to chart below for additional yardages required based on fabric width and pattern repeat.

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.
- Complete Section 2 and forward to order entry with the SIF file once the fabric has been tested and approved and you have a Teknion Serial number. Please ensure all of the fields in Section 2 are completed. If not, the order will be placed on hold.
- Please send COM, COL textile to 3940 US 70 Business Hwy West, Clayton, NC 27520 U.S. when testing completed.

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.

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:

Date (D M Y)

Studio TK Product Name Studio TK Product Code

Dealer Name Dealer Contact

Dealer Phone # Dealer Email

Customer Name

Mill/Supplier Name Pattern Name and Number

Fabric Composition Color Name and Number

Fabric Direction Backing Finish

Off-The-Bolt Railroaded

Fire Rating Repeat of Pattern

Vertical (V) Horizontal (H)

Abrasion Fabric Width

Section 2 – Product Order Information

Estimated Ship Date of Fabric (D M Y)

Arrival Date of Fabric (D M Y)

Yards Sent

Carrier & Tracking # Extra Fabric Should Be Returned Recycled

Tag Info – Dealer PO/Project Number

Return Address For Excess Fabric

If the date changes please forward new arrival date to your Studio TK Customer Service Representative immediately. The original estimated ship date can no longer be guaranteed. A new ESD will be determined upon receipt of the fabric.

Section 3 – Fabric Samples

Top

Staple minimum two 6" x 6" fabric samples here in the direction it is to be upholstered to the product.

Bottom

Railroaded Off-The-Bolt