

# MARIO & MARIELENA

HOSPITALITY

455 WARD MILL RD, BAXTER, TENNESSEE 38544

TELEPHONE: 800-551-1441 | FAX: 800-401-8706

[www.mandmhospitality.com](http://www.mandmhospitality.com)

## COM FORM & POLICIES

SHIPPING AND RECEIVING FORM

### CUSTOMER INFORMATION

CUSTOMER: \_\_\_\_\_

CONTACT: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

M&M INVOICE #: \_\_\_\_\_

### FABRIC & TRIM VENDOR INFORMATION

VENDOR NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

FABRIC NAME / STYLE#: \_\_\_\_\_

QTY YARDS: \_\_\_\_\_

TRIM NAME: \_\_\_\_\_

QTY ROLLS: \_\_\_\_\_

COLOR: \_\_\_\_\_

DELIVERED BY: UPS FEDEX DHL OTHER: \_\_\_\_\_

VENDOR PO# OR SIDEMARK: \_\_\_\_\_

TRACKING#: \_\_\_\_\_

PRODUCT TO BE MADE: \_\_\_\_\_

RAILROADED:  YES  NO

OTHER INFORMATION: \_\_\_\_\_

OTHER DETAIL: \_\_\_\_\_

### COM INSTRUCTIONS

1. SWATCH SAMPLE MUST ARRIVE BEFORE PRODUCTION BEGINS
2. PLEASE INCLUDE THIS FORM WITH THE FABRIC OR TRIM
3. PLEASE SIDE MARK EVERY ROLL WITH:  
CUSTOMER NAME  
PURCHASE ORDER #  
PROJECT NAME OR NUMBER  
ATTN: COM DEPARTMENT
4. SEND DRAWINGS WITH SPECIAL CONSTRUCTIONS

- ATTACH SMALL SWATCH HERE (face side)-

If you need assistance completing this form, please call our Customer Service Department at 1-800-551-1441. A new form must be completed for each COM product; send the completed form(s) along with a 3"x 3" cutting of fabric. We suggest that you keep a sample of the cut fabric for your own records. When shipping the yardage, the fabric must be side-marked with your account name & customer number or purchase order number. Yardage yield is normally based on 54" wide fabric; please call Customer Service for non-standard fabrics. COM production time is 4-6 weeks from receipt of the fabric and completed paperwork (swatch sample must arrive before production starts). We will assume that the face side of the fabric is rolled on the inside of bolt. For multiple fabrics on one product, please provide a diagram. While we inspect fabrics for mill imperfections, some are difficult to recognize; Mario & Marielena cannot be held responsible for defects, color imperfections or other flaws. We recommend that you inspect your fabric prior to shipment.

### FOR INTERNAL USE ONLY UPON RECEIPT OF FABRIC

RECEIVED BY:		DATE:	
QTY RECEIVED:		ROLL QTY:	
INSPECTED BY:		DATE:	