

# BALLARD DESIGNS®

## ABOUT THE GRIFFIN SEATING COLLECTION

*Thank you for your interest in our Griffin Seating Collection. We developed this informational packet to take the guesswork out of making your selection and placing your order. However, if you have questions not addressed below, please call us at 800-535-8776. One of our representatives will be glad to assist you.*

### DESIGN & CONSTRUCTION

Tailored, timeless comfort that will never step out of style. Hardwood frame is artisan crafted in North Carolina with gracefully sloped track arms defined with double rows of nail head trim. Tapered front legs are hand finished and capped with casters. Foam core cushions are wrapped in sumptuous down blend and supported by sag-resistant sinuous springs for reassuring comfort and support. Back cushion is downfill.

### UPHOLSTERY & FINISH

Order your Griffin Seating with any of the following Fabric Options: **1)** Off-White Twill; **2)** Special Order in any fabric from our extensive Library or **3)** send us your own. Go online to view all fabric options with pricing. Finishes: Black, Mahogany, Honey, Dove Gray, Driftwood, Cognac or Parchment (sofa only).

### ORDERING AND DELIVERY

To place an order, call 800-535-8776 or order online at [ballarddesigns.com](http://ballarddesigns.com).

### INFORMATION FOR GRIFFIN SEATING

<u>Item</u>	<u>Item#</u>
Griffin Sofa-Aged Brass	US144
Griffin Sofa-Pewter	US156
Griffin Sofa-No Nailheads	US157
Griffin Club Chair- Aged Brass	UC157
Griffin Club Chair- Pewter	UC158
Griffin Club Chair- No Nailheads	UC159
Griffin Ottoman- Aged Brass	U0080
Griffin Ottoman- Pewter	U0081
Griffin Ottoman- No Nailheads	U0082
Griffin Club Chair & Ottoman- Aged Brass	UC160
Griffin Club Chair & Ottoman- Pewter	UC161
Griffin Club Chair & Ottoman- No Nailheads	UC162

# BALLARD DESIGNS

## CUSTOMER'S-OWN-MATERIAL (COM) INFORMATION FOR THE GRIFFIN SEATING COLLECTION

### FABRIC REQUIREMENTS

Please Note: All fabric must be at least 54" wide.

#### NONRAILROADED

Item	Item#	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Griffin Sofa- Aged Brass	US144	14 <sup>3</sup> / <sub>4</sub> yd	15 <sup>3</sup> / <sub>4</sub> yd	16 <sup>3</sup> / <sub>4</sub> yd	16 <sup>3</sup> / <sub>4</sub> yd	17 <sup>1</sup> / <sub>4</sub> yd
Griffin Sofa- Pewter	US156	14 <sup>3</sup> / <sub>4</sub> yd	15 <sup>3</sup> / <sub>4</sub> yd	16 <sup>3</sup> / <sub>4</sub> yd	16 <sup>3</sup> / <sub>4</sub> yd	17 <sup>1</sup> / <sub>4</sub> yd
Griffin Sofa- No Nailheads	US157	14 <sup>3</sup> / <sub>4</sub> yd	15 <sup>3</sup> / <sub>4</sub> yd	16 <sup>3</sup> / <sub>4</sub> yd	16 <sup>3</sup> / <sub>4</sub> yd	17 <sup>1</sup> / <sub>4</sub> yd
Griffin Club Chair- Aged Brass	UC157	6 <sup>1</sup> / <sub>2</sub> yd	7 yd	7 <sup>1</sup> / <sub>2</sub> yd	8 yd	8 <sup>1</sup> / <sub>2</sub> yd
Griffin Club Chair- Pewter	UC158	6 <sup>1</sup> / <sub>2</sub> yd	7 yd	7 <sup>1</sup> / <sub>2</sub> yd	8 yd	8 <sup>1</sup> / <sub>2</sub> yd
Griffin Club Chair- No Nailheads	UC159	6 <sup>1</sup> / <sub>2</sub> yd	7 yd	7 <sup>1</sup> / <sub>2</sub> yd	8 yd	8 <sup>1</sup> / <sub>2</sub> yd
Griffin Ottoman- Aged Brass	U0080	2 <sup>1</sup> / <sub>2</sub> yd	3 <sup>1</sup> / <sub>2</sub> yd	3 <sup>1</sup> / <sub>2</sub> yd	4 yd	4 yd
Griffin Ottoman- Pewter	U0081	2 <sup>1</sup> / <sub>2</sub> yd	3 <sup>1</sup> / <sub>2</sub> yd	3 <sup>1</sup> / <sub>2</sub> yd	4 yd	4 yd
Griffin Ottoman- No Nailheads	U0082	2 <sup>1</sup> / <sub>2</sub> yd	3 <sup>1</sup> / <sub>2</sub> yd	3 <sup>1</sup> / <sub>2</sub> yd	4 yd	4 yd
Griffin Club Chair & Ottoman - Aged Brass	UC160	9 yd	10 <sup>1</sup> / <sub>2</sub> yd	11 yd	12 yd	12 <sup>1</sup> / <sub>2</sub> yd
Griffin Club Chair & Ottoman -Pewter	UC161	9 yd	10 <sup>1</sup> / <sub>2</sub> yd	11 yd	12 yd	12 <sup>1</sup> / <sub>2</sub> yd
Griffin Club Chair & Ottoman -No Nailheads	UC162	9 yd	10 <sup>1</sup> / <sub>2</sub> yd	11 yd	12 yd	12 <sup>1</sup> / <sub>2</sub> yd

#### RAILROADED

Item	Item#	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Griffin Sofa- Aged Brass	US144	14 <sup>3</sup> / <sub>4</sub> yd	15 <sup>3</sup> / <sub>4</sub> yd	16 yd	16 yd	16 <sup>1</sup> / <sub>2</sub> yd
Griffin Sofa- Pewter	US156	14 <sup>3</sup> / <sub>4</sub> yd	15 <sup>3</sup> / <sub>4</sub> yd	16 yd	16 yd	16 <sup>1</sup> / <sub>2</sub> yd
Griffin Sofa- No Nailheads	US157	14 <sup>3</sup> / <sub>4</sub> yd	15 <sup>3</sup> / <sub>4</sub> yd	16 yd	16 yd	16 <sup>1</sup> / <sub>2</sub> yd
Griffin Club Chair- Aged Brass	UC157	6 <sup>1</sup> / <sub>2</sub> yd	6 <sup>3</sup> / <sub>4</sub> yd	7 yd	7 <sup>1</sup> / <sub>2</sub> yd	8 yd
Griffin Club Chair- Pewter	UC158	6 <sup>1</sup> / <sub>2</sub> yd	6 <sup>3</sup> / <sub>4</sub> yd	7 yd	7 <sup>1</sup> / <sub>2</sub> yd	8 yd
Griffin Club Chair- No Nailheads	UC159	6 <sup>1</sup> / <sub>2</sub> yd	6 <sup>3</sup> / <sub>4</sub> yd	7 yd	7 <sup>1</sup> / <sub>2</sub> yd	8 yd
Griffin Ottoman- Aged Brass	U0080	2 <sup>1</sup> / <sub>2</sub> yd	3 yd	3 yd	3 <sup>1</sup> / <sub>2</sub> yd	3 <sup>3</sup> / <sub>4</sub> yd
Griffin Ottoman- Pewter	U0081	2 <sup>1</sup> / <sub>2</sub> yd	3 yd	3 yd	3 <sup>1</sup> / <sub>2</sub> yd	3 <sup>3</sup> / <sub>4</sub> yd
Griffin Ottoman- No Nailheads	U0082	2 <sup>1</sup> / <sub>2</sub> yd	3 yd	3 yd	3 <sup>1</sup> / <sub>2</sub> yd	3 <sup>3</sup> / <sub>4</sub> yd
Griffin Club Chair & Ottoman - Aged Brass	UC160	9 yd	9 <sup>3</sup> / <sub>4</sub> yd	10 yd	11 yd	11 <sup>3</sup> / <sub>4</sub> yd
Griffin Club Chair & Ottoman -Pewter	UC161	9 yd	9 <sup>3</sup> / <sub>4</sub> yd	10 yd	11 yd	11 <sup>3</sup> / <sub>4</sub> yd
Griffin Club Chair & Ottoman -No Nailheads	UC162	9 yd	9 <sup>3</sup> / <sub>4</sub> yd	10 yd	11 yd	11 <sup>3</sup> / <sub>4</sub> yd

Please note: Send continuous yardage only; we cannot use multiple pieces of material. **Yardage must be on a bolt, not folded.**

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# BALLARD DESIGNS

## ABOUT BALLARD'S "CUSTOMER'S-OWN-MATERIAL" SERVICE

*What does the "Customers-Own-Material" Service mean? If you enjoy a truly custom décor, we allow you to combine your choice in fabric with the quality of our products. This allows you to supply the material with which your furniture will be made.*

### SELECTING YOUR FABRIC

*What fabrics will we NOT accept?*

- Leather
- Silk
- Vinyl
- Quilted pieces
- Sheets
- Rugs
- Contrasting welts or fringe.
- Fabric with flaws
- Striped patterns or plaids for tufted furniture (tufting process distorts the stripes)

*Other helpful things to know when selecting your fabric:*

- If your fabric features a central design, we will make every effort to center it on your item, if you specify on the order form.
- Any stripes will be arranged vertically, unless you request horizontal striping.
- We only accept continuous yardage.
- Contrasting fabrics only accepted on select items (please call for details).
- **Inadequate fabric WILL delay your order.**
- **We reserve the right to refuse the fabric if it will compromise the quality of the piece.**
- **Many customers choose a Ballard Fabric-by-the-Yard for their COM; please call for information or see our selection online.**

### PREPARING AND SENDING YOUR FABRIC

*How should you prepare the fabric you send?*

- Inspect the fabric for flaws.
- See the attached page for yardage requirements; Yardage must be on a bolt, NOT folded.
- Measure carefully (excess fabric cannot be returned).

*How do you order this service and what to do then?*

- Complete the attached form and enclose it with your fabric (must have this form to proceed with your order).
- Please cut a small swatch (at least 1" sq.) and staple to your order form with the correct side facing up (this precautionary measure helps insure that your fabric is identifiable to the order form in the unlikely event they were to become separated).
- Please indicate on your order form if your fabric will be sent in separate packages.
- Please make sure the mailing label of your package has the exact address printed on the order form (for your convenience, you may clip out the pre-printed label on the order form).
- Please also provide your name, return address and a phone number where you can be reached.
- An estimated delivery time is available when you place your order.
- Fabric and completed order form must be received before we can place your order.

Please note: All COM furniture is made to order. Therefore, these items are non-returnable.

***If you have ANY concerns not addressed here, Please call our Product Specialists at 800-535-8776.***

## ABOUT “RAILROADED” FABRIC IN CUSTOM UPHOLSTERY

To help you select fabric that will result in a top-quality custom look for your COM upholstered furniture, we've put together the additional guidelines below.

### NON-RAILROADED FABRIC:

Generally, fabric patterns are printed or woven vertically along the bolt. Since most fabrics are 54" wide, a sofa upholstered in a vertical-print fabric will usually have two seams, as shown in Figure 1. note: upholstering with vertical-print fabrics generally requires more yardage than is needed with horizontal-print fabrics; see below.)

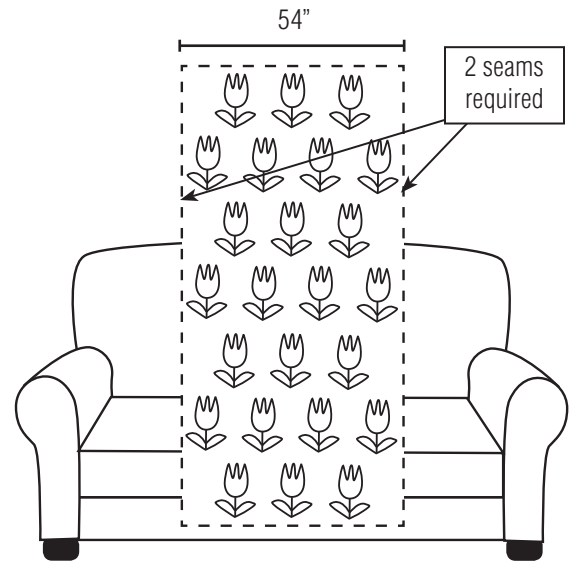


Figure 1

### RAILROADED FABRIC:

Sometimes, the fabrics pattern is printed or woven horizontally across the bolt (see Figure 2).

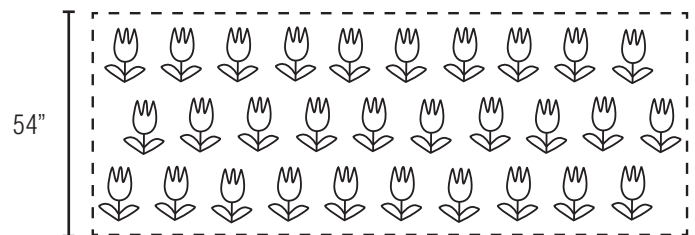


Figure 2

In upholstery terminology, this means that the fabric runs across the furniture horizontally, thereby eliminating vertical seams and providing a more professional look, as shown in Figure 3.

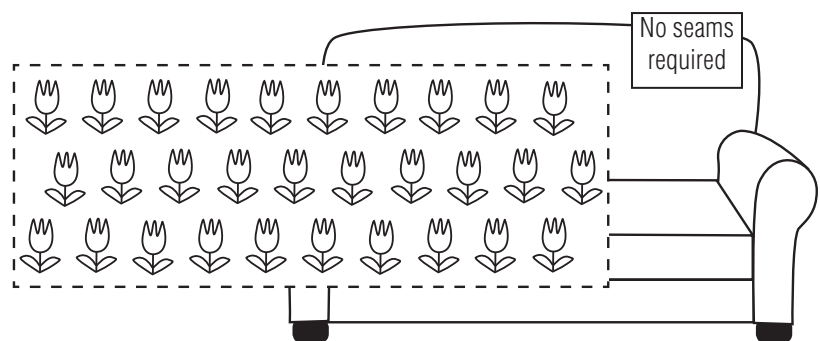


Figure 3

# BALLARD DESIGNS®

## ABOUT THE GRIFFIN SEATING COLLECTION

DIMENSIONS\* SEE NOTE

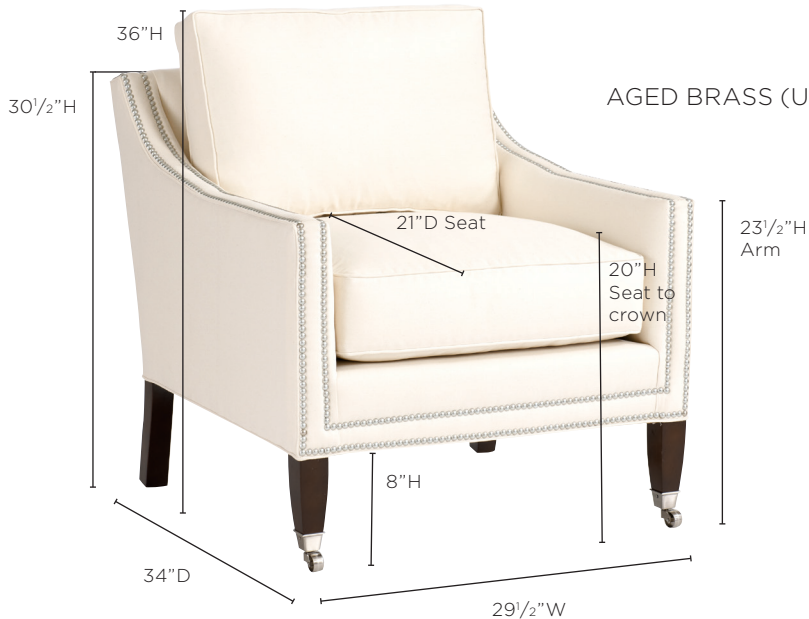
### GRIFFIN SOFA

AGED BRASS (US144), PEWTER (US156), NO NAILHEADS (US157)



### GRIFFIN CLUB CHAIR

AGED BRASS (UC157), PEWTER (UC158), NO NAILHEADS (UC159)



### GRIFFIN OTTOMAN

AGED BRASS (UO080), PEWTER (UO081), NO NAILHEADS (UO082)



\*Due to manufacturing variances, all upholstery dimensions can vary up to 1/2".

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# COM UPHOLSTERED ORDER FORM FOR GRIFFIN COLLECTION

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

1) Please check one of the following boxes:

I am ordering:

<b>Sofa</b>	<b>Club Chair</b>	<b>Ottoman</b>	<b>Chair &amp; Ottoman</b>
<b>Aged Brass</b> <input type="checkbox"/> (US144)	<b>Aged Brass</b> <input type="checkbox"/> (UC157)	<b>Aged Brass</b> <input type="checkbox"/> (U0080)	<b>Aged Brass</b> <input type="checkbox"/> (UC160)
<b>Pewter</b> <input type="checkbox"/> (US156)	<b>Pewter</b> <input type="checkbox"/> (UC158)	<b>Pewter</b> <input type="checkbox"/> (U0081)	<b>Pewter</b> <input type="checkbox"/> (UC161)
<b>No Nailheads</b> <input type="checkbox"/> (US157)	<b>No Nailheads</b> <input type="checkbox"/> (UC159)	<b>No Nailheads</b> <input type="checkbox"/> (U0082)	<b>No Nailheads</b> <input type="checkbox"/> (UC162)

to be upholstered in my own material. I have enclosed the specified amount of continuous yardage, *prewashed (if machine washable) fabric (multiple pieces cannot be accepted).*

2) Please select your finish:  **Black**  **Mahogany**  **Honey**  **Dove Gray**  **Driftwood**  **Cognac**  **Parchment**  
(sofa only)

3) Please complete, if applicable:

Place the design/pattern of my material in the following manner: \_\_\_\_\_

4) Please provide all of the following information:

Ship my order to the following name and address: \_\_\_\_\_

Daytime phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Catalog source code (numeric code in the shaded bar on the catalog's back cover) \_\_\_\_\_

Please indicate amount and method of payment:

Item Base Price \_\_\_ units @ \$ \_\_\_\_\_ each = \$ \_\_\_\_\_

Item Base Price \_\_\_ units @ \$ \_\_\_\_\_ each = \$ \_\_\_\_\_

Tax: AZ, OH, GA, NY and FL residents as applicable. \$ \_\_\_\_\_

Standard S&H Charges \$ \_\_\_\_\_

Truck Charges \$ \_\_\_\_\_

**TOTAL PRICE** \$ \_\_\_\_\_

**CHARGE:** Circle type of card and fill in all blanks. VISA DISCOVER MASTERCARD AMEX

Account # \_\_\_\_\_

Expiration Date (required) \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address (if different from ship-to address above): \_\_\_\_\_

**CHECK OR MONEY ORDER ENCLOSED:** Make check payable to Ballard Designs. Sorry, no CODs or cash. Orders paid by check will be held until check clears.

5) I request that Ballard Designs follow the above instructions. I HAVE READ THIS INFORMATION PACKET CAREFULLY AND UNDERSTAND THAT BECAUSE THIS IS A CUSTOMIZED ORDER, CHANGES OR CANCELLATIONS ARE NOT POSSIBLE ONCE PRODUCTION HAS BEGUN. I recognize that the delivery of my COM order is based upon when Ballard receives the appropriate yardage from me. Finally, I acknowledge that COM ITEMS ARE NOT RETURNABLE FOR REFUND OR EXCHANGE.

Signature \_\_\_\_\_ Date \_\_\_\_\_

6) When complete, send this form to:

**FABRIC  
FRONT**

RETURN TO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ATTN: BALLARD DESIGNS CALL CENTER  
COM DEPT. - GATE 51  
5568 WEST CHESTER ROAD  
WEST CHESTER, OH 45069

Please clip a piece of your fabric to the front of this form with the correct side facing up. Then, mail your fabric and the order form to us, using the label at left. **Yardage must be on a bolt, not folded.**

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For convenience and accuracy, cut out the box above and use it as a mailing label on your package.



## THRESHOLD\* DELIVERY CHECKLIST

MUST BE INCLUDED WITH ORDER

\* NOTED AS TRUCK IN THE CATALOG

Your Name: \_\_\_\_\_

Ship to Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Ship to Contact Name: \_\_\_\_\_

Ship to Contact Phone #: \_\_\_\_\_

Email, if available: \_\_\_\_\_

### DELIVERY

- The delivery date is available when your order is placed.
- Threshold deliveries are typically made 2-3 weeks from shipment.
- The delivery agent will call to schedule the delivery; please share any restrictions with them at that time.
- Deliveries are made M-F between 8am-5pm with a 4hr window.
- The agent will set the item inside the first floor doorway or covered area; Assembly is NOT included dispose of packaging materials is NOT included. Please plan to dispose of the packaging after delivery.
- If you see damage to the box or the item, please contact us before accepting the delivery.

I have read and understand the requirements necessary for delivery.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date