

# BALLARD DESIGNS®

## ABOUT THE MONTEREY SLIPCOVERED COLLECTION

*Thank you for your interest in our Monterey Slipcovered 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

With a deep, low seat, relaxed back and plump, down-filled cushions, the Monterey Slipcovered Collection combines incredible comfort with that classic California lived-in look. Artisan crafted hardwood frame is made in the USA with supportive foam core cushions wrapped in soft poly-fiber and encased in luxurious down blend. Spring support system assures years of comfortable wear. Custom-made slipcovers have strong, overlocking seams that offer maximum comfort without shifting or bunching.

### SLIPCOVERS

Order your Monterey Slipcover with either of the following Fabric Options: **1)** Off-White Twill, Super White Twill or a selection of Essential Trilby Basketweaves and 10oz Linens; **2)** Special Order in any fabric from our extensive Library or **3)** send us your own. Each slip is made with overlocking seams for extra durability. Velcro strips under each piece's arms allow you to adjust the Slip's drape from a slightly baggy fit to a tighter, more tailored look. Our slipcovers are crafted to Ballard specifications, resulting in furniture pieces and Slips made exclusively for each other. This means that these Slipcovers will fit only the Monterey Slipcovered Collection pieces; we do not recommend purchasing them with other manufacturers' furniture in mind.

### FABRIC CARE

The standard Off-White Twill & Super White Twill fabric is pre-washed and may be machine-washed in cold water with a mild detergent. Dry on Delicate (not to exceed 150°); do not line dry. Dry cleaning is recommended for the Trilby Basketweave & Everyday 10oz Linen fabrics.

### ORDERING AND DELIVERY

You may order items from our Monterey Slipcovered Collection by calling 800-535-8776, by using the order form in our catalog or by visiting our website at [ballarddesigns.com](http://ballarddesigns.com). \*See note on Order Form.

## INFORMATION FOR MONTEREY SLIPCOVERED COLLECTION

Item	Body Only	COM Slipcovers	Standard Slipcovers
Sofa	US158	UA118 COM	UA149
Apartment Sofa	US160	UA119 COM	UA170
Club Chair	UC165	UA116 COM	UA150
Ottoman	U0085	UA117 COM	UA151

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## ABOUT THE MONTEREY SLIPCOVERED COLLECTION

Your Monterey furniture will be shipped via In Home Delivery. With this hassle-free service, you make a convenient appointment with our shippers. They carry your new furniture into your home, uncrate it and place it anywhere you like. Then, they remove the packing materials. An estimate of delivery time is available when you place your order. Our Standard Slipcovers are shipped separately by UPS.

### FABRIC REQUIREMENTS

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

#### NONRAILROADED

Item	Body Only	COM Slipcovers	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Sofa	US158	UA118 COM	23½ yd	25½ yd	26½ yd	27 yd	28 yd
Apartment Sofa	US160	UA119 COM	22 yd	24 yd	25 yd	25½ yd	26½ yd
Club Chair	UC165	UA116 COM	13 yd	14 yd	14½ yd	15 yd	15½ yd
Ottoman	UO085	UA117 COM	4½ yd	4½ yd	4½ yd	4½ yd	5 yd

#### RAILROADED

Item	Body Only	COM Slipcovers	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Sofa	US158	UA118 COM	18 yd	20 yd	21 yd	22 yd	22½ yd
Apartment Sofa	US160	UA119 COM	17 yd	19 yd	20 yd	20½ yd	21½ yd
Club Chair	UC165	UA116 COM	10 yd	11 yd	11½ yd	12 yd	12½ yd
Ottoman	UO085	UA117 COM	3 yd	3½ yd	4 yd	4 yd	4 yd

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

# 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.***

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## 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.)

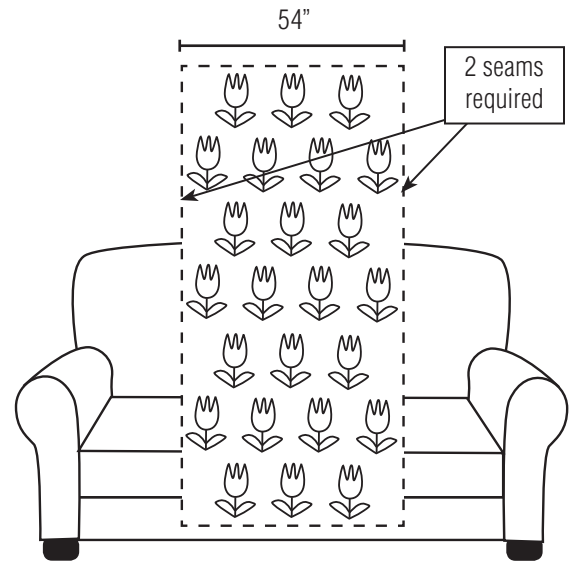


Figure 1

### RAILROADED FABRIC:

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

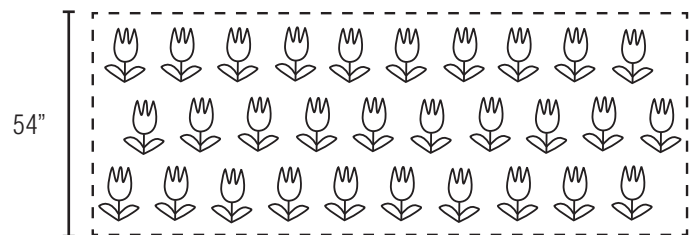


Figure 2

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.

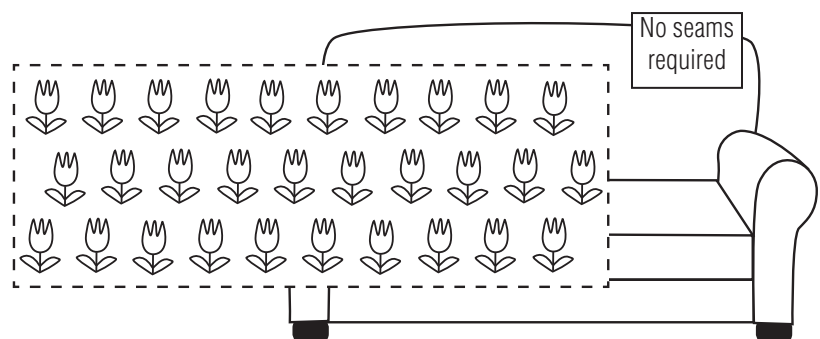


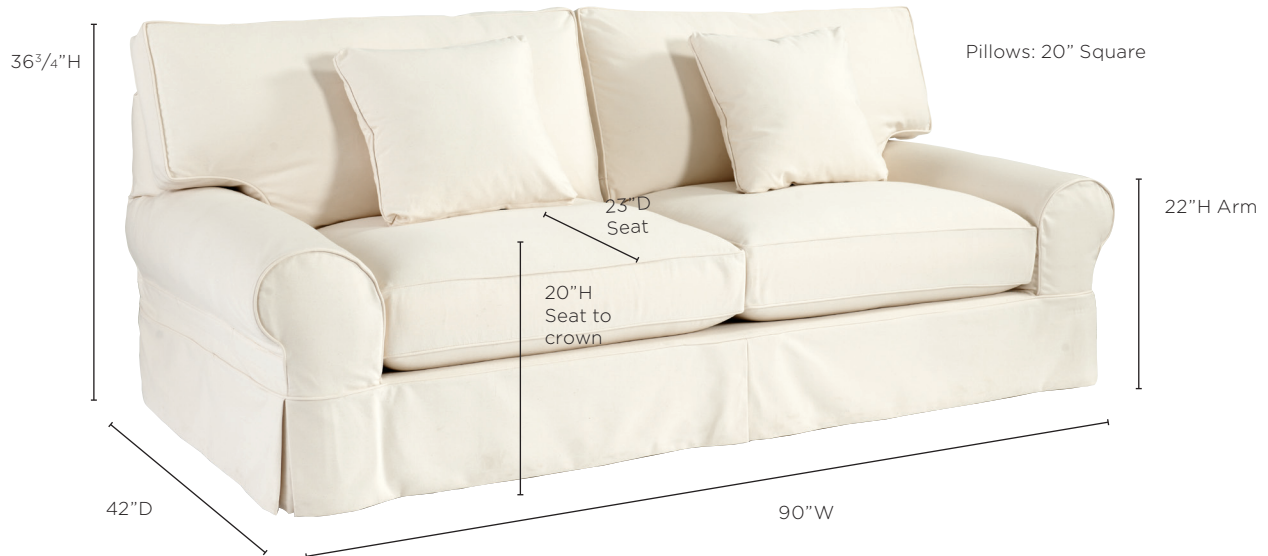
Figure 3

# BALLARD DESIGNS®

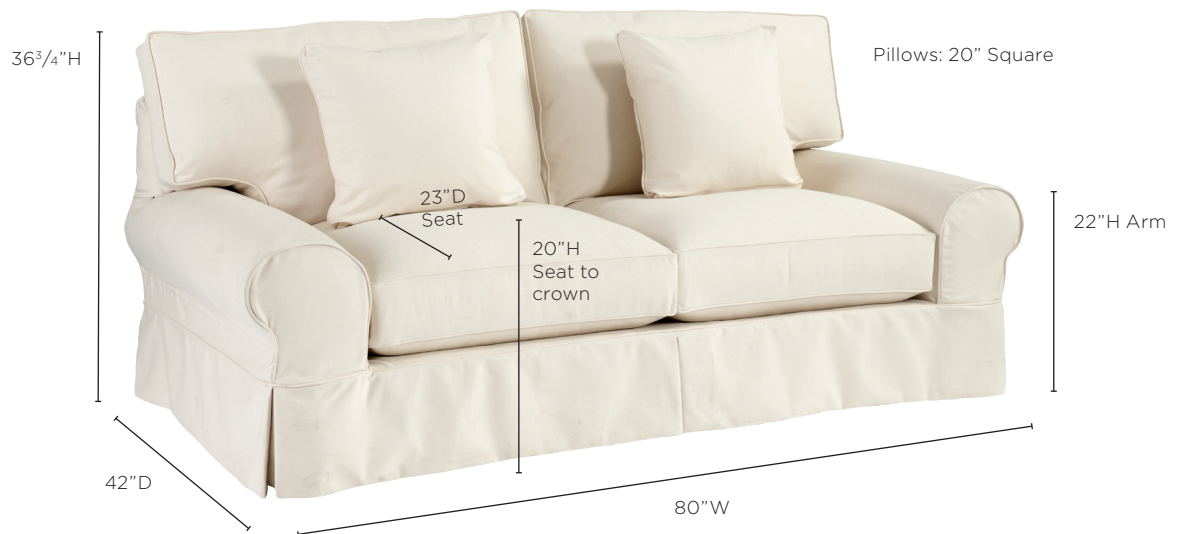
## ABOUT THE MONTEREY SLIPCOVERED COLLECTION

DIMENSIONS\*\* SEE NOTE

MONTEREY SOFA (US158\*)  
TWO MATCHING THROW PILLOWS INCLUDED



MONTEREY APARTMENT SOFA (US160\*)  
TWO MATCHING THROW PILLOWS INCLUDED



\*Item numbers are for Frames only. See page 1 or 2 for Slipcovers.

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

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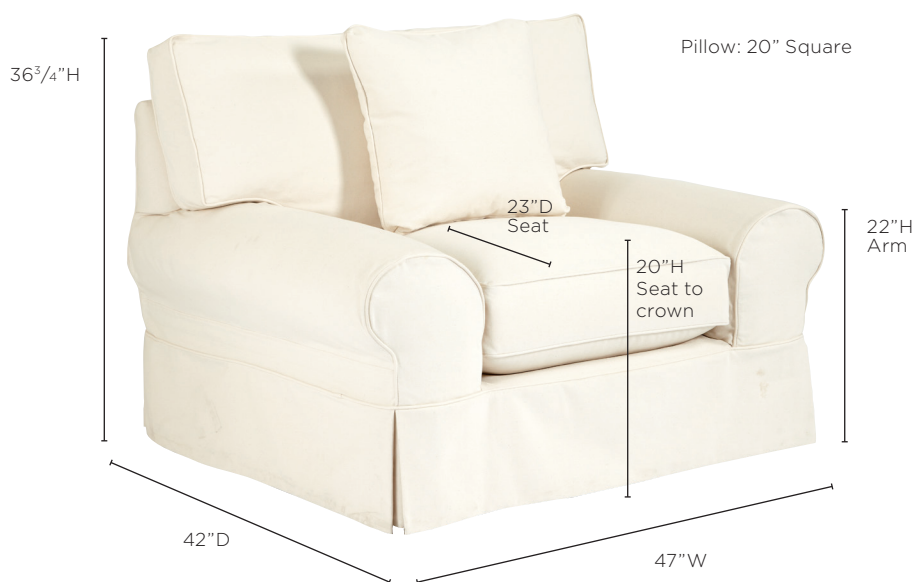
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## ABOUT THE MONTEREY SLIPCOVERED COLLECTION

DIMENSIONS\*\* SEE NOTE

MONTEREY CLUB CHAIR (UC165\*)  
ONE MATCHING THROW PILLOW INCLUDED



MONTEREY OTTOMAN (UO085\*)



\*Item numbers are for Frames only. See page 1 or 2 for Slipcovers.

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

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## COM SLIPCOVERED ORDER FORM FOR MONTEREY

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

- 1) Please check one of the following boxes:

☐ I am ordering: ☐ **Sofa (US158/UA118)**, ☐ **Apartment Sofa (US160/UA119)**, ☐ **Club Chair (UC165/UA116)**,  
☐ **Ottoman (UO085/UA117)**, to be slipcovered in my own material. I have enclosed the specified amount of continuous  
yardage, prewashed (if machine washable) fabric (multiple pieces cannot be accepted).

☐ **I have purchased your furniture body (frame) on \_\_\_\_\_ (Date), \_\_\_\_\_ (Order #) and only need to order a Slipcover.**

- 2) Please complete, if applicable:

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

- 3) 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, FL and NY residents as applicable. \$\_\_\_\_\_

If ordering BODIES:

(In Home Delivery Unavailable in PA, Threshold only) In Home Charges \$\_\_\_\_\_

Standard S&H 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.

- 4) 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 \_\_\_\_\_

- 5) When complete, send this form to:

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

 **BALLARD DESIGNS**

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

## FABRIC FRONT

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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**IN HOME DELIVERY CHECKLIST**  
MUST BE INCLUDED WITH ORDER

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

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

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

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

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

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

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

**DELIVERY**

- The ship date is available when your order is placed.
- In-Home 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 in the room of your choice and remove packaging; The agent will NOT assemble/level the item or move existing furniture.
- 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