

BALLARD DESIGNS®

ABOUT THE GRAHAM SLIPCOVERED COLLECTION

Thank you for your interest in our Graham 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 its tailored track arms and clean lines, our Graham Slipcovered Collection has a look you never tire of coming home to. Artisan crafted hardwood frame is made in the USA with mortise and tenon joints, corner blocks and double-doweled, screwed and glued for strength. Supportive foam core cushions are wrapped in soft poly-fiber and encased in luxurious down blend. Patented spring assures years of comfortable wear. Solid maple legs available in your choice of finish. This collection is also available in an upholstered version.

SLIPCOVERS

Order your Graham Slipcover with any of the following Fabric Options: **1)** Off-White Twill or Trilby Basketweave in several color choices; **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. Slipcovers are sold separately.

Each slip is made with overlocking seams for extra durability. 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 Graham Slipcovered Collection pieces; we do not recommend purchasing them with other manufacturers' furniture in mind.

FABRIC CARE

The standard off 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 fabrics.

ORDERING AND DELIVERY

To place an order, call 800-535-8776 or order online at ballarddesigns.com.

INFORMATION FOR GRAHAM SLIPCOVERED COLLECTION

Please specify fabric when ordering.

ITEM	BODY ONLY	COM SLIPCOVERS
Sofa	US171	UA152 COM
Queen Sleeper	US173	UA162 COM
Twin Sleeper	US174	UA164 COM
Apartment Sofa	US172	UA154 COM
Club Chair	UC179	UA156 COM
Swivel Chair	UC180	UA158 COM
Castered Ottoman	UO092	UA168 COM
Storage Ottoman	UO091	UA166 COM
2pc Sectional- Right Arm Chaise	US179	UA197 COM
2pc Sectional- Left Arm Chaise	US180	UA198 COM
3pc Sectional	US184	UA202 COM
4pc Sectional-Right Arm Chaise	US186	UA208 COM
4pc Sectional-Left Arm Chaise	US187	UA209 COM

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

Please note: Left or Right Arm is determined by facing the item. For the Chaise, stand at the end.

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ABOUT THE GRAHAM SLIPCOVERED COLLECTION

CUSTOMER'S-OWN-MATERIAL (COM) INFORMATION FOR THE GRAHAM SLIPCOVERED COLLECTION

FABRIC REQUIREMENTS

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

NON-RAILROADED							
ITEM NAME	BODY ONLY	COM SLIPCOVERS	PLAIN FABRIC	1"-14" REPEAT	15"-24" REPEAT	25"-27" REPEAT	28"-36" REPEAT
Sofa	US171	UA152 COM	25 yd	27 yd	28 yd	29 yd	30 yd
Queen Sleeper	US173	UA162 COM	25 yd	27 yd	28 yd	29 yd	30 yd
Twin Sleeper	US174	UA164 COM	16 yd	17 yd	17½ yd	18 yd	19 yd
Apartment Sofa	US172	UA154 COM	22 yd	24 yd	25 yd	25½ yd	26½ yd
Club Chair	UC179	UA156 COM	13 yd	14 yd	14½ yd	15 yd	15½ yd
Swivel Chair	UC180	UA158 COM	13 yd	14 yd	14½ yd	15 yd	15½ yd
Castered Ottoman	UO092	UA168 COM	4 yd	4½ yd	4½ yd	4½ yd	5 yd
Storage Ottoman	UO091	UA166 COM	5½ yd	6 yd	6 yd	6 yd	6½ yd
2pc Sectional -Right Arm Chaise	US179	UA197 COM	34½ yd	37 yd	38 yd	39 yd	41 yd
2pc Sectional -Left Arm Chaise	US180	UA198 COM	34½ yd	37 yd	38 yd	39 yd	41 yd
3pc Sectional	US184	UA202 COM	54 yd	58½ yd	60 yd	62 yd	64½ yd
4pc Sectional -Right Arm Chaise	US186	UA208 COM	70 yd	75½ yd	77½ yd	80 yd	83½ yd
4pc Sectional -Left Arm Chaise	US187	UA209 COM	70 yd	75½ yd	77½ yd	80 yd	83½ yd

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

Please note: Left or Right Arm is determined by facing the item. For the Chaise, stand at the end.

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RAILROADED							
ITEM NAME	BODY ONLY	COM SLIPCOVERS	PLAIN FABRIC	1"-14" REPEAT	15"-24" REPEAT	25"-27" REPEAT	28"-36" REPEAT
Sofa	US171	UA152 COM	19 yd	21 yd	22 yd	23 yd	24 yd
Queen Sleeper	US173	UA162 COM	19 yd	21 yd	22 yd	23 yd	24 yd
Twin Sleeper	US174	UA164 COM	12 yd	13½ yd	14 yd	14½ yd	15 yd
Apartment Sofa	US172	UA154 COM	17 yd	19 yd	20 yd	21 yd	21½ yd
Club Chair	UC179	UA156 COM	10 yd	11 yd	12 yd	12 yd	12½ yd
Swivel Chair	UC180	UA158 COM	10 yd	11 yd	12 yd	12 yd	12½ yd
Castered Ottoman	UO092	UA168 COM	3 yd	3½ yd	4 yd	4 yd	4 yd
Storage Ottoman	UO091	UA166 COM	4 yd	4½ yd	5 yd	5 yd	5 yd
2pc Sectional -Right Arm Chaise	US179	UA197 COM	26 yd	29 yd	30 yd	31½ yd	32½ yd
2pc Sectional -Left Arm Chaise	US180	UA198 COM	26 yd	29 yd	30 yd	31½ yd	32½ yd
3pc Sectional	US184	UA202 COM	41 yd	45½ yd	47 yd	50 yd	51½ yd
4pc Sectional -Right Arm Chaise	US186	UA208 COM	53 yd	59 yd	61 yd	64½ yd	66½ yd
4pc Sectional -Left Arm Chaise	US187	UA209 COM	53 yd	59 yd	61 yd	64½ yd	66½ yd

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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
- Fabric with flaws
- Sheets
- Rugs
- Quilted pieces
- 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.)

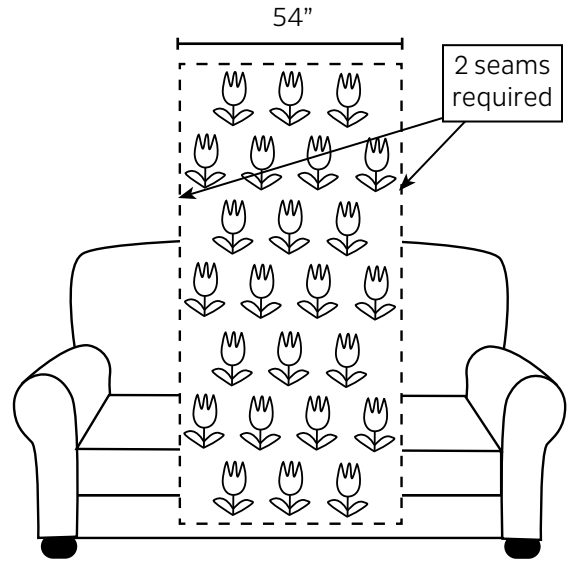


Figure 1

RAILROADED FABRIC:

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

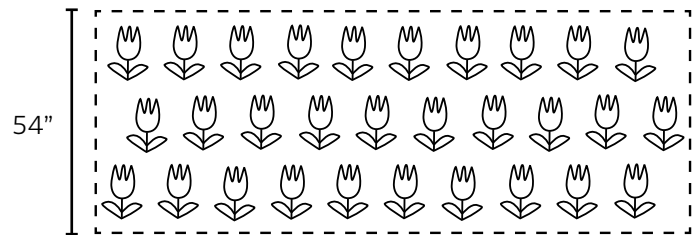


Figure 2

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.

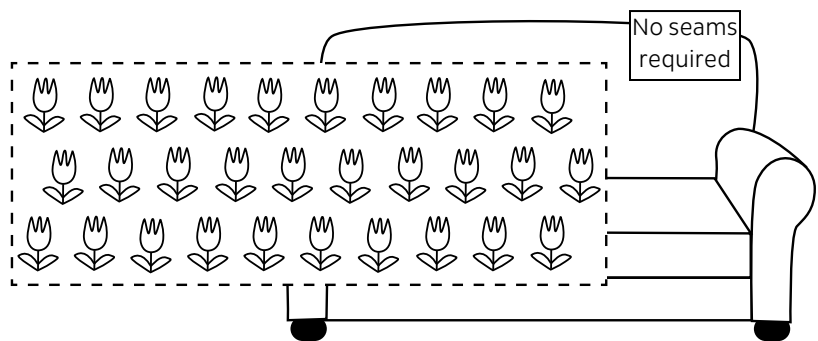


Figure 3

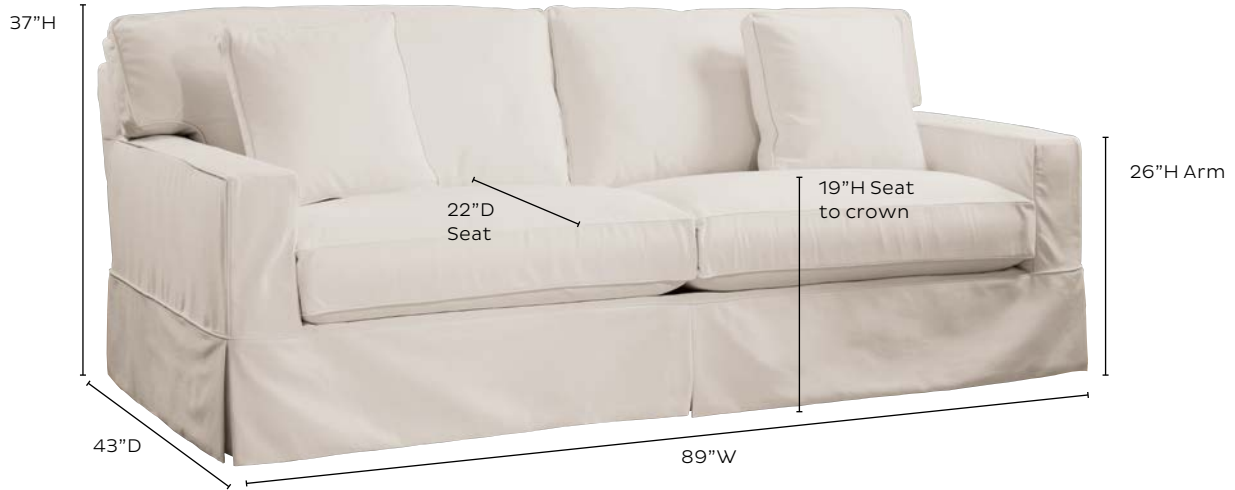
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ABOUT THE GRAHAM SLIPCOVERED COLLECTION

DIMENSIONS** SEE NOTE

SOFA (US171*) OR QUEEN SLEEPER (US173*)
TWO MATCHING THROW PILLOWS INCLUDED



APARTMENT SOFA (US172*), OR TWIN SLEEPER (US174*)
TWO MATCHING THROW PILLOWS INCLUDED



*Item numbers are for Bodies only. See page 2 for Slipcover item numbers.

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

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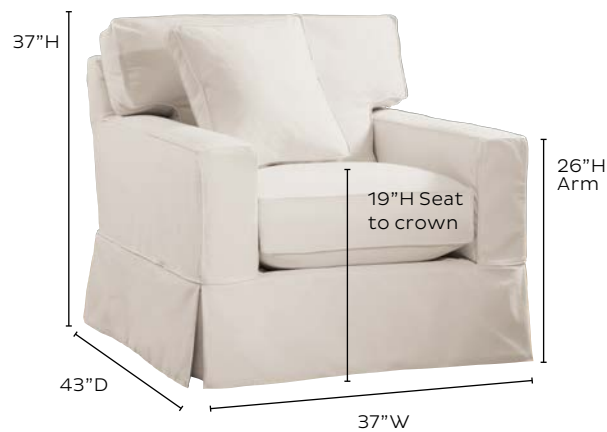
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ABOUT THE GRAHAM SLIPCOVERED COLLECTION

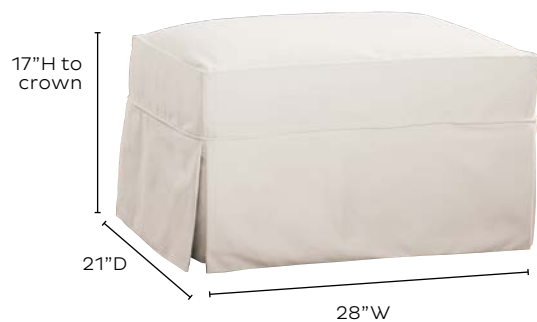
DIMENSIONS** SEE NOTE

CLUB CHAIR (UC179*) OR SWIVEL CHAIR (UC180*)

ONE MATCHING THROW PILLOW INCLUDED



CASTERED OTTOMAN (UO092*)



STORAGE OTTOMAN (UO091*)



*Item numbers are for Bodies only. See page 2 for Slipcover item numbers.

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

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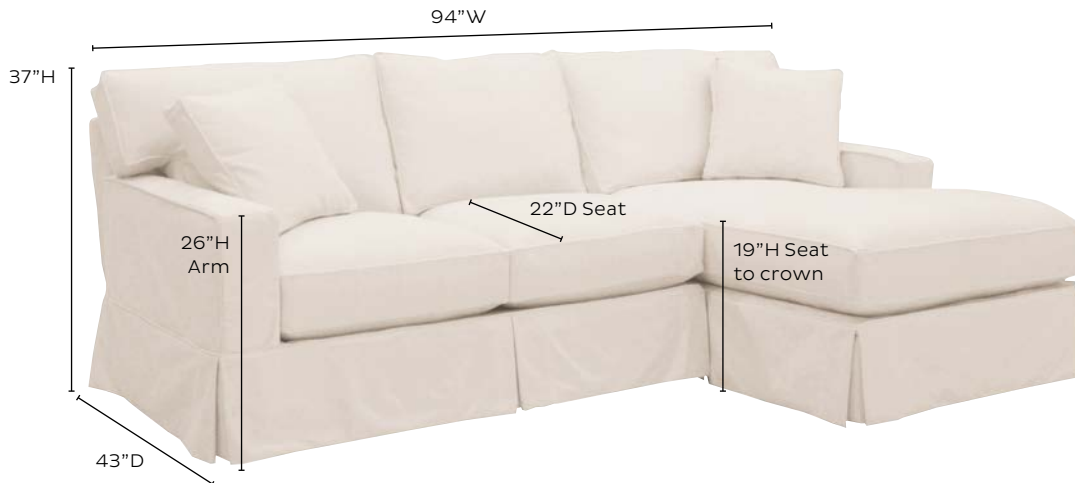
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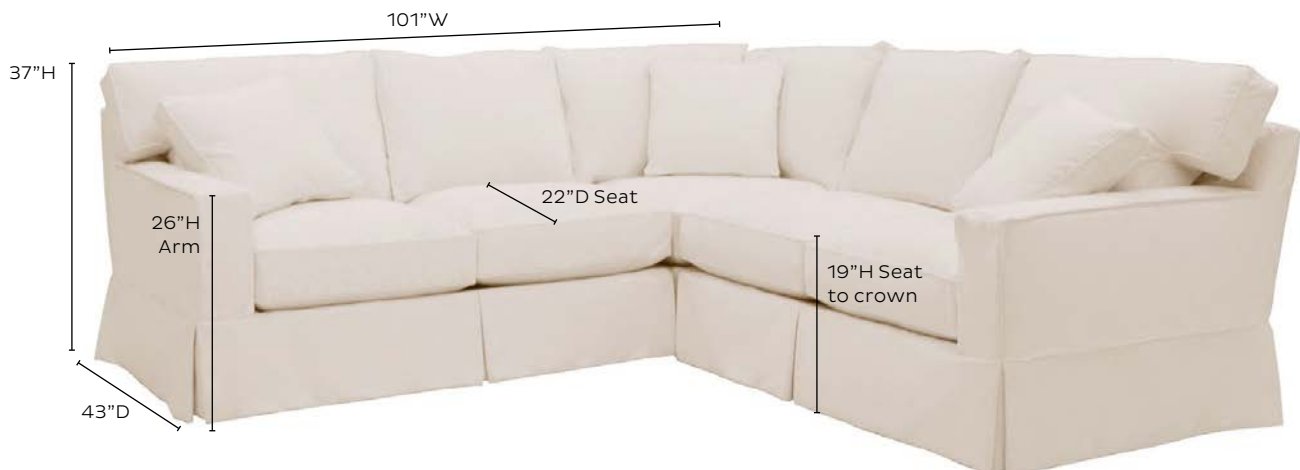
ABOUT THE GRAHAM SLIPCOVERED COLLECTION

DIMENSIONS** SEE NOTE

2PC SECTIONAL (US179*)
TWO MATCHING THROW PILLOWS INCLUDED



3PC SECTIONAL (US184*)
TWO MATCHING THROW PILLOWS INCLUDED



*Item numbers are for Bodies only. See page 2 for Slipcover item numbers.

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

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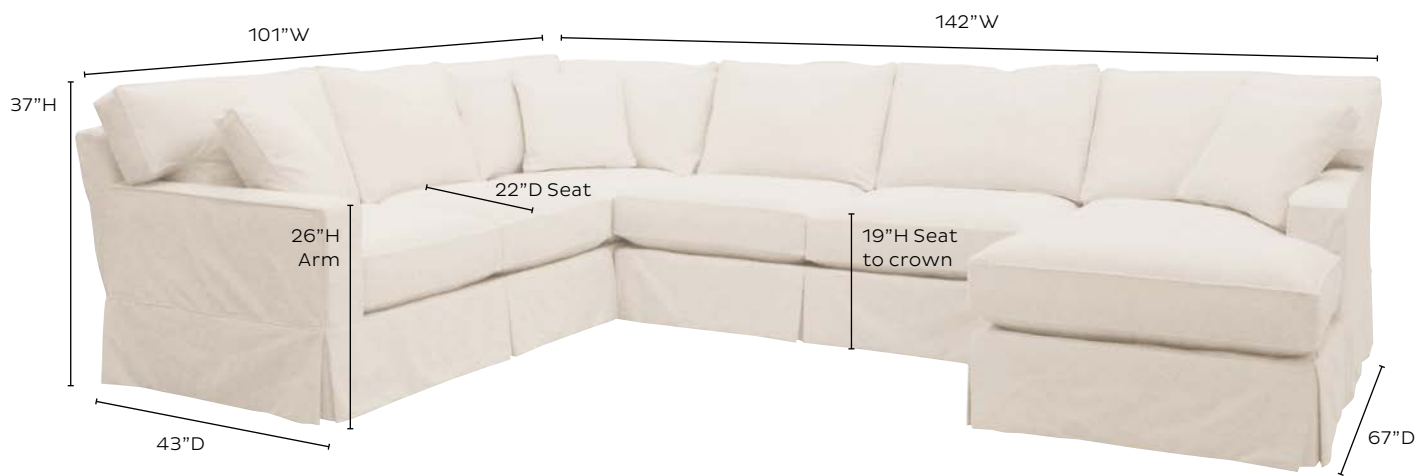
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ABOUT THE GRAHAM SLIPCOVERED COLLECTION

DIMENSIONS** SEE NOTE

4PC SECTIONAL (US186*)
THREE MATCHING THROW PILLOWS INCLUDED



*Item numbers are for Bodies only. See page 2 for Slipcover item numbers.

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**COM UPHOLSTERED ORDER FORM FOR
THE GRAHAM SLIPCOVERED COLLECTION**

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

1) Please check one of the following boxes:

I am ordering:

<u>Item</u>	<u>Body/ Slipcover</u>	<u>Item</u>	<u>Body/ Slipcover</u>	<u>Item</u>	<u>Body/ Slipcover</u>
Sofa	[](US171/ UA152)	Club Chair	[](UC179/ UA156))	2pc Sectional-Right Arm Chaise	[](US179/ UA197)
Queen Sleeper	[](US173/ UA162)	Swivel Chair	[](UC180/ UA158)	2pc Sectional- Left Arm Chaise	[](US180/ UA198)
Twin Sleeper	[](US174/ UA164)	Castered Ottoman	[](UO092/ UA168)	3pc Sectional	[](US184/ UA202)
Apartment Sofa	[](US172/ UA154)	Storage Ottoman	[](UO091/ UA166)	4pc Sectional-Right Arm Chaise	[](US186/ UA208)
				4pc Sectional-Left Arm Chaise	[](US187/ UA209)

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 shipping information:

Ship my order to the following name and address: Name: _____

Daytime phone (_____) _____ - _____ Address: _____

Evening phone (_____) _____ - _____ State: _____ Zip: _____

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: Please see Ballarddesigns.com/salestax for applicable states. \$ _____

Standard S&H Charges \$ _____

Threshold Charges \$ _____

In Home Charges \$ _____

TOTAL PRICE \$ _____

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

Account # _____

Expiration Date (required) _____

Cardholder's Signature: _____ Print Name _____

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 _____ Print Name _____ 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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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

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; disposal 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



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