

# CUSTOM +

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## BALLARD DESIGNS®

### ABOUT THE MINDY HEADBOARD

Thank you for your interest in our Mindy Headboard. 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 subtle wings and deep button tufts, the Mindy Headboard embraces you in cozy comfort. We designed the wings' gentle curves so they won't interfere with your bedside reach. Slots in the base let you connect a metal bedframe. Frame is constructed of solid and engineered wood. Frame is upholstered with foam and fiber overlay. Slots in base to let you connect with a metal bed frame (not included). Made in the USA.

### YOU CAN SELECT FRAME:

- 60" Twin - UM110
- 40" Queen - UM168
- 60" Full - UM111
- 72" Queen - UM169
- 60" Queen - UM112
- 60" King - UM113

### YOU CAN SELECT CONTRAST WELTS IN PLACE OF STANDARD MATCHING WELT.

- Contrast welt (additional fabric required)
- Matching welt (comes standard if other options not chosen)

### YOU CAN SELECT CONTRAST BUTTONS IN PLACE OF STANDARD MATCHING BUTTONS

- Contrast Button (additional fabric required)
- Matching Button (comes standard if other option not chosen)

### YOU CAN SELECT A PARTIAL CONTRAST BACK IN PLACE OF STANDARD MATCHING FABRIC

- Contrast Fabric (additional fabric required)
  - Twin: Covers 12" each side
  - Full: Covers 12" each side
  - Queen: Covers 15" each side
  - King: Covers 16" each side
- Matching Fabric (comes standard if other option not chosen)

# BALLARD DESIGNS®

## CUSTOMER'S-OWN-MATERIAL (COM) INFORMATION FOR THE MINDY HEADBOARD

### FABRIC REQUIREMENTS

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

NON-RAILROADED								
ITEM NAME	PLAIN FABRIC	1"-14" REPEAT	15"-24" REPEAT	25"-27" REPEAT	28"-36" REPEAT	WELT	BUTTON	BACK
60" Twin	5½ yd	5¾ yd	6 yd	6½ yd	7 yd	1 yd	1 yd	2 yd
60" Full	6 yd	6½ yd	6¾ yd	7 yd	7¼ yd	1 yd	1 yd	2 yd
60" Queen	7 yd	7½ yd	8 yd	8½ yd	9 yd	1½ yd	1 yd	2 yd
60" King	8 yd	8½ yd	9 yd	10 yd	10½ yd	1½ yd	1 yd	2 yd
40" Queen	7 yd	7½ yd	8 yd	8½ yd	9 yd	1½ yd	1 yd	2 yd
72" Queen	9 yd	9½ yd	10 yd	11 yd	12 yd	2 yd	1 yd	3 yd

RAILROADED								
ITEM NAME	PLAIN FABRIC	1"-14" REPEAT	15"-24" REPEAT	25"-27" REPEAT	28"-36" REPEAT	WELT	BUTTON	BACK
60" Twin	5 yd	5¼ yd	5½ yd	6 yd	6½ yd	1 yd	1 yd	2 yd
60" Full	6 yd	6 yd	6¼ yd	6½ yd	6¾ yd	1 yd	1 yd	2 yd
60" Queen	6½ yd	7 yd	7½ yd	8 yd	8½ yd	1½ yd	1 yd	2 yd
60" King	7½ yd	8 yd	8½ yd	9 yd	9½ yd	1½ yd	1 yd	2 yd
40" Queen	7 yd	7 yd	7½ yd	8 yd	8½ yd	1½ yd	1 yd	2 yd
72" Queen	9 yd	9 yd	9½ yd	10 yd	11 yd	2 yd	1 yd	3 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
- 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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# BALLARD DESIGNS®

## 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.)

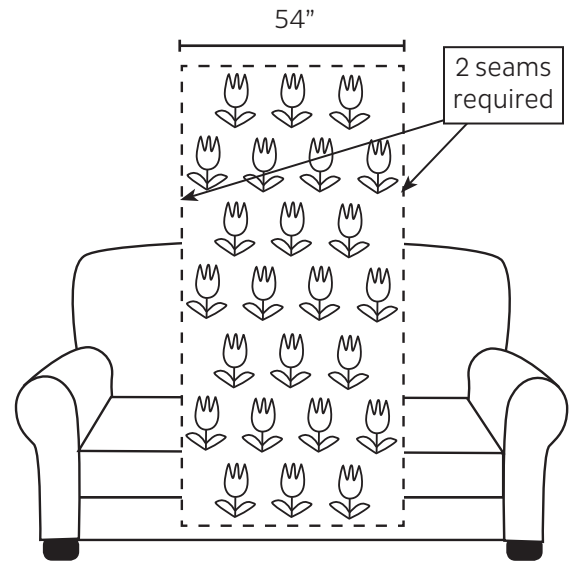


Figure 1

### RAILROADED FABRIC:

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

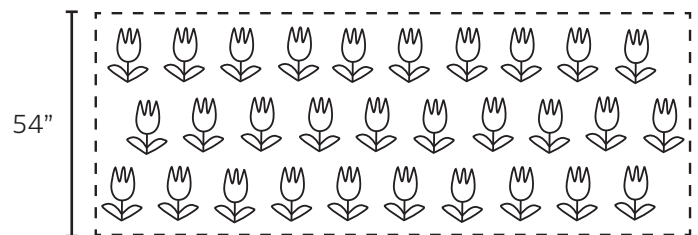


Figure 2

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.

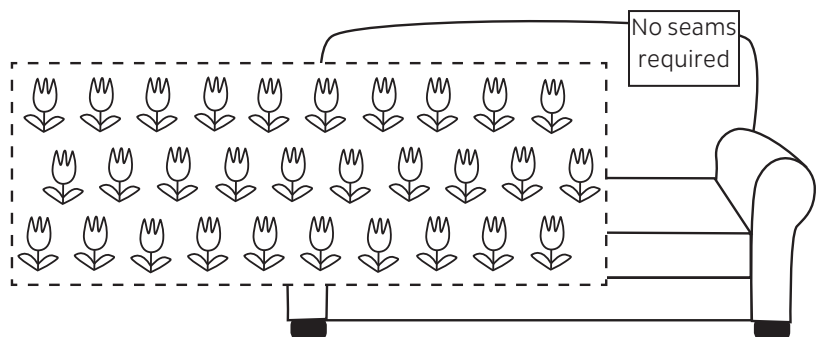


Figure 3

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# BALLARD DESIGNS®

## ABOUT THE MINDY HEADBOARD

DIMENSIONS\* SEE NOTE

### 60" HEADBOARD

Twin (•UM110), Full (•UM111), Queen (•UM112), King (•UM113)



All Sizes  
60 1/4"H  
x 8"D

50 1/2"W Twin  
60 1/2"W Full  
68 1/2"W Queen  
78 1/2"W King

### 72" QUEEN HEADBOARD (•UM169)



72 1/2"H  
x 8"D

68 1/2"W

15"H

### 40" QUEEN HEADBOARD (•UM168)



40"H  
x 8"D

15"H

68 1/2"W

## ASSEMBLY

Easy to follow instructions, complete with illustrations accompany the order.  
All hardware needed to assemble the Headboard is also included.

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

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## COM UPHOLSTERED ORDER FORM FOR THE MINDY HEADBOARD

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

- 1) Please check one of the following boxes:

☐ **UM110 60" Twin**      ☐ **UM111 60" Full**  
☐ **UM112 60" Queen**      ☐ **UM113 60" King**  
☐ **UM168 40" Queen**      ☐ **UM169 72" Queen**

to be upholstered in my own material. I have enclosed  
the specified amount of continuous yardage  
(multiple pieces cannot be accepted).

- 2) Please clip a piece of your Base Fabric to the right  
with the correct side facing up.

- 3) If you want to add Contrast Welt,  
please check the below box and attach a peice of your  
fabric to the right with the correct side facing up.  
(Additional fabric required see chart)

☐ **Yes Contrast Welt Please**

- 4) Please select if you would like Contrast Buttons:  
(Otherwise will come with matching buttons) If yes, please  
check the box below and attach a piece of your fabric to the  
right with correct side facing up.  
(Additional fabric required see chart)

☐ **Yes Contrast Buttons Please**

- 5) Please select if you would like Contrast Back:  
(Otherwise will come with matching back) If yes, please  
check the box below and attach a piece of your fabric to the  
right with correct side facing up.  
(Additional fabric required see chart)

☐ **Yes Contrast Back Please**

- 6) **Please complete, if applicable:**  
**Place the design/pattern of my material in the following manner** \_\_\_\_\_

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BASE  
FABRIC HERE

CONTRAST WELT  
FABRIC HERE

CONTRAST BUTTON  
FABRIC HERE

CONTRAST BACK  
FABRIC HERE

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## COM UPHOLSTERED ORDER FORM FOR THE MINDY HEADBOARD

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

- 7) 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](http://Ballarddesigns.com/salestax) for applicable states. \$\_\_\_\_\_

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

Threshold 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.

- 8) 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 \_\_\_\_\_

- 9) When complete, send this form and your fabric to us, using the label below.

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

\_\_\_\_\_

\_\_\_\_\_

### BALLARD DESIGNS

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

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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 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

\_\_\_\_\_  
Date