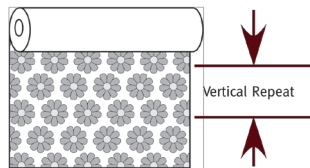


C.O.M. Guidelines

Figuring C.O.M. Fabric Yardage in 3 easy steps

1. Select a window fashions style and size.
2. Determine the repeat of the fabric.

What is the Vertical Repeat?



3. Finding the yardage:

• If you have internet access, visit horizonshades.com/calculator input the requested information and the exact yardage requirements will be provided.

• If you do not have access to the internet, call customer service at 800-858-2352 and they will provide the yardage requirements.

What Type of Material is Acceptable?

Draperies weight cotton and cotton blends similar to the choices in the sample books are best. Avoid upholstery material, casement, vinyl, and material with backing. Sheers can only be applied to Draperies, Side Panels and assorted Premium Top Treatments. We will not accept sheets or re-work old draperies. **If you are unsure about whether a fabric is appropriate for the application, please send a swatch for approval.**

Procedure for sending C.O.M. to B&W

1. Call or fax in the order - customer service will fax the B&W order number back.
2. **Clearly label all packages with "HST" and the order number. (Example: HST555123)**
3. **The B&W order number must also be tagged on the roll of fabric.**
3. Mark the face (front) of the fabric.
4. Mark which direction is up.
5. Send the fabric rolled on a tube, not folded.
6. Ship all packages to: 1705 Waukegan Road, Waukegan, Illinois 60085.

IMPORTANT: If your fabric is shipped directly from the supplier, please instruct the supplier to follow the above procedures.

72 Hour C.O.M. Turnaround Promise

All Horizons™ Soft Treatments C.O.M. orders up to and including, 10 units, will be produced within 72 hours of the receipt of the fabric – excluding weekends and holidays – provided that sufficient unflawed yardage is received.

For more details, please visit horizonshades.com/72hour