

# BALLARD DESIGNS

## ABOUT THE BENTLEY OVAL SLIPCOVERED OTTOMAN

*Thank you for your interest in our Bentley Oval Slipcovered Ottoman. 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 AND CONSTRUCTION

Its distinctive oval shape makes it a great choice paired with two chairs, at the foot of bed, as a coffee table or pull-up seating. Handcrafted hardwood frame features maple legs and padded top covered in Off-White Cotton Duck. Slipcover is hand sewn with self-piping and ruffle hem.

### UPHOLSTERY

Order your Bentley Oval Slipcovered Ottoman slipcovered in our popular Off-White Twill, or use our Customer's-Own-Material (COM) service to have your Ottoman covered in a fabric you provide.

### ORDERING AND DELIVERY

To place an order, call 800-535-8776, use the catalog order form or order online at [www.ballarddesigns.com](http://www.ballarddesigns.com). Your Bentley Oval Slipcovered Ottoman will be shipped via UPS with an additional O/S charge. An estimated delivery time is available when you place your order. For COM the delivery time is based on when the vendor receives your fabric.

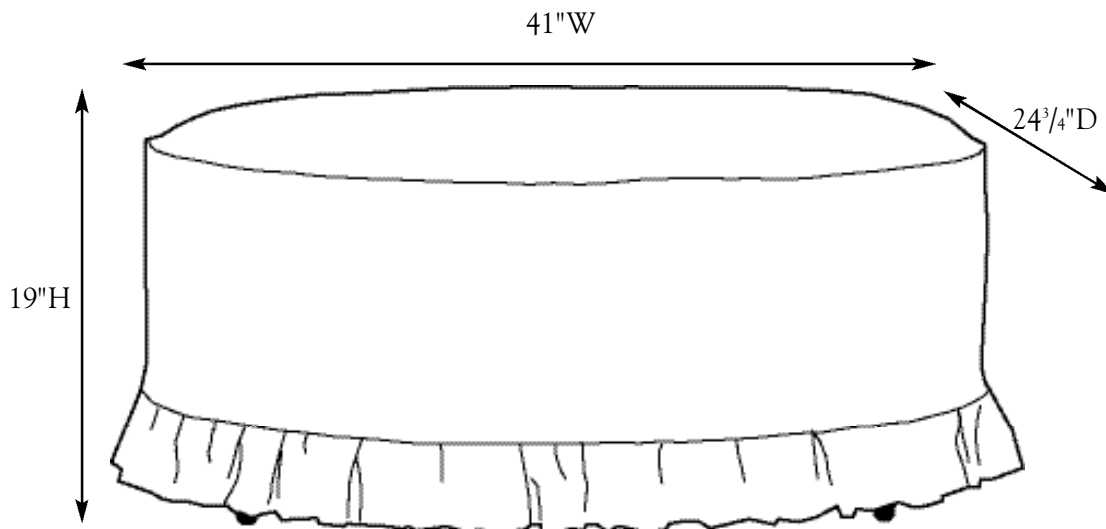
<u>Item</u>	<u>Item #</u>
Bentley Oval Slipcovered Ottoman	#UO008

# BALLARD DESIGNS

## ABOUT THE BENTLEY OVAL SLIPCOVERED OTTOMAN

### DIMENSIONS

Outside Dimensions: The Ottoman has a height of 19" with legs. It is 41" wide with a depth of 24<sup>3</sup>/<sub>4</sub>".



### COM YARDAGE REQUIREMENTS FOR THE BENTLEY OVAL SLIPCOVERED OTTOMAN

<u>Plain Fabric</u>	<u>2"-14" Repeat</u>	<u>15"-24" Repeat</u>	<u>25"-27" Repeat</u>	<u>28"-36" Repeat</u>
4 yds	4 yds	4 <sup>1</sup> / <sub>2</sub> yds	4 <sup>1</sup> / <sub>2</sub> yds	4 <sup>1</sup> / <sub>2</sub> yds

**Please 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 FOR THE BENTLEY OVAL SLIPCOVERED OTTOMAN

*Enjoy a truly custom decor, combining your choice in fabric with the quality of Ballard Designs. For the ultimate in decorating versatility, we offer our Customer's-Own-Material (COM) service that allows you to supply the material with which your furniture will be upholstered. This information packet answers frequently asked questions about COM; if you have concerns not addressed here, call us at 800-535-8776.*

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

### SELECTING YOUR FABRIC

To ensure the professional quality of your custom furniture, please read the important details below.

- Use our enclosed swatches as a guide to the range of fabric thickness we can accept.
- Before sending your fabric to us, please inspect it for flaws.
- If your fabric is woven with a front and a back, please clip a small corner swatch of your fabric with the front part of the fabric facing up on the Order Form.
- We cannot use silk materials for COM.
- Please do not send contrasting fabrics, welt or fringe.
- If your fabric features a central design, we will make every effort to center it on your item, if you so specify on the order form.
- Any stripes will be arranged vertically, unless you request horizontal striping.
- Because inadequate fabric will delay your order, and excess fabric cannot be returned, please measure carefully.
- If you have any questions about the suitability of your fabric choice, please call 800-535-8776 and ask one of our Product Specialists for guidance.

### ORDERING

If you are ordering the Bentley Oval Ottoman slipcovered in a fabric you will be sending to us, complete the attached form and enclose it with your fabric.\* We must have this form before we can proceed with your order. Please cut from your fabric a small swatch (at least 1" Sq.) and staple it to your order form. In the unlikely event that your material and order form become separated, this precaution will assist us in determining to which customer the fabric belongs.

If your fabric and order form will be sent to us in separate packages, please indicate so on your order form. On the mailing label of the package in which the fabric arrives, it is very important that you send it to the exact address printed on the order form. (For your convenience, the order form includes a pre-printed label that you may clip out and use.) Please also provide your name and return address so that we are certain from whom the material was sent. Regardless of your choice of upholstered material, please note that the base price of each item is in addition to the cost of your fabric. An estimated delivery time is available when you place your order.

\* Many customers choose a Ballard Fabric-by-the-Yard for their COM upholstery; please call for swatches and additional information.

# COM UPHOLSTERED FURNITURE ORDER FORM

**ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED**

**\* PLEASE COMPLETE THE TRUCK DELIVERY CHECKLIST**

**1) Please check one of the following boxes:**

I am ordering item number(s) UO008 - Bentley Oval Ottoman to be slipcovered in my own material. I have enclosed the specified amount of **continuous yardage** fabric (**multiple pieces cannot be accepted**).

My fabric (in the amount specified) is being sent separately, labeled with my name and address.

**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: 7% (GA buyers only), 8% (City of Atlanta only)  
or 6.5% (OH buyers only) \$ \_\_\_\_\_

PLUS 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.