

BALLARD DESIGNS®

ABOUT THE MARA UPHOLSTERED BED

Thank you for your interest in our Mara Upholstered Bed. 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

Crisply tailored and superbly constructed, our Mara Upholstered Bed is a dream come true for showcasing your favorite fabric. Hand crafted in Virginia, the solid hardwood frame is softly padded on every side and defined with individually hand tacked nailhead trim. Wide, wood slats have adjustable extra support feet, so whether you choose to use box springs or not, your mattress feels reassuringly secure. Expertly upholstered.

UPHOLSTERY & FINISH

Order your Mara Upholstered Bed with any of the following Fabric Options: **1)** Off-White Twill; **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, or see a selection of our best-selling Essentials and Designer favorites. Available in Pewter or Brass nailhead finish.

ORDERING AND DELIVERY

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

CUSTOMER'S-OWN-MATERIAL (COM) INFORMATION FOR THE MARA UPHOLSTERED BED

FABRIC REQUIREMENTS

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

RAILROADED

Item	Item# (Brass/Pewter)	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Mara Bed - Twin	UM035/UM038	8 yd	9 yd	10 yd	11 yd	12 yd
Mara Bed - Full	UM035/UM038	10 yd	11 yd	12 yd	13 yd	14 yd
Mara Bed - Queen	UM035/UM038	11 yd	12 yd	13 yd	14 yd	15 yd
Mara Bed - King	UM035/UM038	13 yd	14 yd	15 yd	16 yd	17 yd

NONRAILROADED

Item	Item# (Brass/Pewter)	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Mara Bed - Twin	UM035/UM038	9 yd	10 yd	11 yd	12 yd	13 yd
Mara Bed - Full	UM035/UM038	11 yd	12 yd	13 yd	14 yd	15 yd
Mara Bed - Queen	UM035/UM038	12 yd	13 yd	14 yd	15 yd	16 yd
Mara Bed - King	UM035/UM038	14 yd	15 yd	16 yd	17 yd	18 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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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.

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.)

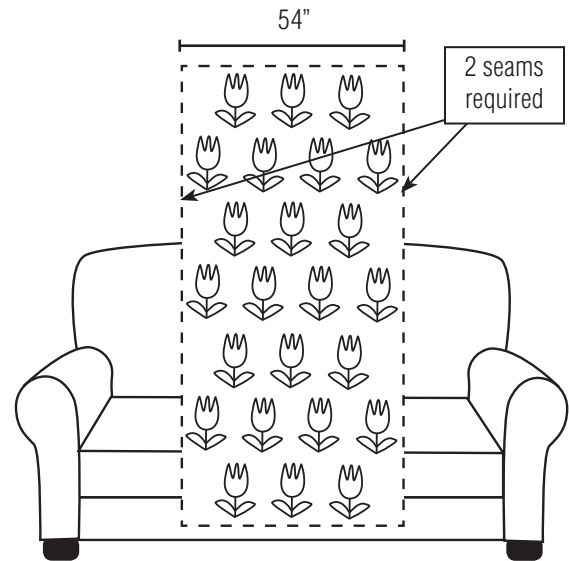


Figure 1

RAILROADED FABRIC:

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

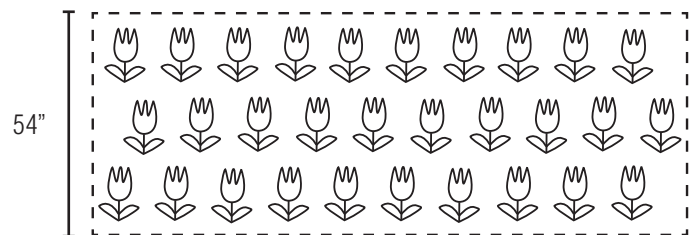


Figure 2

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.

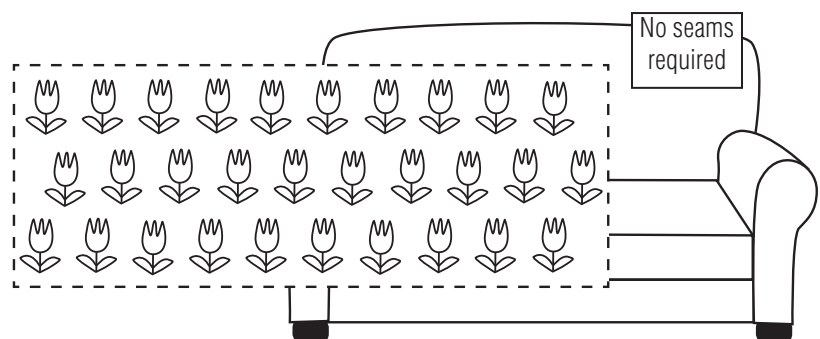


Figure 3

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ABOUT THE MARA UPHOLSTERED BED

DIMENSIONS

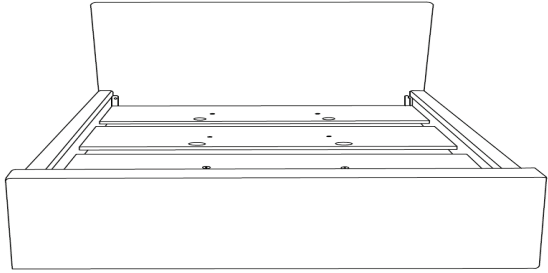

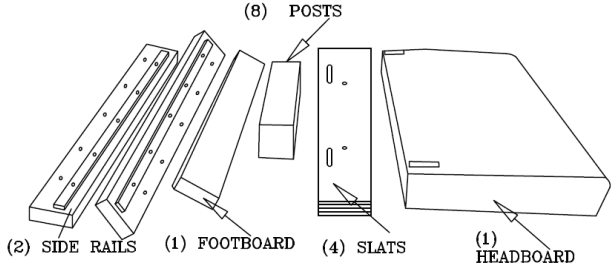
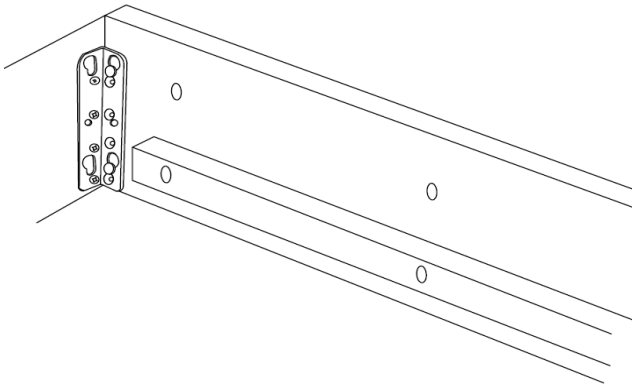
MARA UPHOLSTERED BED
(UM035 - BRASS/UM038 - PEWTER)



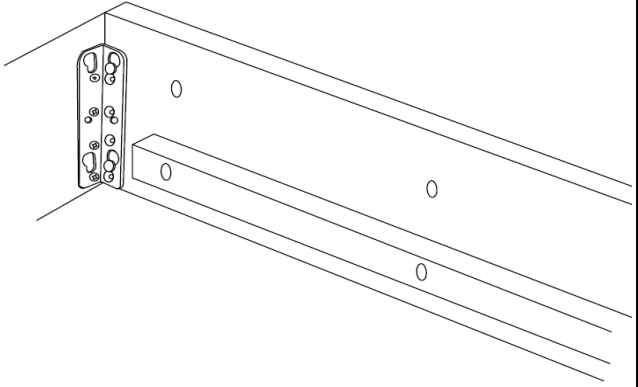
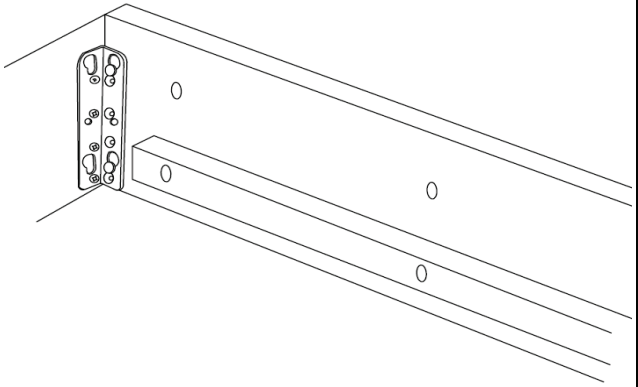
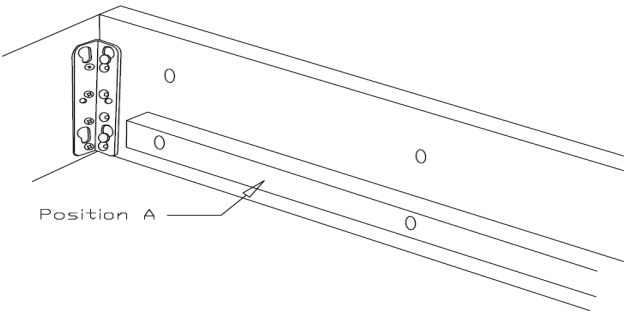
OP378 4/12

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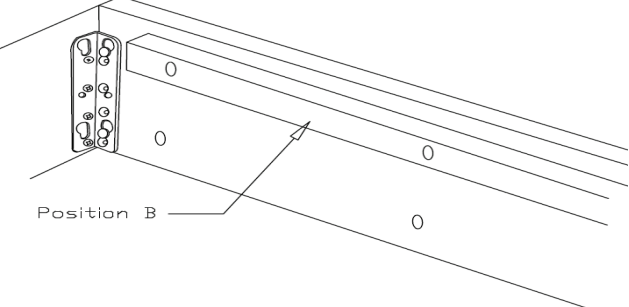
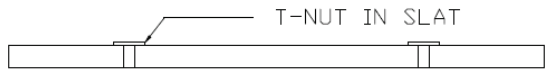
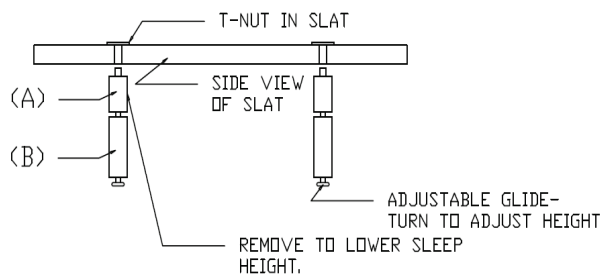
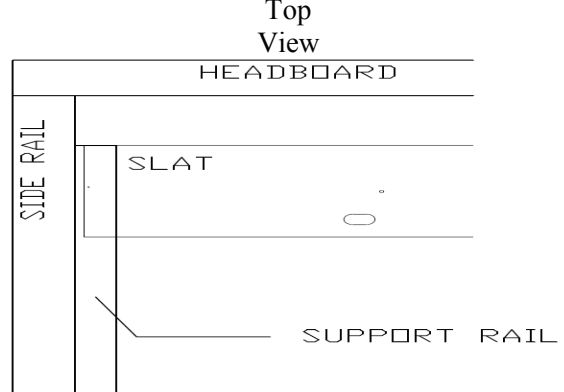
Ballard Designs MARA UPHOLSTERED BED ASSEMBLY INSTRUCTIONS

WARNING	ASSEMBLY OF BED SHOULD NOT BE ATTEMPTED WITH FEWER THAN TWO (2) PEOPLE	
Recommended Tools (Not Included)	Power drill with Phillips head driver or a Phillips head screw driver.	
PREPARATION	A clean area should be provided to lay out parts. It is recommended that you WASH YOUR HANDS THOROUGHLY prior to unwrapping Upholstered parts.	PARTS LIST: 1- Head Board 2- Side Rails 1-Foot Board 1- Slat System Package (4 slats) 8- Center Support Posts (4 for Twin) 1- Screw Package (8 screws, 8 large plastic washers; 4 of each for Twin)
PARTS LIST	Lay parts out as illustrated on right. Correct alignment of parts will make assembly easier. Place headboard against wall closest to where you want to position it. One side rail on each side, then place the foot board below them.	
GENERAL PROCEDURE FOR CONNECTING SIDE RAILS TO FOOTBOARD / HEADBOARD	Refer to picture on right to view proper assembly of hardware. Parts should always be carefully aligned to each other to avoid damage. Parts will fit together without excessive force. Carefully slide the studs into the large section slots. After insertion, slowly press down on the rails to lock rails into place in small section of slots. <u>DO NOT FORCE.</u>	

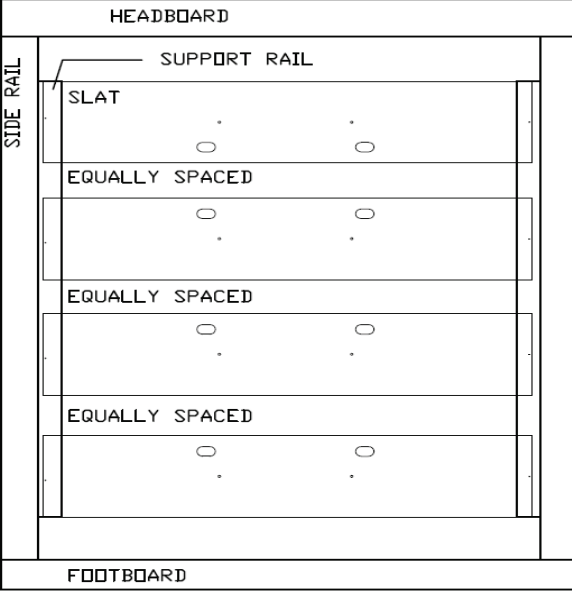
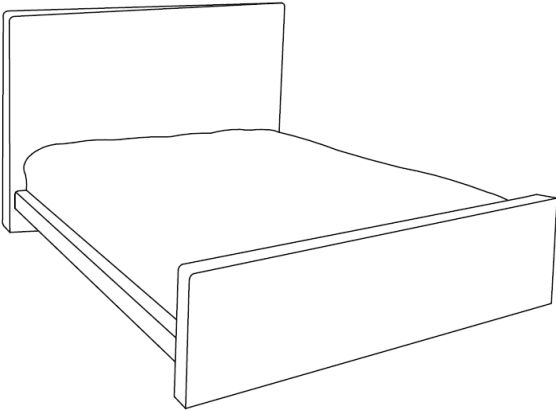
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	Realign hardware if necessary.	
ASSEMBLE SIDE RAILS TO FOOTBOARD	<p>Holding the footboard upright, carefully align the hardware as illustrated above. Care should be taken to align the parts at a 90 degree angle to each other.</p> <p>Both ends of the side rail should be same distance from the floor. One person should hold the footboard while the second moves the side rails into position. Align the studs on the side rail to the large slots in the footboard. <u>DO NOT FORCE.</u> Press down on the side rails above the hardware to lock the rails in place in small section of the slots.</p>	
	Repeat for the second side rail.	
ASSEMBLE HEADBOARD TO SIDE RAILS	<p>Prop the headboard up against a wall. Carefully move the footboard/side rail assembly to the headboard. Using care, align the studs on one side rail with the large slots on the headboard. <u>DO NOT FORCE.</u> Realign if necessary. After the studs are inserted in the slots, carefully press down on the side rail to position studs into the lower section of slot.</p>	
SLAT SUPPORT RAIL ADJUSTMENT	<p>Side rails come with a slat support rail that will allow you to use a Mattress / Box Spring combination OR a Platform Bed application. For Mattress / Box Spring application, use rail in lower position (A) as shown.</p>	

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<p>SLAT SUPPORT RAIL ADJUSTMENT</p>	<p>For Platform Bed application, remove the 5 Phillips screws and move rail to the higher position (B) as shown.</p>	
<p>INSTALLATION OF BED SLAT SYSTEM</p>	<p>Note: T-nuts in all slats should be pointed up towards the mattress.</p>	
<p>ASSEMBLE CENTER SUPPORT LEGS TO SLATS</p>	<p>Place two of the center support legs up under one of the slats. For hardwood floors the plastic glide of the support legs should be approximately $\frac{3}{4}$ of the way unscrewed. For carpet the plastic glides should be screwed all the way into the support leg. To use with Mattress / Box Spring combination (lower support rail height), remove short part of leg (A) and use longer half (B).</p>	
<p>ASSEMBLE SLATS TO SUPPORT RAILS</p>	<p>After assembling the center support legs to all 4 slats, place the first slat flush to the top end of the support rail. Align the slat evenly and place a screw on each end of the slat. Place another slat at the bottom end of the support rails and repeat the steps again.</p>	

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<p>ASSEMBLE TWO CENTER SLATS TO THE SUPPORT RAILS</p>	<p>After placing the top and bottom rails to the support rails, evenly space out the last two slats on the support rails. Align the slats evenly and place a screw on each end of the slat.</p>	 <p>The diagram illustrates the assembly of a bed frame. It shows a rectangular frame with a HEADBOARD at the top and a FOOTBOARD at the bottom. Two vertical SIDE RAILS are positioned on the left and right. Two horizontal SUPPORT RAILS are located near the top and bottom. Two SLATS are being placed between the support rails. The text 'EQUALLY SPACED' is written three times, indicating the spacing of the slats. The diagram is labeled with HEADBOARD, SIDE RAIL, SUPPORT RAIL, SLAT, EQUALLY SPACED, and FOOTBOARD.</p>
<p>FINISHED PRODUCT</p>	<p>BALLARD DESIGNS</p> <p>If you have any questions please call our Customer Service Department at: 1-800-367-2810.</p>	 <p>A 3D perspective drawing of the finished bed frame, showing the headboard, footboard, and side rails.</p>

COM UPHOLSTERED ORDER FORM

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

- 1) Please check one of the following boxes:

☐ I am ordering: ☐ **UM035 Mara Upholstered Bed - Brass Nailheads** ☐ **UM038 Mara Upholstered Bed - Pewter Nailheads** to be upholstered in my own material. I have enclosed the specified amount of continuous yardage, *prewashed (if machine washable) fabric (multiple pieces cannot be accepted)*.

- 2) Please select size: ☐ **Twin** ☐ **Full** ☐ **Queen** ☐ **King**

- 3) Please complete, if applicable:

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

- 4) 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 and FL residents as applicable. \$ _____

Standard S&H Charges \$ _____

Truck 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.

- 5) 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 _____

- 6) 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.**

OP378 4/12

For convenience and accuracy, cut out the box above and use it as a mailing label on your package.



TRUCK DELIVERY CHECKLIST

MUST BE INCLUDED WITH ORDER

Your Name: _____

Date Fabric Shipped: _____

Order #: _____

Ship to Name: _____

Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Ship to Contact Name: _____

Ship to Contact Phone #: _____

Customer's Fax if available: _____

Email, if available: _____

Review each of these delivery points:

1. Your order will arrive in approximately 1-2 weeks from the shipping date.
2. Your item will arrive in a tractor trailer. The delivery agent requires that the street be at least 2 car widths wide (10 ft.) and has an over head clearance of at least 14 ft.
3. The delivery agent will call in advance to schedule a delivery appointment. Deliveries are made Monday-Friday between 8:00 am and 5:00 pm. If a specific time is required, there will be an additional fee.
4. Truck deliveries are placed inside the first doorway of your residence, garage, or covered area of your home. The agent will not do any type of assembly.
5. The delivery agent may require assistance. Please be sure someone will be able to assist with unloading the item.
6. The delivery agents are not equipped to dispose of packing materials; therefore, please plan to dispose of the packaging after delivery.

I have read and understand the requirements necessary for delivery.

Authorized Signature

Date