

# BALLARD DESIGNS®

## ABOUT THE VINTAGE VOGUE SLIPCOVERED COLLECTION

Thank you for your interest in our Vintage Vogue 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

Thick rolled arms and easy-care slipcovers create a perfect marriage of classic style and modern comfort. Kiln-dried hardwood frames are bench made in the USA and finished with a patented sag-resistant spring system. Each piece comes upholstered in off-white muslin and ready for its custom-fit slipcover (necessary for all pieces).

### SLIPCOVERS

Order your Vintage Vogue Slipcover with any of the following Fabric Options: 1) Off-White Twill or a selection of Essential Twills, Linens, Quilteds, and Trilby Basketweaves; 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.

Each slip is made with overlocking seams for extra durability. Velcro strips under each piece's arms allow you to adjust the Slip's drape from a slightly baggy fit to a tighter, more tailored look. The Queen Sleeper Slipcover is open on the interior, velcros to the frame under the cushions, so you can use the fold out bed without removing the slipcover.

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 Vintage Vogue Slipcovered Seating Collection pieces; we do not recommend purchasing them with other manufacturers' furniture in mind.

### FABRIC CARE

All of our standard Slipcover fabrics, except the Trilby Basketweaves and Linens, are 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 Basketweaves and Linens.

### ORDERING AND DELIVERY

To order, call 800-535-8776, use the catalog order form or order online at [ballarddesigns.com](http://ballarddesigns.com). \*See note on Order Form.

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Your Vintage Vogue furniture will be shipped via In Home Delivery. With this hassle-free service, you make a convenient appointment with our shippers. They carry your new furniture into your home, uncrate it and place it anywhere you like. Then, they remove the packing materials. An estimate of delivery time is available when you place your order. Our Standard Slipcovers are shipped separately by UPS.

Please specify fabric when ordering.

Item	Body Only	COM Slipcovers	Standard Slipcovers
Sofa	SS001	SA019 COM	UR009
Queen Sleeper	SS006	SA026 COM	UR008
Loveseat	SS003	SA007 COM	UR006
Twin Sleeper	SS026	SA060 COM	UR010
Club Chair	SC026	SA008 COM	UR005
Club Ottoman	SO006	SA009 COM	UR013
Storage Ottoman	SO083	SA059 COM	UR007

## FABRIC REQUIREMENTS

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

### NONRAILROADED

Item	Body Only	COM Slipcovers	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Sofa	SS001	SA019 COM	18 yd	25 <sup>3</sup> / <sub>4</sub> yd	27 yd	28 <sup>1</sup> / <sub>4</sub> yd	29 <sup>1</sup> / <sub>4</sub> yd
Queen Sleeper	SS006	SA026 COM	17 yd	24 <sup>1</sup> / <sub>2</sub> yd	25 <sup>1</sup> / <sub>2</sub> yd	26 <sup>1</sup> / <sub>2</sub> yd	28 yd
Loveseat	SS003	SA007 COM	15 yd	21 <sup>1</sup> / <sub>2</sub> yd	22 <sup>1</sup> / <sub>2</sub> yd	23 <sup>1</sup> / <sub>2</sub> yd	24 <sup>1</sup> / <sub>2</sub> yd
Twin Sleeper	SS026	SA060 COM	16 yd	23 yd	24 yd	25 yd	26 yd
Club Chair	SC026	SA008 COM	11 yd	15 <sup>3</sup> / <sub>4</sub> yd	16 <sup>1</sup> / <sub>2</sub> yd	17 <sup>1</sup> / <sub>4</sub> yd	18 yd
Club Ottoman	SO006	SA009 COM	4 yd	6 yd	6 <sup>1</sup> / <sub>2</sub> yd	6 <sup>1</sup> / <sub>2</sub> yd	6 <sup>1</sup> / <sub>2</sub> yd
Storage Ottoman	SO083	SA059 COM	6 yd	8 <sup>3</sup> / <sub>4</sub> yd	9 yd	9 <sup>1</sup> / <sub>2</sub> yd	9 <sup>3</sup> / <sub>4</sub> yd

### RAILROADED

Item	Body Only	COM Slipcovers	Plain Fabric	1"-14" Repeat	15"-24" Repeat	25"-27" Repeat	28"-36" Repeat
Sofa	SS001	SA019 COM	18 yd	20 yd	21 yd	22 yd	23 yd
Queen Sleeper	SS006	SA026 COM	17 yd	19 yd	20 yd	21 yd	22 yd
Loveseat	SS003	SA007 COM	16 yd	18 yd	18 <sup>1</sup> / <sub>2</sub> yd	19 <sup>1</sup> / <sub>2</sub> yd	20 yd
Twin Sleeper	SS026	SA060 COM	15 yd	17 yd	17 <sup>1</sup> / <sub>2</sub> yd	18 yd	19 yd
Club Chair	SC026	SA008 COM	11 yd	12 yd	13 yd	13 <sup>1</sup> / <sub>2</sub> yd	14 yd
Club Ottoman	SO006	SA009 COM	4 yd	4 <sup>1</sup> / <sub>2</sub> yd	4 <sup>1</sup> / <sub>2</sub> yd	5 yd	5 yd
Storage Ottoman	SO083	SA059 COM	6 yd	7 yd	7 yd	7 <sup>1</sup> / <sub>2</sub> yd	7 <sup>1</sup> / <sub>2</sub> 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.**

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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.)

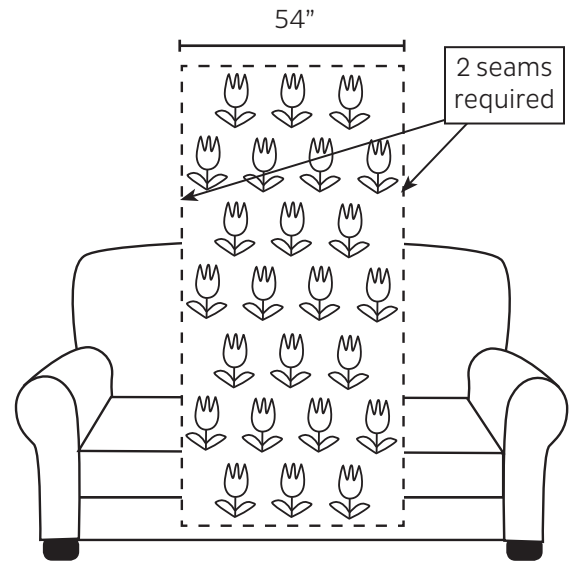


Figure 1

### RAILROADED FABRIC:

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

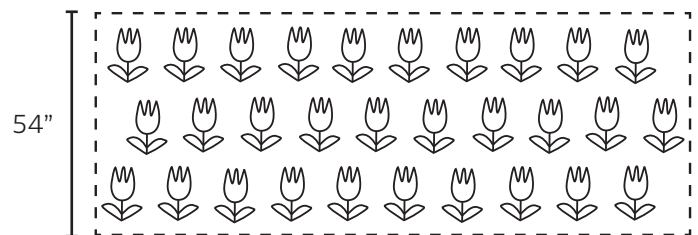


Figure 2

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.

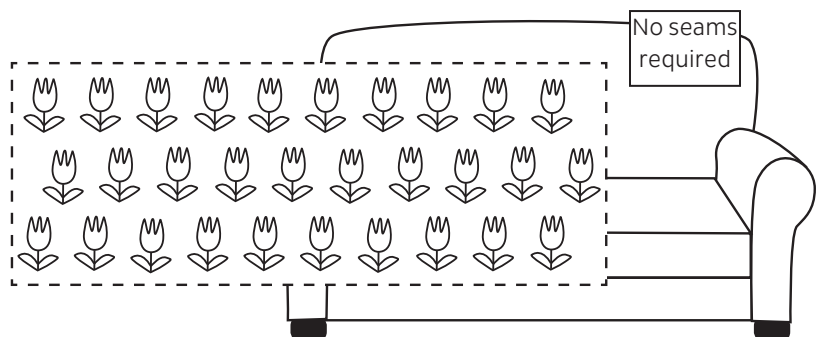


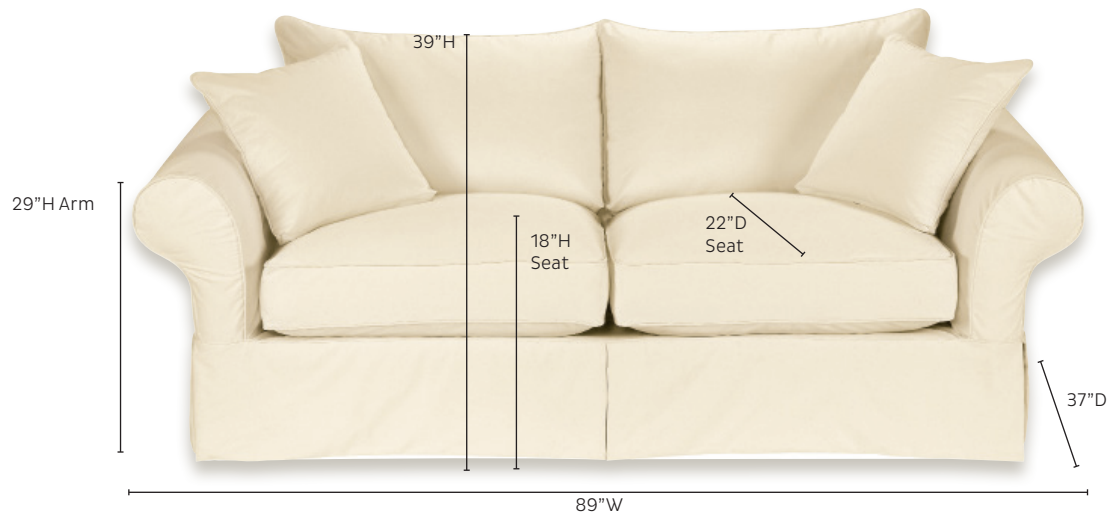
Figure 3

# BALLARD DESIGNS®

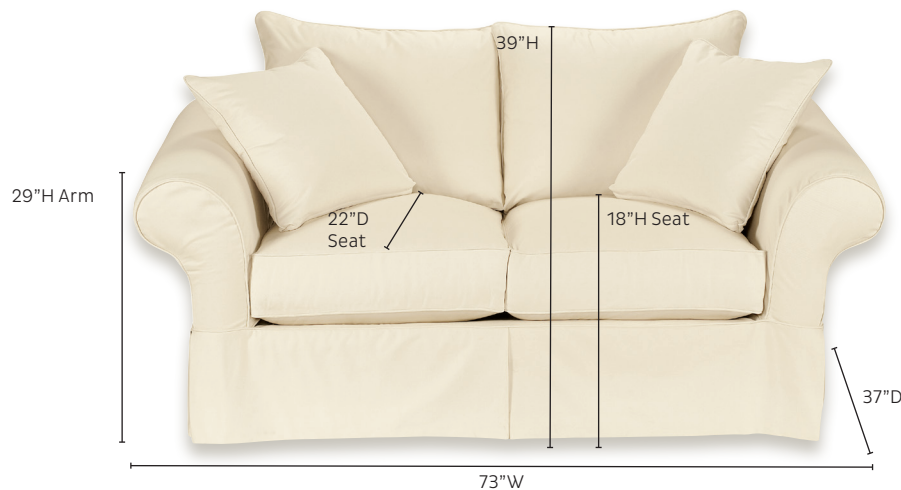
## ABOUT THE VINTAGE VOGUE SLIPCOVERED COLLECTION

DIMENSIONS\*\* SEE NOTE

SOFA (SS001\*) OR QUEEN SLEEPER (SS006)  
TWO MATCHING THROW PILLOWS INCLUDED



LOVESEAT (SS003\*),  
TWO MATCHING THROW PILLOWS INCLUDED



\*Item numbers are for Bodies only. See page 2 for Slipcovers.

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

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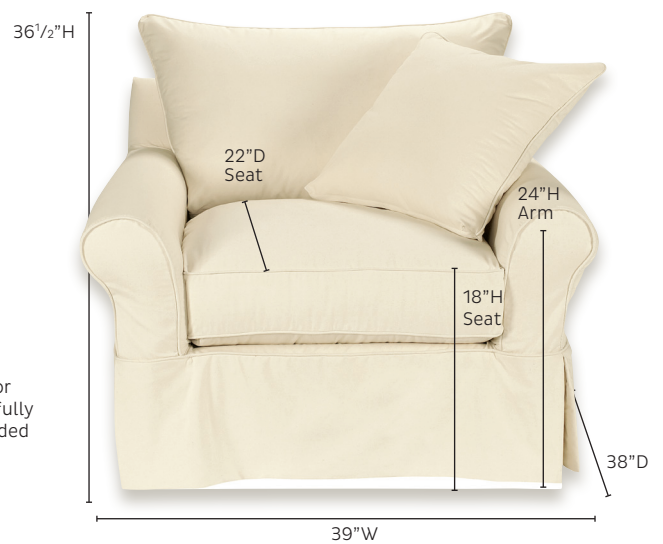
## ABOUT THE VINTAGE VOGUE SLIPCOVERED COLLECTION

DIMENSIONS\*\* SEE NOTE

TWIN SLEEPER (SS026\*)  
TWO MATCHING THROW PILLOWS INCLUDED



CLUB CHAIR (SC026\*)  
ONE MATCHING THROW PILLOW INCLUDED



STORAGE OTTOMAN (SO083\*)



CLUB OTTOMAN (SO006\*)



\*Item numbers are for Bodies only. See page 2 for Slipcovers.

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

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## COM SLIPCOVERED ORDER FORM FOR VINTAGE VOGUE

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

- 1) Please check one of the following boxes:

☐ I am ordering: ☐ **Sofa (SS001/SA019)**, ☐ **Queen Sleeper (SS006/SA026)**, ☐ **Loveseat (SS003/SA007)**,  
☐ **Twin Sleeper (SS026/SA060)**, ☐ **Club Chair (SC026/SA008)**, ☐ **Club Ottoman (SO006/SA009)**,  
☐ **Storage Ottoman (SO083/SA059)**, 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 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: 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.

- 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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## 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
- dispose 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