

BALLARD DESIGNS®

ABOUT THE HARRISON CHAIR

Thank you for your interest in the Harrison Chair. If you have any questions not addressed in this information packet, please call 800-535-8776. One of our representatives will be glad to assist you.

DESIGN & CONSTRUCTION

Simply tailored, the Harrison Chair has a fully upholstered seat and back and sits gracefully on stained wood legs. The frame is hand made in the USA of maple and poplar hardwood, using the finest construction techniques. Steel sinuous spring suspension is used to support the seat to resist sagging. Each chair is hand finished and upholstered in the U.S.A.

UPHOLSTERY & FINISH

Order your Harrison Chair in Off-White Twill or have your chair upholstered in your own fabric, through our Custom Shop service (see additional information in this package for details).

SEE IT BEFORE YOU BUY IT

The hardest part of custom upholstery used to be imagining what it would look like. Not anymore. At ballarddesigns.com, you don't have to rely on guesswork. When you find the item online you'd like to customize, just click on the fabric icon to select from our Fabrics by the Yard. You'll see exactly what your newly upholstered piece will look like in an instant.

CUSTOM SHOP YARDAGE REQUIREMENTS

Please note: all fabric must be at least 54" wide.

RAILROADED FABRIC

<u>Item</u>	<u>Plain Fabric</u>	<u>2"-14" Repeat</u>	<u>15"-24" Repeat</u>	<u>25"-27" Repeat</u>	<u>28"-36" Repeat</u>
Chair	3½ yds	4½ yds	4½ yds	5 yds	5½ yds

NON-RAILROADED FABRIC

<u>Item</u>	<u>Plain Fabric</u>	<u>2"-14" Repeat</u>	<u>15"-24" Repeat</u>	<u>25"-27" Repeat</u>	<u>28"-36" Repeat</u>
Chair	3½ yds	4½ yds	4½ yds	5 yds	5½ yds

Please send continuous yardage only; we cannot use multiple pieces of material.

Ordering and Delivery

To order, call 800-535-8776, use the catalogue order form or order online at www.ballarddesigns.com.

<u>Item</u>	<u>Item #</u>
Harrison Chair	#UD007

OP236 04/06

5568 West Chester Rd. • West Chester, OH 45069 • 800-535-8776 • www.ballarddesigns.com

BALLARD DESIGNS®

ABOUT BALLARD'S CUSTOM SHOP SERVICE FOR THE HARRISON CHAIR

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 Custom Shop service that allows you to supply the material with which your furniture will be upholstered. This information packet answers frequently asked questions about our Custom Shop; if you have concerns not addressed here, call us at 800-535-8776.

Please Note: All Custom Shop 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.

- ◆ All fabric must be continuous yardage; we cannot accept multiple pieces of material.
- ◆ We cannot use silk materials for Custom Shop.
- ◆ Due to fabric thickness, we cannot use such materials as leather, vinyl, quilted pieces or bed sheets for Custom Shop.
- ◆ Before sending your fabric to us, please inspect it for flaws.
- ◆ If your fabric is woven with a front and a back, please clip off the bottom corner of the order form and pin it to the side of your fabric that you prefer as the front.
- ◆ 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.*
- ◆ 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 AND DELIVERY

If you are ordering the Harrison Chair made in a fabric you will be sending to us,* complete the attached form and enclose it with your material. We must have this form before we can proceed with your order. Please cut a small swatch of your fabric (at least 1 "Sq.) and staple it to your order form with the correct size facing up. 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 add "Attention Custom Shop Dept." (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. An estimate of delivery time is available when you place your order.

Regardless of your choice of material, please note that the base price of each item is in addition to the cost of your fabric.

**Many customers choose a Ballard Fabric-by-the-Yard for their Custom Shop upholstery; swatches and additional information is available.*

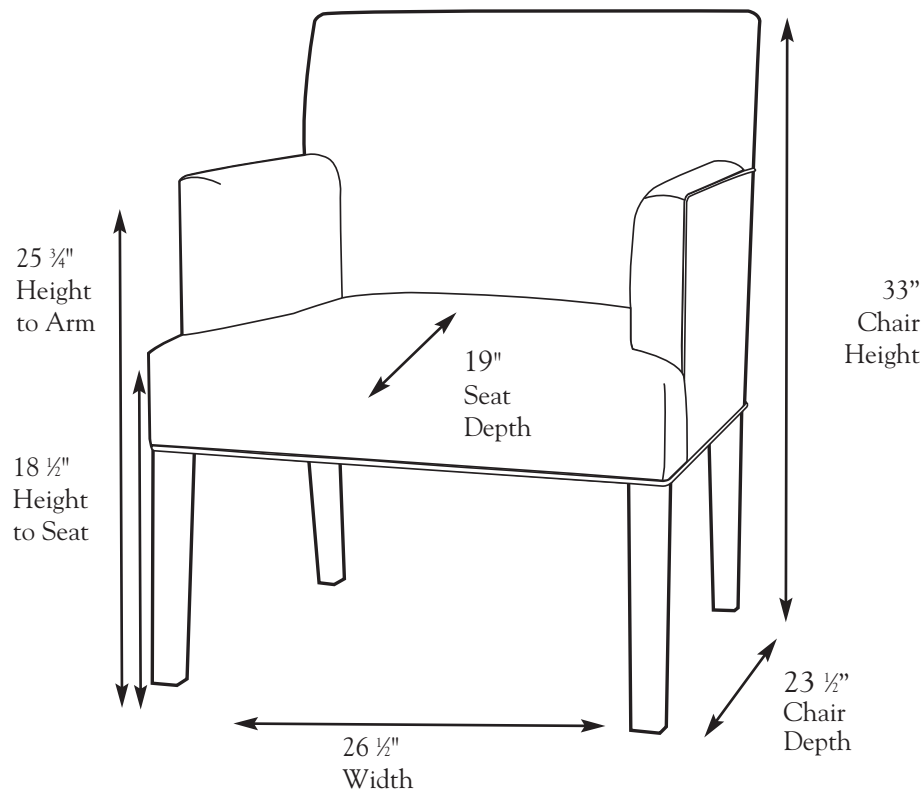
OTHER CUSTOM SHOP PRODUCTS

We are pleased to provide our Custom Shop service on a wide variety of furniture. If you are interested in further customization of your decor, please call us for information on these options, as well.

ABOUT THE HARRISON CHAIR

DIMENSIONS

	<u>HARRISON CHAIR</u>
Height	33"
Seat Height	18½"
Arm Height	25¾"
Width	26½"
Overall Depth	23½"
Seat Depth	19"



COM UPHOLSTERED FURNITURE ORDER FORM

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

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

- ☐ I am ordering ☐ UD007 Harrison Chair to be upholstered in my own material.
☐ 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: 8% (GA buyers only) or 6.5% (OH buyers only) \$_____

Freight Surcharge Charges \$_____

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.

BALLARD DESIGNS

TRUCK DELIVERY CHECKLIST MUST BE INCLUDED WITH ORDER

Your Name: _____
Date Order Placed: _____
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 10 points with Customer:

1. Your order will arrive in approximately 1-2 weeks from the shipping date.
2. Deliveries are made Monday - Friday between 8:00 am and 5:00 pm.
3. The delivery agent will call in advance to schedule a delivery appointment; if a specific time there will be an additional \$150.00 fee.
4. Any low wires or branches which may hinder delivery? ____ yes ____ no, please explain:

5. Deliveries are made to the driveway outside the house or garage.
6. Your shipment weighs ____ lbs.
7. For shipments over 100 lbs., the delivery agent may require assistance. If customer cannot assist, will need to quote for special handling.
8. The delivery personnel are not equipped to dispose of packaging materials, therefore, please dispose of the packaging after the delivery.
9. Is the delivery to a: Residence ____ Business ____,
if business, is loading dock available? yes ____ no ____
10. Your order will arrive in a tractor-trailer. The delivery agent requires the street be at least 10' wide and overhead clearance of at least 14'. If not, there will be an additional \$75.00 charge.
Is a small truck required? ____