

# BALLARD DESIGNS®

## ABOUT THE MINTON STORAGE BENCH

Thank you for your interest in our Minton Storage Bench. 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

A comfy perch for the entryway or bedroom with generous storage beneath to hide away the day. Our Minton Storage Bench is crafted of hardwood with a deeply padded seat. Top lifts and lowers on a slow-close safety hinge. Pretty oil rubbed bronze bracket legs raise the bench to just the right height, while keeping the look light and inviting.

### UPHOLSTERY & FINISH

Order your Minton Storage Bench with any of our extensive curated fabrics online or send us your own fabric for a truly custom look.

### ORDERING AND DELIVERY

To place an order, call 800-535-8776 or order online at [ballarddesigns.com](http://ballarddesigns.com).

ITEM	ITEM#
Minton Storage Bench	UB303

## CUSTOMER'S-OWN-MATERIAL (COM) INFORMATION FOR THE MINTON STORAGE BENCH

### FABRIC REQUIREMENTS

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

NON-RAILROADED					
ITEM NAME	PLAIN FABRIC	1"-14" REPEAT	15"-24" REPEAT	25"-27" REPEAT	28"-36" REPEAT
Minton Storage Bench	4 yd	4½ yd	5 yd	5½ yd	6 yd

RAILROADED					
ITEM NAME	PLAIN FABRIC	1"-14" REPEAT	15"-24" REPEAT	25"-27" REPEAT	28"-36" REPEAT
Minton Storage Bench	4 yd	4½ yd	5 yd	5 yd	5½ yd

Please note: Send continuous yardage only; we cannot use multiple pieces of material. **Yardage must be on a bolt, not folded.**

OP689 7/22

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# BALLARD DESIGNS®

## 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
- Fabric with flaws
- Sheets
- Rugs
- Quilted pieces
- 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.)

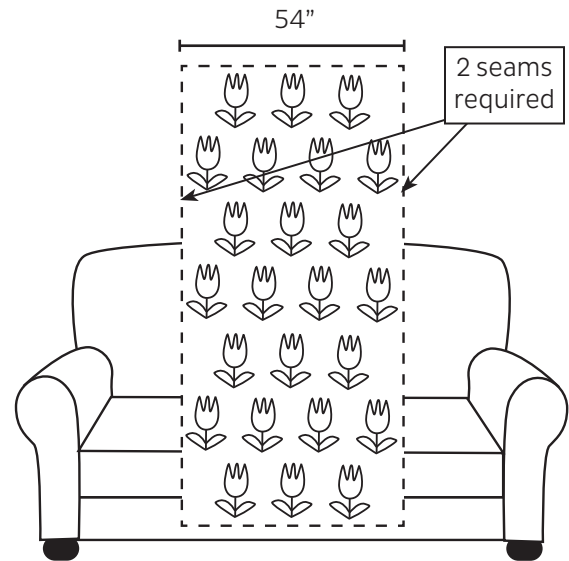


Figure 1

### RAILROADED FABRIC:

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

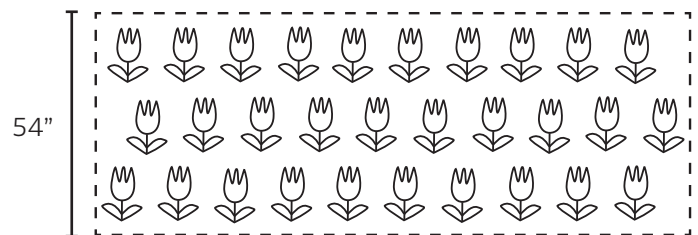


Figure 2

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.

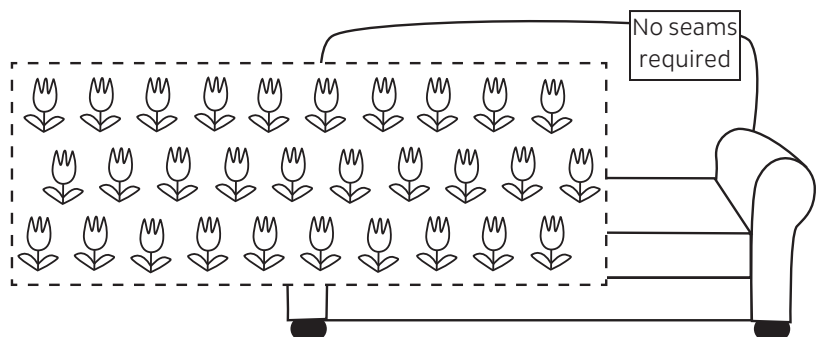


Figure 3

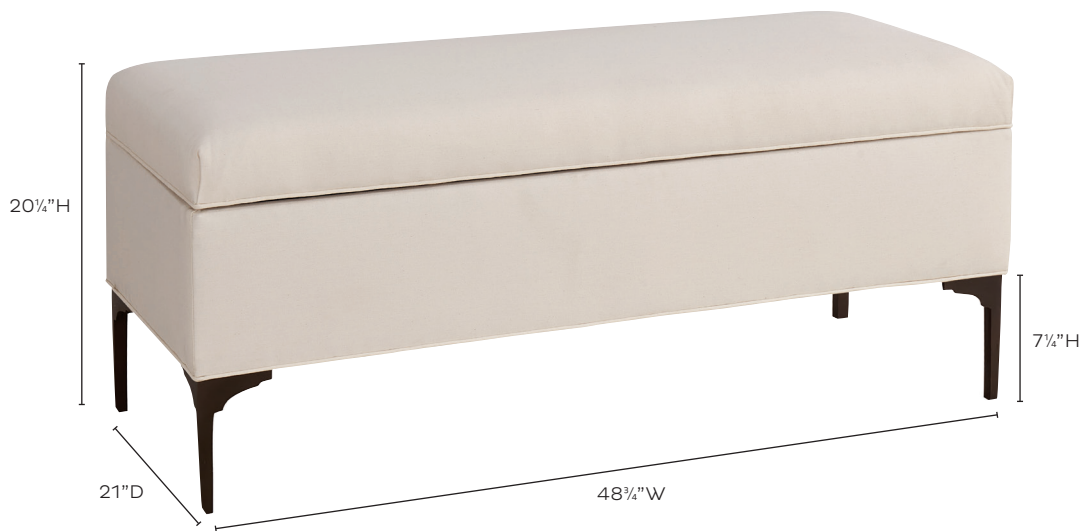
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## ABOUT THE MINTON STORAGE BENCH

DIMENSIONS\* SEE NOTE

MINTON STORAGE BENCH  
(UB303)



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

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**COM UPHOLSTERED ORDER FORM FOR  
THE MINTON STORAGE BENCH**

ALL INFORMATION MUST BE COMPLETE OR YOUR ORDER WILL BE DELAYED

- 1) Please check one of the following boxes:  
I am ordering: ☐ **UB303 Minton Storage Bench**
- 2) Please complete, if applicable:  
Place the design/pattern of my material in the following manner: \_\_\_\_\_  
\_\_\_\_\_
- 3) Please provide all of the following shipping information:  
Ship my order to the following name and address: Name: \_\_\_\_\_  
Daytime phone (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Address: \_\_\_\_\_  
Evening phone (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
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 \$\_\_\_\_\_

Oversized 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.**

OP689 7/22

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