

ORDER INSTRUCTIONS

☐ **A. How to send in your purchase order and your material:**

1. All incoming packages should be clearly marked with the name of the company issuing the purchase order to us.
2. Fabric should be forwarded rolled on a tube with the face side of the fabric clearly marked. Incoming fabric that is wrinkled or not rolled on a tube will be subject to handling charges.
3. When calculating your material requirements, remember to include one additional yard for work loss on each continuous piece of material per process. The work loss has nothing to do with the length of the piece. It occurs at the beginning and end of the processing cycle.
 - a. For fabric or wallpaper that is sent direct from a third party supplier: Instruct the third party to mark the materials with your company name and the purchase order number your company issued to us. (Your client's name and purchase order should not be used). Fax, mail or email to us at **order@thecligroup.com** a copy of your purchase order or completed order form as soon as possible. This expedites the process of putting your material into production.
 - b. For fabric or wallpaper that is sent by you: Enclose your purchase order with the material. Also, fax, mail or email to us at **order@thecligroup.com** a copy of your purchase order or completed order form as soon as possible. Mark on the copy "COPY – DO NOT DUPLICATE". This expedites the process of putting your material into production.

☐ **B. All purchase orders must include:**

1. Your purchase order with a purchase order number and/or completed Sales Order Form
2. Billing address, telephone number and email address.
3. Ship to address (where we ship the processed material).
4. Material description (i.e., fabric name, number and color. Include a swatch, if possible). Swatch should clearly indicate the face side of the fabric.
5. Material quantity (in yards) minimum 5 yards for all services.
6. Desired processing service (i.e., PaperBac™, Vinylizing™, FlameProof™, etc.).

☐ **C. Incoming material inspection:**

1. Before your material is processed, the first yard is carefully evaluated to be certain that it is suitable for the specific process(es) ordered. Then, if there is a question, we will contact you in writing to review it in detail.

☐ **D. Outgoing shipments from our factory:**

1. All outgoing merchandise will be shipped the quickest and the most reasonable way. Expedited freight alternatives can be made upon request and must include your preferred carrier and account number.
2. International Shipments may incur additional handling and shipping charges that need to be paid in advance.

☐ **E. Planning for the delivery of your order:**

1. The processing schedule is based upon receipt of your material, purchase order and signed production approval form (when generated) to the time of shipment.
2. The processing schedule is subject to change during our vacation periods and during busy seasons and holiday weeks.
3. Although multiple processing frequently takes less time than the combined time allotted for each process, it is best to use the combined times for estimating the job completion time.
4. If we anticipate any difficulty in processing your material, we will notify you by mail, fax or email. Please indicate your preferred method of communication.
5. When you receive your processed order, inspect the materials promptly, so that if necessary, we can efficiently resolve any freight or handling claims. Be sure to request a Return Authorization Number from our Customer Service Department.

☐ **F. For specialized services contact our customer service department at 973-279-9174.**

☐ **G. Track your shipment:**

If you would like to receive tracking information, please provide an email address for this purpose on the Sales Order Form.

Customer Service at 973.279.9174



CUSTOM LAMINATIONS • THINK BIG • DASCO • LAMIN8

932 Market Street | Paterson, NJ 07513 | P 973.279.9174 | F 973.279.6916 | W thecligroup.com

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SALES ORDER FORM

INVOICE TO:

Acct #: _____
 PO#: _____
 Company: _____
 Contact: _____
 Address 1: _____
 Address 2: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____

SHIP TO:

Company: _____
 Contact: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email: _____
 3rd Party Shipper Account #: _____
 Service: _____
 Sidemark: _____

Your Incoming Fabrics or Materials (5 Yard Minimum)

**NOTE: Please allow one continuous extra yard for work loss per piece of material.*

fabric description (name / color / i.d. number / fabric content)	supplied by fabric house or vendor
total yards supplied	price per yard (required for shipping insurance value)

Our Processes

- | | | | | |
|--|--------------------------------------|---|--|---|
| <input type="checkbox"/> AcrylicBac™ | <input type="checkbox"/> DraperyBac™ | <input type="checkbox"/> MicroBloc™ | <input type="checkbox"/> Tablecloths™
[Laminated & sewn - complete section below] | <input type="checkbox"/> Vinylizing WP™ - Matte
for Wallpaper |
| <input type="checkbox"/> APP™ Adhesion
Promoting Primer | <input type="checkbox"/> FireBloc™ | <input type="checkbox"/> NonWovenBac™ | <input type="checkbox"/> Vinylizing™ - Matte
for Fabric | <input type="checkbox"/> Vinylizing WP™ - Gloss
for Wallpaper |
| <input type="checkbox"/> CustomSeal™
for Fabric | <input type="checkbox"/> FlameProof™ | <input type="checkbox"/> PaperBac™ | <input type="checkbox"/> Vinylizing™ - Gloss
for Fabric | <input type="checkbox"/> Vinylizing WP-FR™
for Wallpaper
[with Flame Retardant] |
| <input type="checkbox"/> CustomSeal™ WP
for Wallpaper | <input type="checkbox"/> FoamBac™ | <input type="checkbox"/> Placemats™
[custom laminated] | <input type="checkbox"/> Vinylizing FR™ - Matte
for Fabric | |
| | <input type="checkbox"/> KnitBac™ | <input type="checkbox"/> ShadeBac™ | | |

Special Instructions

Customer Service at 973.279.9174



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SALES ORDER FORM

Tablecloth Specifications

☐ Round ☐ Rectangle Quantity _____ Table Dimensions: width _____ x length _____ x drop _____

Placemat Specifications

Quantity _____ Shape: ☐ Oval ☐ Rectangle ☐ Tray ☐ Scalloped ☐ Fan

Payment Details

☐ check made payable to The CLI Group ☐ wire transfer (call for information)

IMPORTANT / Please Note

SEND PAYMENT & INCOMING MATERIAL(S) TO:

SHIP TO ADDRESS

The CLI Group
932 Market Street
Paterson, New Jersey 07513

ORDER SUBMISSION

via e-mail: order@theclicgroup.com

QUESTIONS

via e-mail: info@theclicgroup.com

- All orders are subject to an Environmental Recycling Fee of \$17.50 or 1.75% of orders over \$1000.
- Package and handling charges apply.
- Shipping and/or handling are FOB Paterson New Jersey.
- Pre-Payment and/or Deposit may apply.
- All orders are invoiced upon shipping.
- **Return Pages 2-3:** ☐ order@theclicgroup.com ☐ fax (973.279.6916) ☐ mail

Order Authorization



Authorized Signature

Title

Print Name

Date

The above signature indicates Purchaser's agreement to this form in it's entirety and our Terms and Conditions of Sale, which are described in detail on our website www.theclicgroup.com/terms-conditions.html



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