



FABRICS FOR LIVING, STYLE FOR LIFE

## Customer's Own Material Program


### RM COCO Account Guidelines:

To ensure a smooth order process, please follow these guidelines when placing your order with RM COCO:

1. **Order Placement:** Place your order with RM COCO before shipping the fabric to generate a confirmation order number. A quote prior to ordering is recommended.
2. **Fabric Shipment:** If you already have the fabric in your possession, please include the completed form with the fabric roll.
3. **Remnant Material:** Please be aware that remnant material will be discarded after fabrication. Requests for the return of remnant material are subject to a \$15 net processing fee.
4. **Processing Fees:** A \$35 net processing fee will be applied for the following:
  - Rolls arriving without proper identification.
  - Sending less than the required yards of fabric.
  - Non-sheer fabrics not rolled on a tube.

*Attention RM COCO Dealer: Please ensure the completion of this form and send a copy to your fabric supplier. Failure to do so may result in delays and additional processing charges.*

### FABRIC SUPPLIER'S INSTRUCTIONS:

- 
1. Mark the face of the fabric.
  2. Clearly indicate which direction is up on the fabric.
  3. Include this form as a packing slip for identification.

## C.O.M. IDENTIFICATION FORM

### Ship to:

RM COCO - Custom Creations  
1389 Southern Expressway  
Cape Girardeau, MO 63703

**Customer Name:**

**Sales or Quote No./Sidemark:**

**Fabric Supplier Name:**

**Pattern & Color Name:**

**Number of Yards Shipped:**

**Width:**

**V. Repeat:**

**Drop:**

## Procedure for Submitting C.O.M. Fabrics to RM COCO

- 1. Order Placement:** Initiate the order with RM COCO before dispatching the fabric: Our Customer Service team will promptly respond with an order confirmation number.
- 2. C.O.M Identification Form:** COMPLETE A COPY OF THE C.O.M. IDENTIFICATION FORM and forward it to the fabric supplier. If you already have the fabric in your possession, kindly include the completed form with the fabric roll.
- 3. Fabric Shipment:** Ship the fabric rolled on a tube: avoid folding. Ensure that all fabrics are clearly marked with the face identified, and indicate the upward direction.
- 4. Shipping Address:**  
Ship to:  
RM COCO - Custom Creations  
1389 Southern Expressway  
Cape Girardeau, MO 63703

### Additional Processing Fees:

- Please be aware that remnant material will be discarded after fabrication. Requests for the return of remnant material are subject to a \$15 net processing fee.
- A \$35 processing fee will be applied for the following:
  1. Rolls that arrive without proper identification.
  2. Sending less than the required quantity of fabric.
  3. Non-sheer fabrics not rolled on a tube.

Should you have any questions or need further assistance, feel free to contact our team. Thank you for your cooperation in ensuring a smooth process for submitting C.O.M. fabrics to RM COCO.

### C.O.M. Fabric Guidelines

RM COCO offers the customization of fabric soft shades, draperies, side panels, top treatments, cornices, headboards, pillows, and bedding products using your customer's own material (C.O.M.).

#### What materials are suitable?

RM COCO highly recommends to use drapery weight cotton and cotton blends for window treatments. While drapery weight polyesters can also be considered, it's important to be aware that these fabrics may exhibit varying degrees of billowing. Exercise caution when using specific drapery weight embroideries, and they have the potential to cause puckering effects on seams and the final product. Laces, open weaves, and casements may not maintain an exact shape, often resulting in uneven hems due to inherent variations. Linen, known for its tendency to wrinkle and crease, imparts a relaxed and casual aesthetic to draperies, though it may not be the best choice for those seeking a polished look. Shrinkage is a concern with linen fabrics when exposed to moisture.

In window treatment construction, it is advisable to steer clear of upholstery material, vinyl, and materials with backing whenever possible. However, these materials are deemed acceptable for use in cornices and headboards.