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## IMPORTANT INFORMATION

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### **ORDER PLACEMENT GUIDELINES**

To ensure the smooth and timely processing of an order, we require the following information to be included upon placement of the order:

- I. All structural information including dimensions, details and options.
- II. All finish information including type (stain, gesso or painted), color, motif and banding.  
(Simply noting the finish type only is not sufficient and will prevent the order from entering production.)

If a bed is ordered, mattress dimensions will be required upon placement. While the overall height of the mattress and box spring are not required to place an order, it should be considered for overall sleeping height and motif location on a fully dressed bed. The Farmhouse Collection will lower the side rails up to 2", when the design allows, at no additional charge. The adjustment must be noted upon order placement. Once an approximate finish date has been assigned any structural changes are subject to an additional up charge.

### **VERIFICATION OF ORDER ACKNOWLEDGEMENTS**

It is the showroom and/or designers responsibility to verify the accuracy of the Farmhouse Collection official order acknowledgement within 48 hours. We make every effort to ensure that the information on the original purchase order is input correctly, however, if there are any discrepancies it is the showroom and/or designer's responsibility to notify us in writing of any necessary changes.

### **STRIKE-OFF POLICY**

**ALL FARMHOUSE ORDERS** will now receive a complimentary strike-off for approval showing the finish type and colors used. Motif colors will be shown in dab form and the banding color as a stripe across the top. When necessary a complimentary line drawing will also be provided. Any additional strike-offs will each require a \$50 net charge. In order to avoid production delays, a signed approval must be submitted to The Farmhouse Collection by the date on the strike off.

### **CUSTOM COLORATION OF STANDARD MOTIFS**

We are pleased to offer custom coloration of our standard motifs to our clients free of charge. Simply submit fabric or wall coverings samples with order and follow our standard motif strike-off policy as outlined above. If the fabric or wall covering samples arrive after the first strike-off has been completed a \$50 net charge will apply to the next strike-off.

### **CUSTOM FINISH COLORS AND STRIKE-OFF POLICY**

Upon request we can modify any of our standard finish colors or create an entirely new color for a 15% up charge. Special requests do require a color sample to match. The first strike-off is free of charge. Any additional strike-offs will each require a \$50 net charge. In order to avoid production delays, a signed approval must be submitted to The Farmhouse Collection by the date on the strike off.

### **SHIPPING**

Crating and freight charges are not included in the price. Crate prices are denoted in the price list. Freight charges are quoted upon final billing.

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Prices subject to change without notice.