

# MITCHELL FABRICS

NEW ACCOUNT INFORMATION		
APPLICANT INFORMATION		
Company Name:		
Name of Owner:		
Business Address:		
City:	State:	ZIP Code:
Phone:	Cell:	Fax:
E-mail:		Website:
Type of Business (Prop or Corp, or Partnership):		
SSN#/Federal ID:		
HOW DID YOU HEAR ABOUT US?		
<input type="checkbox"/> Referral: _____ <input type="checkbox"/> Sales Representative: _____		
<input type="checkbox"/> Social Media (Circle): Facebook/Instagram/ Pinterest <input type="checkbox"/> Mitchell Fabrics Website		
WOULD YOU LIKE A SALES REPRESENTATIVE TO CONTACT YOU?		
<input type="checkbox"/> No Thank You <input type="checkbox"/> Yes Please!		
SHIPPING INFORMATION		
Commercial or Residential:		
Address:		Phone:
City:	State:	ZIP Code:
BILLING INFORMATION		
Credit Card:		Exp Date:
Name on Card:		
Address:		
City:	State:	Zip Code:
TRADE REFERENCES		
Name:	Account #:	Phone:
Name:	Account #:	Phone:
Name:	Account #:	Phone:
SIGNATURE		
I have read and agree to the Terms & Conditions provided by Mitchell Fabrics. I authorize the verification of the information provided on this form.		
Signature of applicant:		Date:
Name and Title of applicant:		
INTERNAL PROCESSING		
Account #:	Processing Date:	Processed By:

# MITCHELL F A B R I C S

## Credit Card Authorization Form

I, \_\_\_\_\_ (card holder), with account number \_\_\_\_\_ authorize that  
my \_\_\_\_\_ (Visa/MC, AMEX, Discover), card number \_\_\_\_\_  
Exp Date \_\_\_\_\_ be charged for items purchased from Mitchell Fabrics.

The charges are incurred by \_\_\_\_\_  
Company Name

Card Holder's Phone Number \_\_\_\_\_

Card Holder's Billing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


I certify that the information provided above is true and accurate and that I am a legal principal or owner of the above referenced company.

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

### Mitchell Fabrics

Phone: 1.800.FABRICS (322.7422)

Fax: 800.973.6511

Email: [service@mitchellfabrics.com](mailto:service@mitchellfabrics.com)

Web: [www.mitchellfabrics.com](http://www.mitchellfabrics.com)

3532 Coleman Ct, St. C, Lafayette, IN 47905

# MITCHELL FABRICS

## Terms & Conditions

### Account – Terms & Policies

- Mitchell Fabrics sells only to qualified retail businesses.
- Buyer agrees to all terms and to pay within stated terms. Mitchell Fabrics retains the right to amend terms at any time with or without notice.
- All payments must be made in US Funds as directed by Mitchell Fabrics . If Buyer fails to pay, Buyer agrees to pay all collection costs including but not limited to: court costs, reasonable attorney fees, and collection agency fees incurred by Mitchell Fabrics to collect any debt.
- A finance charge of 3% per month will be added to all past due invoices.
- All returned checks are subject to a service charge. Future orders will be held until returned checks have been cleared.
- Mitchell Fabrics may suspend or discontinue business at any time at its sole discretion.
- A deposit of 50% of more may be required on custom orders and may include cancellation restrictions.
- Note: ALL customers must have a Credit Card on file, including accounts with payment terms – which will be utilized for payment in the event that the account balance exceeds the payment due date agreement.
- We accept Visa, MasterCard, American Express and Discover cards for all orders or account payments.

### Orders & Pricing

- Minimum order of 1 yard on all fabric and trim.
- Orders are accepted via E-mail, Fax, Phone, or Online. Your account number is required when placing an order.
- A reference number will be provided on every order placed. Please record the reference number for future inquiries.
- Orders accepted and issued by Mitchell Fabrics are subject to pricing increases, shipping delays, back orders, credit holds, and other possible delays whether at the discretion of, or not in control of Mitchell Fabrics .
- All back orders are considered firm special orders.

- No returns or cancellations will be accepted on any custom product or special order items once the order is in production from our supplier.
- Prices are subject to change with or without notice, and this pricelist supersedes all previous pricelists.
- All shipping charges are in addition to the price of the fabric ordered.
- A stock order may be cancelled without penalty until it is cut for shipping. Once cut or shipped, our return policy applies. If cancelling an order, please note the customer service representative you spoke with as well as the cancellation number provided during the conversation.

### Fabric Information

- Fabric orders can be processed more efficiently if cut lengths are provided. We may need to fill your order with more than one piece to prevent a back order. An order will only be filled with pieces after you have received notification. We also ask for cut lengths to allow extra material in case of flaws found in the fabric while processing.
- All vertical and horizontal repeats listed are approximate and can vary slightly from bolt to bolt.
- The best available dyes are used in our fabrics and we cannot guarantee against color fading through exposure to the sun or moisture. Some colors and fabrics are more susceptible to these conditions and may have other adverse effects on the fabric.
- We will not be responsible for any labor or fabrication charges incurred due to inherent characteristics of fabrics selected.
- Natural silks provide a unique texture to the fabric by creating slubs and variations in color (up to 10%) and texture to the raw silk yarn used in these textiles. Shading, uneven construction, nubs and inconsistencies are the character of this fabric and are not to be considered flaws or defects.

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## Dye Lot Matching, Reserves, & Memo Samples

- Dye lots can vary from bolt to bolt. For this reason, we cannot guarantee an exact match to your sample book. Mitchell Fabrics is not responsible for variations, and if an exact match is desired, you may request a Cutting For Approval (CFA) from our existing stock.
- CFA Reserves will be held for 14 calendar days after the cutting is sent from our warehouse.
- Reserves placed on fabric will be held for 7 calendar days. Once a fabric hold expires, the goods will be released back to inventory.
- Memo samples are available, free of charge, while quantities last on our newer books.
- Memo samples are 5"x 8" in size and you may order up to 6 memo samples to be mailed via USPS, First Class Mail.
- If more than 6 memos are requested, UPS shipping charges will apply.

## Delivery & Shipments

- Every effort is made to ship your order within 48 business hours of the order being placed.
- All fabric orders are shipped via UPS Ground unless otherwise requested. Please advise if expedited shipping is required at the time your order is placed. Expedited shipping charges are applied directly to your order and are an additional expense.
- Drop shipments are offered to our customers for their convenience and at their own responsibility.
- All shipments must be examined for correct pattern, color, and defects prior to cutting or fabrication.
- Shipping charges cannot be adjusted for orders delayed due to serious weather conditions or situations outside of our control.
- All shipments are sent from the Mitchell Fabrics warehouse. We cannot drop ship directly from our suppliers.
- Shipments damaged or lost in transit are the responsibility of the carrier. Please check all shipments carefully prior to signing or accepting packages. Damaged shipments should be refused. In the event damage is noticed after acceptance, please contact the carrier immediately and request a claim number.
- Although our responsibility ends when the shipment is picked up from our warehouse, we will process the claim once the inspection has been completed. Please contact us for a replacement order if the request is time sensitive.

## Returns & Cancellations

- No returns or cancellations will be accepted on any custom product or special order items once the order is in production.
- No returns or cancellations will be accepted on discontinued sale items.
- Only phone cancellations are accepted on stock orders and/or items that have not been cut or processed.
- If canceling an order, please note the customer service representative you spoke with as well as the cancellation number provided during the conversation.
- No return merchandise is accepted more than 30 days following invoice date and without prior authorization.
- All returns are subject to approval and must have a Return Authorization number included on the outside of the package.
- No returns will be accepted if not in our possession 30 days after the processing date of the completed Return Authorization form.
- No fabric or trim less than 10 yards is returnable unless Mitchell Fabrics is at fault.
- All fabric must be examined for PATTERN, COLOR, & DEFECTS PRIOR to cutting and/or fabrication takes place.
- No returns are accepted for fabric that has been cut or processed.
- Fabric returned through no fault of Mitchell Fabrics is subject to a 25% restocking fee plus freight charges both ways.
- Refused shipments, customer duplication of orders, or cancellations after shipment has been made are subject to a 25% restocking fee plus freight charges both ways.
- No basic drapery hardware returns are accepted for \$30 or less unless Mitchell Fabrics is at fault.
- All hardware must be returned in exactly the same package it was shipped in. Basic drapery hardware returned through no fault of Mitchell Fabrics is subject to a 25% restocking fee plus freight charges both ways. No credit will be issued for returns if improperly packaged and/ or returned damaged.

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