



## MOMENTUM FABRICS

### guide to momentum grade-in program

#### ORDERING OFFICE MASTER MOMENTUM GRADE-IN

To order Office Master seating with a specific, non-stock Momentum pattern, you must note both of the following clearly on your PO:

- 1 Momentum Grade *x* (where '*x*' is the appropriate grade)
- 2 Your selected "Pattern Name" and "Color Number/Name"

If the above information is not clearly and completely noted, Office Master will assume your PO to be a COM order and wait for your fabrics to arrive.

#### SELECTING PATTERNS

To choose a pattern, or to see which pricing grade (Momentum Grade 1, 2 or 3) your selected pattern(s) falls under, please consult the accompanying chart or go directly to Momentum's website ([www.memosamples.com](http://www.memosamples.com)). Office Master, Inc.'s approved patterns are listed under the "Pre-Approval/Grade-ins" section.

Upon selecting a pattern, please note the grade selection noted to the right (see instruction 1 above).

#### MEMO SAMPLES

In order to obtain any samples, please contact Momentum Textiles directly via their website ([www.memosamples.com](http://www.memosamples.com)) or at 800-366-6839.

#### SPLIT ORDERS

If you would like for non-Momentum Grade-in items of your order to ship on a separate timeframe than the Grade-in portion of your PO, please contact an Office Master Customer Service representative to confirm. In such a case, a higher shipping cost for the PO may be incurred.

#### LEAD TIMES

Normal Office Master lead times for items ordered under the Office Master Momentum Grade-in program will be measured from the date of the receipt of *all* fabrics specified for a PO.

#### WARRANTY

No warranties are implied or given under the Office Master Momentum Grade-in program, beyond standard Momentum Textiles warranty coverage.

#### CHANGE ORDERS AND CANCELLATIONS

For orders that have entered any stage of the production process, Office Master, Inc. can not accept change orders or cancellations.



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NEW  
**MOM-G1**  
**MOM-G2**  
**MOM-G3**