

Complete Custom Sample Order Form

1.) Tell us about the Custom Sample Project:

Requested by: _____

Date: _____

Distributor Name: _____

Ship To: _____

via Distrib. Truck _____ or Direct _____

Shipping Contact: _____ T: _____

Sidemark: _____

Purchase Order #: _____ (can be filled in AFTER order submitted)

2.) Sign to start the process. The request must be signed and dated for the work to begin.

Requester Name

Date

3.) What product(s) does this order include?

ADURA® Hardwood Laminate Sheet Carpet Other

4.) Tell us the specifics of this order:

Number of Sets: _____ Number of SKU's per Set: _____

Sample Size: _____ Handle Cards Deckboards Other

Backing Type: MDF Board Raw (MDF)

Painted edges No backing N/A Carpet

Do you need a room scene on the backer (recommended)? Yes No

Sample label required? If yes, complete the next two lines. Yes No

Sample label type: _____ Sample label size: _____

Label placement (ex. Front bottom left): _____

Sample Corner Type: Square Rounded (additional cost)

Strap sets only - Cover needed: Yes No

Packaging for Shipping – Collate into sets Yes (packed in cartons

No (bulk package by SKU on skids)

****Expected delivery date:** _____

***Please detail SKUs required to complete sets, any special instructions along with drawing:**

Steps:

- 1.) Fill out the above form in its entirety.
- 2.) Submit form to directsamples@mannington.com.
- 3.) Carpet – TM's submit the request to the regional and regionals send the request to samples. Once quote is received, it is sent to upper management for approval. Once approved, purchase order is sent to sample vendor.
- 4.) A quote will be submitted to you within 5 business days.
- 5.) Once the quote is approved and all questions are answered, the project will begin.

NOTE – Once a custom order is approved and production has begun, we are unable to cancel the order.

*Room scenes may not be available in every size – custom artwork & printing will incur additional costs and lead time.

NOTE: Mannington is not responsible for samples produced with non-Mannington approved sample vendors.

Upper Management approval is required for the following:

- Processing of custom samples
- Changes to warranties

The final proof must be approved by the customer prior to printing. Any changes after the samples have been processed will be at the customer's expense.

Please return the completed form to directsames@mannington.com