

## 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:

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Steps:

- 1.) Fill out the above form in its entirety.
- 2.) Submit form to [directsamples@mannington.com](mailto: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 [directsamples@mannington.com](mailto:directsamples@mannington.com).