

UPHOLSTERY APPROVAL FORM

DATE:

NAME (CUSTOMER / DESIGNER / PURCHASE AGENT):

ISA SALES REPRESENTATIVE:

PROJECT REFERENCE:

CUSTOMER PO (IF AVAILABLE):

ISA ORDER NUMBER (IF AVAILABLE):

ISA ITEM (MATERIAL WILL BE APPLIED ON):

Material Details:

MANUFACTURER NAME:

UPHOLSTERY CODE (PATTERN / COLOUR):

CUSTOMER COMMENTS:

NOTE: Memo Sample must represent actual upholstery for the project (e.g. if a backing will be applied to the upholstery supplied for an order, the memo sample should have the same backing.) Please DO NOT purchase fabric until the sample has been approved.

----- FOR ISA USE ONLY -----

APPROVAL STATUS: Approved

Denied

Logged

NAME: _____ DATE: _____