



3425 N. Ridge Avenue
Unit B
Arlington Hts., IL 60004
Phone (847) 394-1800
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MEMO AND SAMPLE LOAN OUT
PLEASE PRINT

Firm _____ Date _____
 Designer _____
 Address _____
 City _____ State _____ Zip _____
 Phone (____) _____ Fax (____) _____

	CLIENT NAME	MANUF. NAME	SAMPLE DESCRIPTION MEMO BOOK CATALOG PAGE SHEER TRIM	Memo/Sample Information Pattern, Color, Product Number, Page Number	PRICE	DUE DATE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

SAMPLES ARE ON LOAN ONLY

**Rack Samples, Furniture Fabrics, Fabric Books, and
ALL Hunter Douglas Samples are to be returned in 7 DAYS.**

PLEASE RETURN SAMPLES PROMPTLY, TO AVOID CHARGES.
*SAMPLE CHARGES PER ITEM: Rack Samples and furniture manufacturer's fabrics
 will be charged at the price of 1 yard of that fabric.
 Catalogs \$75, Lexington Catalogs \$25, Fabric and Catalog pages \$5 each,
 Hunter Douglas Book \$250, Hunter Douglas Individual decks \$25 each.*

IF THERE IS NO CREDIT CARD OR CHECK ON FILE,
 YOU MAY CHECK OUT MEMOS, BUT NO BOOKS OR RACK SAMPLES.