



**MEMO AND SAMPLE LOAN OUT**  
PLEASE PRINT

Firm \_\_\_\_\_ Date \_\_\_\_\_

Designer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

3425 N. Ridge Avenue  
Unit B  
Arlington Hts., IL 60004  
Phone (847) 394-1800  
Fax (847) 394-1886

	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.