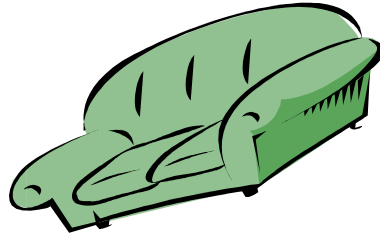


UPHOLSTERY REQUEST FORM



PERSONAL INFORMATION

Name _____

Street Address _____

City, Zip Code _____

Phone number _____

ITEM DETAILS

Photo and description of item (include special instructions)

Photo: *for email customers, please attach pictures via email*

Type of material: ___ *Leather* ___ *Vinyl* ___ *Fabric* ___ *Plastic*

Services Needed on: ___ *Auto/Truck* ___ *Residential Furniture*

___ *Office/commercial Furniture* ___ *RV* ___ *Boat* ___ *Other*

Description of upholstered item:

Please include any and all information related to the item

TO BE COMPLETED BETWEEN CUSTOMER AND UPHOLSTERY STAFF:

FOR EMAIL CUSTOMERS, YARDAGE INFORMATION WILL BE PROVIDED UPON RECEIPT OF PHOTOS

Yardage needed of material: _____

Yardage needed of other materials (if applicable): _____

UPHOLSTERY REQUEST FORM

LABOR/SUPPLIES

Supplies needed to complete job and customer cost (will be provided by upholstery staff but reimbursed by customer)

<i>Supplies</i>	<i>Cost</i>
_____	_____
_____	_____
_____	_____

Total Supplies Cost: _____

<i>Total Labor Hours</i>	<i>Per Hour</i>	<i>Cost</i>
_____	_____	_____

Total Labor Cost: _____

TOTAL COST AND EXPECTED COMPLETION DATE

Cost: _____

Projected Start Date: _____

Projected Completion Date: _____

Customer Name (print) Signature Date

Please note that these dates for start and completion are projected. This is a training class, and as such, you understand that the training needs of our youth are our priority. You further agree to indemnify, defend and hold harmless MAYS, its affiliates, and their officers, directors, employees, agents, licensors and suppliers, from and against any and all losses, expenses, damages and costs (including reasonable attorneys' fees) resulting from the use of the aforementioned services.

Internal use only:

Date Form Received: _____

Amount Due: _____

Payment Type: _____

Payment Receipt Date: _____

Deposit Date: _____

If form will be mailed to facility, address to Evelyn Molina at 701 Sathers Drive, Pittston Twp, PA 18640.