



Fabric Retention Program

The purpose of the Fabric Retention Program is to allow a dealer to purchase and retain obsoleted standard Haworth textiles.

Fabric Retention Program Steps

1. Haworth Order Services is to advise field sales or dealers that all inquiries are to be directed via email to Jessica Pickerd jpickerd@applied-textiles.com at Applied Textiles (AT).
 - a. Email from dealer to AT needs to include the following information:
 - i. Fabric pattern name, color name, and finish code
 - ii. Minimum quantity required
 - iii. Length of retention (if known)
2. AT contacts the mill and negotiates:
 - a. Minimum quantity
 - b. Price
 - i. The price will be set by AT and will be quoted as a net price to the customer.
 - c. Lead Time
3. AT communicates above information to dealer and requests payment.
4. Upon receipt of payment AT orders fabric from the mill. AT assigns a retention number tied to the dealer. AT Then sends the retention number to the COM coordinator at Haworth.
5. Haworth assigns the Order Entry Code and notifies AT and dealer.
 - a. The database will note that retention fabrics are 'Haworth to supply'
 - b. The AT coordinator will maintain a historical log of all retention requests. This will be shared with the appropriate plant planner as new retention items are added.
6. If fabric is to be held in retention at AT:
 - a. Dealer directs AT to hold fabric for future use.
 - b. One year of retention is included in the initial price.
7. Upon receipt of dealer order
 - a. Planner sends AT a 'no charge PO'
 - b. PO contains the Order Entry Code linking the correct fabric to the order.
 - c. AT ships the order to Haworth using standard transportation methods.

Additional Information:

- After any fabric has been obsoleted for one year, availability is not guaranteed. Retention requests need to be reviewed with the mill and if they are able to continue production the price per yard may be increased



- If retention is renewed
 - After one year, Applied Textiles will initiate a new annual service fee
 - Price covers:
 - Fabric
 - Pull, cut, and ship to Haworth domestic plants using current ship method
 - Up to 10 cuts per month. Additional cuts billed at agreed to rate.
 - If additional freight cost is incurred (i.e for an expedited shipment), the dealer will assume this cost
 - AT to contact the Haworth COM coordinate and have the order entry code end date extended for another year. The same code will remain in effect.
- If retention is NOT renewed
 - Dealer will be contacted with the following options:
 - Any extra fabric will be shipped to the dealer
 - Any extra fabric will be disposed of