



FLOORING SAMPLE SUBMITTAL FORM

CONTACT INFORMATION

COMPANY SUBMITTING SAMPLE:	DATE:
CONTACT PERSON:	TELEPHONE:
ADDRESS:	E-MAIL:
CITY: STATE:	ZIP/POSTAL CODE:

***THIS FORM IS NOT A PURCHASE ORDER FOR MATERIALS. ALL ORDERS NEED TO BE PLACED ONLINE ONCE FLOOR HAS BEEN SET UP IN OUR LIBRARY.**

NOTE: TO ENSURE A TIMELY SET-UP OR UPDATE OF THE SUBMITTED FLOORS, PLEASE FOLLOW THE SUBMITTAL INSTRUCTIONS BELOW.

SUBMITTAL INSTRUCTIONS

- 1) Flooring samples should show a representative color range of the floor.
- 2) Minimum sample size per floor: 4 pieces OR a 14"x14" sample board.
- 3) Each sample received should be clearly marked with Color, Collection/Style, Specie, etc.
- 4) Parts cannot be set up without adequate samples in range of color, size, and completed product info.
- 5) Please allow 3-5 business days after receipt of samples for processing of part numbers and pricing.
- 6) Once parts have been created, an **email confirmation** will be sent to the contact listed above.

SEND SAMPLES TO:

Artistic Finishes, Inc.
ATTN: PRODUCT DEVELOPMENT
 2224 Terminal Road
 St. Paul, MN 55113
 Tel: (651) 631-2807

FLOORING SAMPLE DETAILS:

SAMPLE NO:	MANUFACTURER	COLOR NAME	STYLE	BRAND	COLLECTION	MFG. FLOOR SKU	COLOR UPDATE? (If yes, list the AFI Color #)	FLOOR THICKNESS	FINISH TYPE (If OIL or UV OIL, list product used)	FLOOR MATERIAL (If wood, list specie)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

* A STAINED SUBSTITUTE WOOD SPECIE MAY BE USED FOR SPECIES NOT CURRENTLY OFFERED

COMMENTS:

NOTE:

Flooring samples will be obsoleted and discarded after 2 years of inactivity. For any obsoleted floor, new samples will need to be submitted before any orders can be placed.