



**ALFONSO MARINA & CO.
CUSTOMER OWN MATERIALS (COM) INFORMATION**

Dear client, as you know, we are importing fabrics under IMMEX program. This is a program for temporary imports, which is an easy, fast and cheap process to import customer own material (COM fabrics) for upholstering chairs and sofas. The origin of these fabrics can be from any part of the world. Under this process, it only takes around 5 days to get the fabric from you and being delivered here at the factory.

Fabrics should be sent during the first 6 weeks from the acknowledgement date in order to achieve the estimated completion date.

You may consider that we have available for you the Robert Allen/ Beacon Hill and Kravet fabric lines to be ordered directly from us at wholesale prices. For more information, please contact customer service.

To send COM fabrics to our location, please follow the next steps:

1. Send us via email a copy of all shipping documents:
 - a) Commercial invoice (with unit prices).
 - b) Technical specifications (please fill in the form enclosed)
 - c) Copy of the shipping Company airway bill/ tracking number (or packing slip).

Please make sure to provide your TAX ID, or the one from whomever is generating the invoice. It is required by customs on all shipments.

2. Please enclose a copy of the commercial invoice and technical specifications behind the airway bill inside the pocket / pouch attached to the fabric.

3. Ship fabric to the following address and recipients:

Contact: Enriqueta Alvarez
Company: **Alfonso Marina y Cía, S.A de C.V**
 Oriente 233 No 151, Col. Agrícola Oriental
 México , D.F ., 08500

- Specify in description “**Fabric (import under IMMEX Program)**”.
- As a way to improve our services, we would like to inform you that from this moment on, we are **only receiving fabrics by using Federal Express. Otherwise we won't be able to get your fabric. You can use our Account Number 1972-2814-8 or you can**

HEADQUARTERS
ORIENTE 233 NO.151

COL. AGRICOLA ORIENTAL
MEXICO, D.F. 08500

PHONE: 1888 489 3839
LONG DISTANCE: 011 5255 5763 3482,

5763 0656

FAX: 011 5255 5758 3189
E-MAIL: info@alfonsomarinaebanista.com



ALFONSOMARINA[®]
EBANISTA

use your own but specifying that freight and custom duties shall be charged to the sender.

It is very important that you send us the information requested above via email the same day or before the fabric is shipped by the carrier (package transporting company). If we do not have this information before it arrives to Mexico, every day of delay causes handling and storage costs and those will be at your expense. Please find enclosed the fill-out form for the technical specifications requested by the Mexican Customs. The fabric supplier should provide you the commercial invoice to remit to us. All documents are crucial because they are handed to our brokers here in Mexico to release the merchandise from customs.

Together with our broker and according to the IMMEX standards, we have implemented a special rate for custom clearance, taxes and duties. Please be aware, these costs do not consider shipping and handling and are estimated under the conditions of prompt and on time sending information to us. These special rates are:

Value of the fabric.	AMCO special clearance rate:
\$1-\$250	\$35
\$251-\$500	\$45
\$501-\$1000	\$55
Greater than \$1000	Quoted by custom agent
(US DOLLARS)	

Additional to the AMCO clearance rate mentioned above, please consider you will be charged for freight via FEDEX from origin to our installations in Mexico City too.

Thank you in advance for your support. In case of any questions or comments do not hesitate to call us.

Best regards

Enriqueta Álvarez.
Customer Service
ealvarez@alfonsomarinaebanista.com

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ALFONSO MARINA'S CUSTOM TECHNICAL SPECIFICATION FORM

The information you will submit on this form is the only way we have to release fabric from customs. Please do not forget to send it via e-mail before and at the time you send the package.

1.- Fabric Style / Color / Brand: _____

2.- Fabric Contents:

_____ % Cotton	_____ % Satín
_____ % Polyester	_____ % Silk
_____ % Rayon	_____ % Acrylic
_____ % Linen	_____ % Other (specify)

3.- Dominant Colors: _____

4. Country of Origin: _____

5.- Weight of the package: _____

6.- Meters/Yardage sent : _____
_____ Wide

7.- Fedex Airway bill number or tracking number: _____

8.- Customer's PO and Alfonso Marina Acknowledgement # : _____ & _____

9. Upholstered Item (s):

Qty () Item #: _____

Description: _____

Qty () Item #: _____

Description: _____

Qty () Item #: _____

Description: _____

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