

**CONTACT INFORMATION**

COMPANY NAME:		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.  
**(For our Digital Print setup, we require 2-3 FULL size planks representing the majority of the floor).**
- 3) Please include a printed copy of the sample submittal form with the samples being submitted.
- 4) Each sample received should be clearly marked with Color, Collection/Style, Species, etc.
- 5) Please email the completed spreadsheet to [proddev@artisticfinishes.com](mailto:proddev@artisticfinishes.com).
- 6) Parts cannot be set up without adequate samples in range of color, size, and completed product info.
- 7) Please allow 3-5 business days after receipt of samples for processing of part numbers and pricing.\*
- 8) Once setup is complete, the contact listed above will receive an email indicating that parts are ready for ordering.

**SEND SAMPLES TO:**

Artistic Finishes, Inc.  
 ATTN: PRODUCT DEVELOPMENT  
 2224 Terminal Road  
 St. Paul, MN 55113  
 Tel: (651) 631-2807  
[proddev@artisticfinishes.com](mailto:proddev@artisticfinishes.com)

<input type="checkbox"/>	<p><b>Please check this box if digital print setup is being requested for these samples. Sample sizes must be met to be considered.</b></p>	<p>*Please note that the digital print setup process as well as parts/pricing for this product can take several weeks depending on the number of samples and the current volume in this area. By checking this box, it does not guarantee that the print process will be setup. It is only a request.</p>
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**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, list product used)	FLOOR MATERIAL (If wood, list species)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

To add additional flooring lines, please click on the Additional Flooring Lines worksheet.

**\* A STAINED SUBSTITUTE WOOD SPECIES 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.*