



Embroidery Order Form

Personalize your Zip Dee Fold Away Chair with embroidered name or monogram

Just send this form along with your chair fabrics (or chair order) to Zip Dee and we will custom embroider your chair fabric and ship it back to you!

HOW TO SPECIFY YOUR CUSTOM EMBROIDERY ORDER:

In the numbered blanks below, please print or type the letters to be embroidered. Please request no more than a single name, word or set of initials per chair.

FOR MONOGRAMMED INITIALS:

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Chair 1

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Chair 2

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Chair 3



FOR WORD OR NAME:

Script

Betsy

Or

Block

Brian Jr.

NOTE: Initial that appears in center block above will be enlarged as shown in the example. This is usually the first letter of the last name.

NOTE: Specify desired style by checking or circling one. Caps and small will be used for block unless all caps are specified. (Maximum 10 letters)

HOW TO SEND IN YOUR ORDER:

Complete this order form and send it to Zip Dee with the seat fabric from your Zip Dee Chairs. Please include your Name, Address and Phone number. Instructions for removing chair fabric from frame are on reverse side of this form. Please allow 3 weeks for embroidering and return shipping. For current pricing on embroidery and shipping, please call our Customer Service Department at 800-338-2378.

CHANGING CHAIR FABRIC

To Remove Fabric

- 1) Close chair and lay on flat surface with arms facing up.
- 2) Using a hooked wire or coat hanger, remove springs as shown in Fig. 1. It is not necessary to unhook springs from chair frame.
- 3) Turn the chair so that the arms are facing away from you (see Fig. 2). Grasp the 3/16" wire retaining rod and pull the center toward you as shown in Fig. 2 until the ends of the rod pull out of the retaining holes (Fig. 2A) Turn the chair over and repeat procedure to remove other rod.
- 4) Remove all rods from fabric pockets.

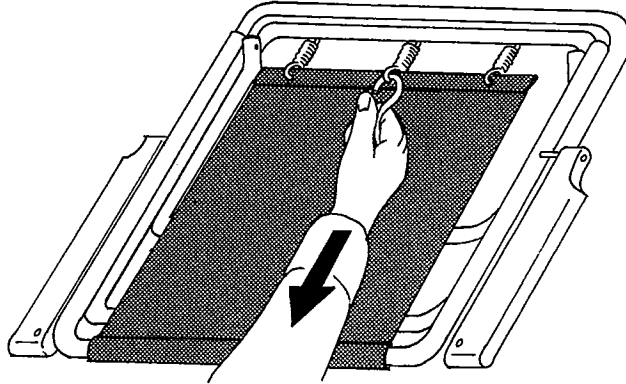


Fig. 1

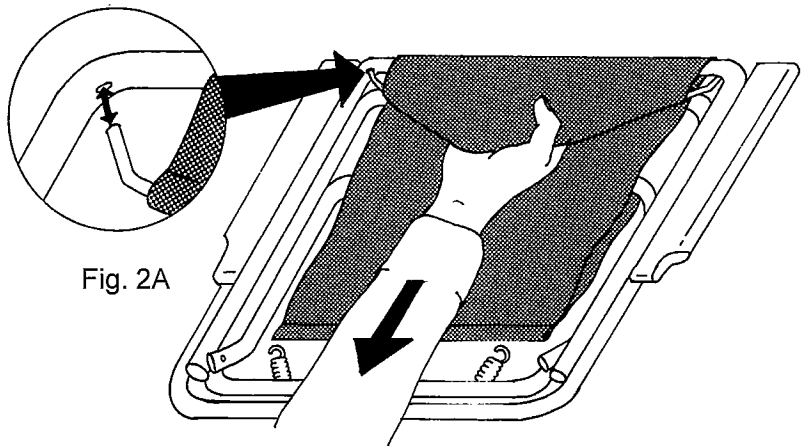


Fig. 2A

Fig. 2

To Replace Fabric

- 1) Insert rods into pockets of fabric. (Straight rod into center pocket, bend rods into end pockets.)
- 2) Hold fabric by center rod and allow the two ends to hang freely. Find the longer end. This is the back portion of your chair.
- 3) As shown in Fig. 3, close chair frame and slip fabric into center. The longer portion of the fabric should face the back of the chair and the shorter portion the seat.
- 4) Lay the closed chair frame flat and wrap the end of the back portion of the fabric around the top of the back tube (Fig. 3A). Bowing the wire retaining rod, insert the ends of the rod into the holes in the tube, one end at a time. Repeat for the seat portion (Fig. 3B).
- 5) If necessary, reattach any spring to the rear of the seat frame. Lay the frame flat, arms facing upward (see Fig. 1). Reattach the open end of each spring to the fabric.

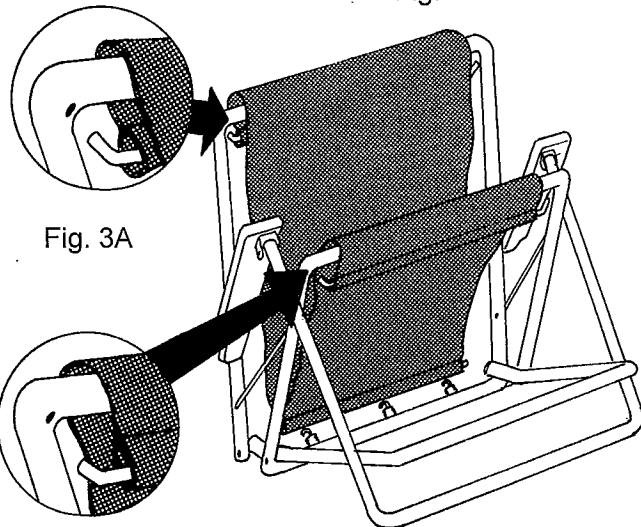


Fig. 3A

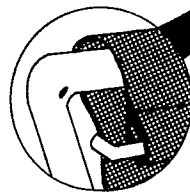


Fig. 3B

Fig. 3

IMPORTANT-to avoid tearing fabric, be sure the springs hook around the steel rod in the fabric pocket.