

Please fill out all details to place your quilting order, using a separate form for each quilt top.

## Longarm Quilting Order Intake Form



Name _____	Date Ordered _____
Address _____	Date Requested _____
Phone _____	Completed _____
E-Mail _____	Contacted _____
<b>*FOR SHOP USE ONLY*</b>	

Preferred Contact Method ☐ Phone ☐ Text ☐ E-Mail

How did you hear about My Best Friend's Quilt Shop?

Whether it was Facebook, google or word of mouth,  
I'd love to know how you found us.

## Quilt Information

Share a little about your quilt so I can help with any guidance along the way,  
such as who or what is the quilt intended for? This can be as open-ended as you like.

About

---



---



---



---

Quilting

Top \_\_\_\_\_ x \_\_\_\_\_ (Shop will fill in measurements) – Must be 10" longer and wider than quilt top

Is top directional: ☐ Yes ☐ No (If yes, place pin on top center)

☐ Custom (Starts at 4¢ per square inch)

☐ Edge to Edge 1.8 ¢ per square inch - Design Name: \_\_\_\_\_

(If you find a design that is not in my library, I will purchase and split the cost with you)

☐ **Client is doing fold-over binding**

Batting

Batting \_\_\_\_\_ x \_\_\_\_\_ (Shop will fill in measurements)

☐ Quilter's Deam 80/20 Poly Blend: 38¢ per linear inch

☐ Quilter's Deam SELECT 100% cotton: 40¢ per linear inch

☐ Custom Order (batting choice not listed above, let's discuss)

☐ I will provide my own batting (must be at least 8" longer and wider than quilt top)

Our in-stock batting is on a 93" roll. I will only use what is needed for your quilt with 8" margin and charge by the inch. For example, if you have a 50" x 70" quilt I would cut 58" inches, if your quilt is 70" x 90" I would cut 98" as 93" is not wide enough for the 8" margin needed.

Backing

Backing \_\_\_\_\_ x \_\_\_\_\_ (Shop will fill in measurements – Needs to be 10" longer and wider than top)

Is backing directional: ☐ Yes ☐ No (If yes, place pin on top center)

☐ Piece/Construct Backing: \$10/seam

Thread

- ☐ Color Choice \_\_\_\_\_ -or-  
☐ Blend with \_\_\_\_\_ color in quilt -or-  
☐ Quilters Choice of Color

All thread will be confirmed with the client before quilting begins.

Trimming

- ☐ Thread Change Fee \$2 (for use of multiple colors)  
☐ Trim Quilt (required if doing full machine binding)  
☐ Please return backing AND batting scraps with quilt.  
☐ Please return ONLY fabric scraps  
☐ Please recycle the trimmings from my quilt  
☐ No thanks, I'll trim it myself

Binding

- ☐ Binding Construction: 6¢ per linear inch  
☐ Machine sewn to FRONT only: 10¢ per linear inch  
☐ Machine sewn to BACK only: 10¢ per linear inch  
☐ Full Machine binding: 20¢ per linear inch (Quilt Trimming required)  
☐ No thanks, I'll bind my own quilt –  
☐ I am doing fold-over binding

Additional Services

- ☐ Rush Charge \$50

## Anything Else. . .

What questions do you have for me? What else would you like me to know.

---



---



---

## Terms & Agreement

Please check each box in understanding.

- ☐ I have read and understand "Longarm Quilt Prep Checklist"  
☐ I acknowledge that there is a minimum fee of \$40 regardless of size of top to be quilted.  
☐ I acknowledge bed sheets are not accepted as backing for quilts.  
☐ I acknowledge that both quilt top and backing are free from hard or raised surfaces, such as buttons, metal, plastic, gems/crystals, etc.  
☐ I acknowledge that pictures will be taken and likely shared on our web site and social media. This is a special gift, please keep it a secret until \_\_\_\_\_ (date)  
☐ I acknowledge that I have read and agree to the pricing provided by the longarm quilting service and that services are taxed in MN.  
☐ I acknowledge that after the work is complete an invoice will be sent and is to be paid in a timely manner to enable me to return your project(s) back to you right away.  
☐ I confirm that all the information given above is accurate to the best of my knowledge.

I make every effort to complete the work as requested and to accommodate your needs. Please let me know in advance of any special handling instructions required. Fullness and puckers cannot always be quilted out. Minor imperfections are normal. I will make every effort to quilt as smooth and square as possible. Sewing machines are mechanical devices and sometimes there are limitations beyond my control, I cannot guarantee against imperfections. If open seams or holes are found during or after initial inspection upon receipt, I understand that I will be contacted and given the option of it to be repaired for an additional cost of \$25/hr. I understand that I am financially responsible for the cost of services rendered.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_