

Memory Quilt Order Intake Form



Name _____ Date Ordered _____
 Address _____ Date Requested _____
 _____ Completed _____
 Phone _____ Contacted _____
 E-Mail _____

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

Size
Quilting
Backing & Binding
Thread

- | | |
|--|---|
| <input type="checkbox"/> Lap Starts at \$275 (About 40" x 60") | <input type="checkbox"/> Full starts at \$550 (About 85" x 96") |
| <input type="checkbox"/> Throw Starts at \$350 (About 50" x 65") | <input type="checkbox"/> Queen starts at \$675 (About 96" x 108") |
| <input type="checkbox"/> Twin starts at \$450 (About 70" x 90") | <input type="checkbox"/> King starts at \$800 (About 108" x 108") |

Final price will be determined by material, size and complexity of pattern used.

- Edge to Edge - Design Name: _____
 (If you find a design that is not in my library, I will purchase and split the cost with you)

- Cotton - Color: _____ Binding Color: _____
 Minky - Color: _____

- Color Choice _____ -or- All thread will be confirmed with client before quilting begins.
 Blend with _____ color in quilt -or-
 Quilters Choice of Color

Material Prep & Instructions

- Please be sure material is freshly laundered, don't use fabric softener or dryer sheets and are free from pet hair.
- Please **DO NOT** cut the material
- You may want to avoid clothing with stains or holes in the design area as they will still be there when the quilt is done.
- You are able to use the front and back of a shirt, pocket and sleeve designs as well.
- Put an "X" in painters tape (Masking tape leaves residue) on any designs/areas you **DO NOT** want included.
- If you want a specific layout feel free to lay items out and e-mail me a photo.
- If you have more material than may be needed, place them in a separate bag labeled "EXTRA", they will be used only if needed.

Anything Else. . .

Share a little about your quilt so I can help with any guidance along the way, such as who or what the quilt is intended for? This can be as open-ended as you like. What questions do you have for me? What else would you like me to know.

Terms & Agreement

Please check each box in understanding.

- I acknowledge that there is a minimum deposit of \$100 with the receipt of material, $\frac{1}{2}$ of the total cost will be due upon completion of the piecing of the top, before it is completed on the longarm machine. (If this is not paid your quilt will not move forward and lose its spot in the queue until paid.)
- I acknowledge that turn around time is about 6-8 weeks as long as payment is made.
- 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 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 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. 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. I understand that I am financially responsible for the cost of services rendered.

Customer Signature _____ Date _____