



ELIZA JAMES QUILT CO.

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Please complete the form and attach to your quilt. Call or email if you have questions, special requests or need assistance. 😊

QUILT PROJECT INTAKE FORM DATE: _____

First... TELL US ABOUT YOU AND YOUR QUILT!

NAME: _____ CELL/TEXT #: _____

EMAIL: _____

BILLING ADDRESS: _____

QUILT NAME: _____ SIZE (Inches) Width _____ Height _____

I have my own backing ready to go (Please make sure your backing is 4" longer than your top on each side.)

I have my own backing in multiple pieces – I'd like you to sew it for me. + \$15-25 per seam*

STEP 1. SELECT QUILTING STYLE AND PATTERN

Edge-to-Edge/All-Over Pattern \$0.02-\$0.0375/sq.in. Custom Design** Starting at \$0.10/sq.in.

We have accounts with **Urban Elementz** and **The Quilting Mill**. Click and choose a **Pantograph/E2E** pattern online from one of these two websites, copy the name of the pattern and paste it into the Pattern field below.

UE Pattern: _____ **QM** Pattern: _____

Basic Meandering Quilter's Choice from Library / Other _____

STEP 2. CHOOSE THREAD COLOR & BATTING

We prefer **King Tut | Superior Threads™** 40 wt. 3-ply Egyptian-grown extra-long staple cotton thread.

Thread Color #1 _____ Thread Color #2 _____

Quilter's Choice – Matching/Subtle Quilter's Choice – Neutral Quilter's Choice – Bold/Vibrant

Bobbin Thread Color _____ Additional _____

I am supplying batting I would like to purchase *Quilters Dream* _____ batting (type)

STEP 3. SELECT ADDITIONAL SERVICES

Pressing/Ironing: +\$15 per item Seam Repair: +\$25 per hour Thread Charge-Additional Color +\$5ea

Partial Binding: +\$.20 per L-inch Full Binding: +\$.50 per L-inch Prep Quilt Backing +\$15 per Seam

LAST NAME: _____

****Custom Design Description, Notes, Special Requests:**

✦ **May I blog about your quilt and/or post photos on social media? Y/N** SM handle: _____

Estimated Pricing Calculation:

Quilt Length _____ x Width _____ = Square Inches _____

<u>E-2-E Pattern</u>	<u>Square Inches</u>	<u>Price per sq inch:</u>	-
<u>Custom (per Quote)</u>	<u>Square Inches</u>	<u>Price per sq inch:</u>	
<u>Batting</u>	<u>Type</u> _____ <u>Length:</u>	<u>Price per sq yd:</u>	-
<u>Binding</u>	<u>Length:</u>	<u>Price per inch:</u>	-
<u>Back Seam</u>	<u>\$15 per seam or</u> <u>\$25 for pattern matching</u>	<u>Seam Qty</u>	-
<u>OTHER</u>		<u>Price per</u> _____	-
<u>Subtotal</u>			
<u>Sales Tax (x 9.0%)</u>			
<u>Shipping</u>			
<u>TOTAL</u>			

25% down payment required before work begins unless otherwise specified: \$ _____

Quilt projects are completed in the order in which they are received and turnaround time is usually estimated to be 2-3 weeks. However, this is not guaranteed. Please contact us for special requests or rush orders. We'll do our best to accommodate your needs if at all possible. **IMPORTANT:** Please see [Preparing Your Quilt](#) to minimize delays with completing your project. *Thank you for your trust in us!*

Terms and Conditions:

By submitting a quilt top, backing, and/or batting to **Felicia Hord and Eliza James Quilt Co. (EJQC)** for longarm quilting services, I ("Client") acknowledge and agree to the following terms and conditions:

1. **Condition of Materials**

I confirm that all materials provided are free of pins, excessive pet hair, debris, and structural defects. I understand that seam quality, fabric condition, and piecing integrity are the responsibility of the Client.

2. **Quilting Risks**

I understand that the longarm quilting process involves needles, thread, tension, and mechanical movement, and that despite reasonable care, there is an inherent risk of thread breaks, minor puckering, skipped stitches, or fabric damage. Neither **Felicia Hord nor EJQC** are responsible for damage caused by pre-existing flaws, fabric weakness, or construction issues.

3. **Design & Thread Selection Approval**

I authorize **Felicia Hord and EJQC** to quilt the design, pattern, thread color, and stitch density as agreed upon prior to quilting. However, I understand that minor variations are likely and are to be accepted as part of the handmade process.

4. **Measurement & Pricing**

I understand that final pricing is based on the quilt's measured size on the longarm frame and the selected services. Additional charges may apply for custom work, repairs, thread changes, preparation, or special handling.

5. **Turnaround Time**

Estimated completion dates are not guaranteed and may vary due to workload, complexity, or unforeseen circumstances.

6. **Payment & Pickup**

Payment is due **[upon completion / at pickup / as otherwise stated]**. Quilts must be picked up within **10 days** of completion notification. A storage fee of **\$5 per day** may apply after that time.

7. **Abandoned Quilts**

Quilts left unclaimed for **90 days** after completion and notice may be considered abandoned and handled in accordance with Washington State law.

8. **Limitation of Liability**

To the fullest extent permitted by Washington law, the liability of **Felicia Hord and Eliza James Quilt Co.** is limited to the amount paid for the quilting services performed. The company is not responsible for the sentimental, heirloom, or market value of the quilt.

9. **Governing Law**

This agreement shall be governed by and construed in accordance with the laws of the State of Washington.

Authorization

I have read, understand, and agree to the above Terms & Conditions and authorize **Felicia Hord and Eliza James Quilt Co.** to perform longarm quilting services on my quilt.

Signature: _____ **DATE:** _____