

Quilt Prep

Quilt Longarm Preparation Check List:

This is a **helpful guide** to assist you in preparing your Quilt Top and Backing for the longarm quilting process. If you follow these steps, you will have an amazing quilt!

- Quilt top should be trimmed down to the final finished size. We will not cut or trim your quilt top. We only trim the quilt once the quilting process is finished. We will trim up to the quilt top edges at no charge. All of the remaining backing fabric that is trimmed off will be returned to you.
- Backing fabric must be 5" to 6" larger than Quilt top on all 4 sides. In order for the machine head to reach the absolute edge of your quilt top.
- If your Quilt does not have an outside border, we highly recommend that you "stay stitch" slightly less than 1/4" around the edge of your entire quilt to ensure the seams do not pull apart. This stitching will be hidden once your binding is attached to the quilt.
- Remove all pins, buttons, charms, sequins, couching, and any other embellishments from your Quilt Top.
- Identify the top of your quilt and top of the backing fabric with a safety pin and a note attached.
- Trim all loose threads on the top and the underside of your quilt top. Loose threads can get caught in the quilting process and the results would not be very pretty.
- Press your quilt top and backing fabric with seams open or to one side.
- Measure your quilt across the top, bottom and center. All measurements should be the same to ensure puckers do not occur in the quilting process. Borders that do not lay flat will cause tucks, pleats or fullness.

☐ Shipping your Quilt top - Include the following:

- Contact me first by email or phone call before you begin your shipping process.
- Quilt Top
- Backing must extend 5” to 6” past the edge on all 4 sides of your quilt top.
- Please include your Batting if you desire or we can supply it. We keep Warm & Natural on hand at all times.
- Print order form and create your shipping bag label which should include your name, address and phone number in case your quilt comes out of the box during shipping.
- I will return any unused binding if you choose to have me sew it on for you.

Place all items in a strong plastic bag before placing in the shipping box. You can never predict the weather when the package is between the USPS Mail truck and our studio. I also recommended attaching a label with your name, address and phone number to your plastic bag or in your bag in case your quilt comes out of the box during shipping.

We recommend you ship you quilt by USPS using the FLAT RATE PRIORITY boxes. This is less expensive than Regular Priority Boxes and we will receive your quilt in a few days. When using Click & Ship by USPS, a medium sized FLAT RATE PRIORITY can be shipped to us for a reasonable amount from anywhere in the USA and a tracking number is automatically assigned. These boxes are free at any US Post Office or can be ordered and delivered to your doorstep.

******* *Most Important********

Please do not label “QUILT” anywhere on your box. For your protection against THEFT.

Shipping Information:

Annie's Longarm Quilting, LLC
4808 Loretta Lane
Orlando, FL 32821

I look forward to quilting your creation in the professional manner that you deserve and expect.

Once we receive your shipment, we immediately send you an email or text message to let you know your quilt arrived safely.

Thank you,

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