



Longarm Machine Quilting Intake Form

530-680-8218

Today's Date:

Customer:

Name: Online Customer____ Local Customer____

Phone: Preferred Contact Method: Email/Phone

Email:

Shipping Address: Secondary Contact Name:

City: Secondary Phone Number:

State: Zip:

Quilt Top:

Quilt Top Name and Description: Top Directional: ☐ Yes ☐ No

Quilt Top dimensions: Total Square Inches

Quilt Back:

Quilt Back Name and Description: Back Directional: ☐ Yes ☐ No

Quilt Back dimensions (max 140"): Backing Pieced: ☐ Yes ☐ No

Center the backing seam or design? ☐ Yes ☐ No

Batting:

Hobbs Premium 80/20 Batting Provided by customer: **Please Contact Me**

Thread:

Color Preference: Tone: ☐ Light ☐ Medium ☐ Dark ☐ Quilter's Choice

Machine Quilting Design:

Edge-to-Edge Pattern:

Rush: ☐ Yes ☐ No (Additional \$50)

Date Needed By:

Trim:

☐ Yes ☐ No

Additional Information/Special Instructions:

How did you hear about Quilts By Vickie Lynn?

Quilt Preparation Checklist:

I will treat your quilt as my own, exercising a high standard of care and service. I want you to be happy with your quilting design. Please go through the checklist to be sure you have done everything necessary to enable me to do the best job possible with your quilt. Understand that machine quilting will not “fix” fullness, puckering, poor sewing, inadequate seam allowance, improperly measured borders, or the squareness of your quilt.

1. In order to properly load your quilt onto the long arm quilting machine, your backing must be a minimum of 4" larger on all four sides than the pieced quilt top. Maximum width for my machine is 140". (I do not accept bed sheets as a backing fabric.)
2. All threads must be trimmed.
3. Quilt top and backing must be flat and well pressed; any embroidery or applique must lay flat without loose fabric or threads, no embellishments (buttons, sequins, pins), no loose fabric, etc.
4. If the quilt top or backing is directional, please indicate with a pinned note.

Service Authorization:

I hereby authorize Quilts By Vickie Lynn to perform the long-arm machine quilting listed above to be done to my quilt. I understand that I am financially responsible for the cost of services rendered by Quilts By Vickie Lynn and for all the materials used in this process. I further understand that Quilts By Vickie Lynn is not responsible for any damages to the quilt by any cause that is beyond their control, including but not limited to flood, fire, theft or mechanical failure. If the quilt is displayed in a show or publication, you agree to credit the machine quilting to Quilts By Vickie Lynn.

Signature:

Date:

May I have your permission to photograph your quilt and possibly use it on my website or in social media? Please indicate if you would like me to identify it by your full name or only initials.

☐ Yes ☐ Identify by full name ☐ Identify by initials only ☐ No photography

Address your package as below:

Quilts By Vickie Lynn

409 Hwy 188

Alamo, TN 38001

Note: Do not ship your quilt top and backing until you have contacted me to discuss your quilt

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