



Belt Finishing Checklist

Before sending us a needlepoint canvas there are a few things you need to check.

- 1) **Finished size measurement.** I have attached our measuring instructions. We strongly recommend that you do this to ensure that the new needlepoint belt fits correctly. We also have a video of how to measure to get the correct size on our website here: <https://hilltopleather.com/belt-finishing> .
- 2) **Binding stitch or fold finish?** If you have not stitched a binding stitch on the top and bottom of your canvas, please be sure that there are 2 extra rows on the top and the bottom. We will fold under these two rows so that your belt has a nice finished edge with no unstitched canvas showing. Without these extra rows, we will fold into the canvas design and this makes for an unattractive belt.
- 3) **How long is the stitched portion of your canvas (stitched length)?** Your stitched amount should be about 4" less than you want the finished size of the belt to be. If the total amount of stitching from end to end is too long, ***we will have to cut one or both ends of your canvas to make it the correct length for finishing.***
- 4) **Covered stitching.** Look at each end of the stitched portion of your canvas. Be aware that we will cover about 2" of each end of your stitching with leather.
- 5) **Blocking. We do not block canvases.** We can often straighten a slight angle but if stitching is slanted or crooked, please block before sending it to us.
- 6) **Belt finishing form.** Please fill out our belt finishing form completely and send with your canvas. The "Canvas Description" blank refers to the design painted on your canvas. Listing the background color of your stitching, any initials and at least a few of the icons or the pattern (for example "Greek Key design in white") is very helpful to us.

After reading the above information, if everything looks correct, please mail your completed canvas to:

Hill Top Leather Shop
1111 Indian Creek Road
Sadieville KY 40370

We recommend you ship either USPS Priority mail or First Class **with tracking**. This way you can use your tracking number to see that it arrives. It is also advisable to put your canvas and paperwork in a sealable plastic bag. We have occasionally received packages that have obviously had someone's coffee spilled on them or been dropped in a puddle at some point before making it to us.

Payment Instructions: You may send a check with your canvas or simply mark the appropriate form of payment on your finishing form to pay by PayPal or credit card.

If you have any questions please do not hesitate to call Glynn at 502.542.9471 **before** you send your canvas.