

# Hill Top Leather Shop Belt Finishing – Step by Step Instructions

## STEP 1 – MEASURE

Near the top of the belt finishing page you will see a short video on how to measure to get the correct finished size for your new needlepoint belt. This is **VERY IMPORTANT**. We cannot stress enough how necessary this measurement is to enable us to make a belt that fits. Please do not look at the number stamped on the back of a belt and use that instead of measuring. If you use this number instead of measuring, the new belt will be too small. Also, be sure that the belt you are measuring to get the finished size is a belt that actually fits the person who will be wearing the new belt (yes, this has happened). If you do not have access to a belt for measuring, we have found the following formula to be pretty accurate over the past several years: pants size + 4" = finished size. This is also a good way to double check your measurement as the 2 numbers should be within an 1" of each other. For example, a certain finisher (who shall remain nameless) wears a size 34" pants and the finished measurement for his belt is 38". As always, if you have ANY questions, please do not hesitate to give us a call or send an email.

## STEP 2 – FORMS

Take a look further down the page. You should see 2 forms that can be downloaded: the **Belt Finishing Checklist**, and the **Belt Finishing Form**. Please look over the belt finishing checklist carefully and be sure that your canvas meets all of our finishing requirements before sending it to us. We will be happy to explain anything that you do not understand. Download and fill out a belt finishing **form for each belt canvas** that you send to us.

## STEP 3 – FINISHING OPTIONS

Below the forms are photos of the leather and buckle options that we offer. Please refer to these when filling out your finishing form. You may click on each photo to enlarge and better view the labels.

## STEP 4 – SENDING US YOUR CANVAS

On the belt finishing form (lower left corner) you will find our shipping address. We highly recommend that you ship your canvas with a tracking number (USPS First Class with tracking, USPS Priority Mail, UPS or FEDEX) so you will know that your canvas arrived safely. We also recommend that you enclose your canvas in a plastic bag or a waterproof mailer of some sort. We have received canvases that had packaging with water (or coffee) damage so be aware that this is a possibility and take precautions to ensure that your hours and hours of labor are not ruined.

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 are paying by credit card, **PLEASE DO NOT PUT YOUR CC INFORMATION ON YOUR FINISHING FORM**. You will receive an email *when your belt is finished*, and you may call at that time with your payment information. If you wish to pay by PayPal, you will receive your PayPal invoice when your belt is finished, and your belt will be shipped as soon as payment is received. Our turnaround time is always posted at the top of the website pages and is updated regularly with any changes. **Make a note of when you mailed your canvas** and mark your calendar at whatever number of weeks our turnaround time is at your time of mailing. You should hear from us within a week of that date unless there is a problem with your canvas. If we have any questions, we will always call you before we start working with your canvas to be sure that we are clear about what you want.