# Mail-in Quilt Intake Form

## CONTACT INFORMATION (please print)

Customer Name: _____

Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

## QUILT INFORMATION

Name of Quilt: _____

Description of Quilt or Name of Pattern: _____

Is your backing at least 8" wider and 8" longer than your quilt top?    Yes _____        No _____

What is the primary color of your backing fabric?  _____  Has it been washed? _____

*NOTE: If your top or backing is directional, please pin a note to the top so we get it lined up correctly.*

Are you providing batting?  _____        If so, please describe the brand and dimensions:

_____

 If not, do you have a preference on type? *(We have a variety of cotton, poly, and wool available for*

*purchase)*: _____

Do you have any color preferences for the thread? _____

*We generally use similar colors for the top and bobbin and try to choose colors that blend with your quilt top. Once we get your quilt, we'll send pictures and recommendations for thread choice in a follow-up email.*

E2E Quilt Pattern Ideas: *Do you have some ideas about the kind of patterns you might want us to use on this quilt? Please describe:* _____

_____

*We will send you some screenshots of suggested patterns for you to review as well.*

How did you find us? _____

*(We have a Referral program that gives you a 15% discount on your next quilt so if you like what we do, please spread the word!)*

Quilt Top Measurements:  Length _____ X  Width _____ = _____ (square inches)

Quilting Options:  *See our website for more details on each option.*

_____ Meander (.015 /sq. inch)             _____ Basic Edge-to-Edge Patterns (.02 /sq/inch)

_____ Detailed/dense Edge-to-Edge Patterns (.025 /sq/inch)     _____ Custom (varies by consultation)

<center>$40 minimum</center>

## QUILTING AGREEMENT

By placing your order, you agree to the following terms:

- You trust our best judgement. We commit to providing the highest quality quilting using high-quality materials and equipment.
- Your quilt will be quilted in the same condition it is received. Your quilt may need touch-up ironing and thread trimming, which is included. However, excessive wrinkles and/or thread balls on the back will require an up-charge; we will notify you in advance if this is the case.
- All quilt backings have been pre-washed and measure AT LEAST 8 inches wider and longer than the quilt top. If the backing is not wide enough, we will add muslin strips for clamping with a $10 up-charge.
- If this quilt is entered into any competition, you will recognize Eileen Casey White as the machine quilter.
- CYB Designs will NOT be responsible for:
  - Any damages to the quilt caused beyond our control.
  - Quilts received in poor condition. At your option and cost it will either be returned to you or repaired by us for an additional agreed-upon fee.
  - For quilts lost in the mail. You are responsible for handling any insurance claims if you choose to request additional insurance. The carriers we use insure up to $100 per box. Quilting services are not refundable in the case of "quilts lost in the mail."
- You give permission for CYB Designs to take and post pictures of the finished quilt and use your name online and in social media related specifically to our quilting services.

Customer Signature: _____     Date: _____

## Shipping Instructions and Next Steps:

Please contact CYB Designs before shipping your quilt to us. We will provide you with a shipping label and estimated turnaround time on your quilt. Print a copy of the completed form for your records. Include the original in the shipping box or scan and email a copy to eileen@CYBDesigns.com. Please wrap your quilt in a plastic bag when shipping to protect it from the elements.

Once we receive the quilt package, we will contact you to set up a Zoom or conference call to go over your options. Prior to the call, we will send you suggestions for quilting patterns and thread colors and a final estimate.

When quilting is complete, I'll send you a picture of the finished quilt and your total, including the cost of return shipping.  We accept the Cash or Venmo apps and checks at this time. Once payment is received, we will send you a tracking number after your quilt is on its way home.

**Thank you for choosing CYB Designs to help bring your quilt top to life! If you have any questions, call (503-559-8946) or send us an email anytime!**