



# 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)

**\$40 minimum**

## 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: \_\_\_\_\_

### Next Steps:

When quilting is complete, I'll contact you and set up a time for pick-up. I will also send you a picture of the finished quilt and your invoice. We accept the Cash or Venmo apps and checks at this time. Payment is expected at the time of pick-up unless you have made other arrangements with us.

**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!**