



Otter Creek Quilts & More

Lake Park Road
Lake Park, GA 31636
p: 1-229-561-2583
e: diane@ottercreekquilts.com

Long Arm Quilting Intake Form

Full Name _____ Date _____

Address _____ Contact Phone _____

City, State, Zip _____ E-mail _____

Please write your quilt's dimensions and desired thread colors below.

Remember, you can send your own batting and/or thread.

DESCRIPTION			AMOUNT	COST
Edge 2 Edge Quilting	Length	Width	x .025	
Custom Quilting	Length	Width	x .065	
Top Thread Color			0	
Back (bobbin) Thread Color			0	
Binding - any quilt up to 60 x 80			\$75	
Binding - any quilt larger than 60 x 80			\$100	
Batting - Hobbs 80/20			\$10 per yard	
Backing Assembly - \$10 per seam or \$30 per hour				
Center the quilt top on backing			\$25	
Shipping Costs				
Fabrics purchased for this project				
TOTAL COST OF PROJECT				

Congratulations on your latest quilt masterpiece!

I am honored to be part of your quilt's journey, and look forward to giving it the finishing touch it deserves. For the best experience, make sure to complete each step in this checklist.

- Mark the top of your quilt with a safety pin.
- Trim loose threads.
- Remove any embellishments (beads, buttons, etc.)
- Press your quilt to remove as many wrinkles as possible and fold neatly.

Batting, Backing, & Binding

- Quilt backing measures at least 8 inches longer and wider than quilt top
- Backing is assembled, square, pressed, and neatly folded
- Batting (if sending your own) is at least 4 inches longer and wider than the quilt top.
- Binding material is included and labeled (if applicable)
- All materials are placed inside a plastic bag within a cardboard box (if mailing)

Thank You!



Dear Quilter,

At Otter Creek Quilts & More, building and maintaining our professional reputation is of utmost importance. While in our care, we will treat your project as our very own.

Once your quilt arrives, expect a call from us to discuss available quilt patterns. With an extensive library, we can typically find a suitable match for your quilt. If you have a specific request, we'll do our best to accommodate it. We source our quilting patterns from [Urban Elementz](#) and you're welcome to browse their website if you're in search of something specific.

If you would like to make any changes to this initial quilting request, please let us know as soon as possible. Once work has begun, any changes (in thread color or quilting design) made by you will be at your own additional expense. Stitch removal will be billed at a \$30 hourly rate.

We are happy to help you decide on a quilting pattern, design, and thread choices for your quilt. If you leave these up to us, please understand that you have made that choice as well.

In the event of any issues with the quilt for which we are responsible, you must let us know within 72 hours of receiving it. We will use every reasonable means at our disposal to make it right. If that is not feasible, we will issue a credit for the cost of quilting labor only. Backing, batting, binding, and thread charges will not be included in the credit. This credit is redeemable for a period of 1 year after the issue date.

I hereby authorize the specified work to be carried out on my quilt and acknowledge my financial responsibility for the timely payment of materials and services provided by Otter Creek Quilts & More. I acknowledge that Otter Creek Quilts & More cannot be held responsible for any damages incurred during shipping or caused by factors beyond their control. **Additionally, I understand that ensuring my quilt is square and flat is my responsibility. Any deviation from these conditions may result in fabric tucks during or after the quilting process.**

Signature _____ **Date** _____

Would you like your quilt trimmed before being returned to you? yes no