



Long Arm Quilting Order Form

Customer Name (First & Last)

Customer Phone Number

Customer Email

Quilt Information

Width Length = sq. inch x width x .02 = \$

There is a minimum \$50 charge for all quilts on the longarm.

Brief Description:

Edge-to-Edge Quilt Design:

(CSR only does one E2E pattern and no custom work.)

Thread Color (top & bottom):

Trim & Square: Yes, please trim & square my quilt for \$10.

For CSR Use

Total: \$

CSR Rep:

Date:

Bin:

Quilter:

Date Scheduled:

Last Quilter to Quilt:

Payment: Staple receipt to form.



Longarm Quilting Prep Instructions

City Sewing Room will stitch your quilt on the Bernina Q 24 at a rate of **.02 cents** per square inch. For this service, customers select an Edge-to-Edge design from a catalog of computerized motifs. Custom work is not available. Customers provide quilt top, quilt backing and batting.

Thread Options:

- We have thread and the customer can pick a color.
- Customer can provide thread of choice and color - must be 40 or 50 wt.

Preparing the Quilt Top:

- **Iron the quilt top:** A final pressing is important for the quilt top to lay flat when loaded on the machine. Press seams flat (either open or to one side) to minimize "humps".
- **Square up the quilt top:** The process of making sure the quilt has 90-degree corners, borders are straight and flat and the length of the parallel sides match the length in the middle of the quilt.
- **Measure quilt top:** This is very important! Please don't assume that the measurements of the top are the same as what is listed in the pattern. Using a measuring tape, measure straight down the middle, both horizontally and vertically. Write these measurements down on the reverse of this form.

Preparing the Batting: Based on the measurements of your quilt top, **add a minimum of 3" on all 4 sides**. Example: Quilt top measures 50" wide by 60" long. Your batting measurement will be 56" wide x 66" wide.

Preparing the Backing: Based on the measurements of the quilt top, **add a minimum of 5" on all 4 sides**. The backing should have straight edges and all corners are right angles. No minky or sheets for quilt backs.

Example: Quilt top is 50" wide by 60" long. The quilt backing measurement will be 60" wide x 70" long. The extra backing size is needed to secure the fabric to the quilt frame.

The quilt back can be ONE single piece, or "pieced" with minimal for the required size. If the backing is pieced, remove all selvage before or after sewing seams. Iron the seam allowance open or to one side.

Bring Your Quilt to CSR! When all of the steps above have been followed, you are ready to bring your quilt to us! The condition of the quilt pieces when dropped off determines the condition of the final quilt. **Schedule a time to drop your quilt off by emailing us at annex@citysewingroom.org. Current turnaround time is 4-6 weeks.**