

Quilt Shipping and Intake Checklist

SHIPPING MATERIALS:

- 1 strong plastic bag – preferably clear – this will protect your quilt project in the event your box gets wet
- 1 strong shipping box with all edges taped and sealed
- The completed “[Mailing Address Sheet](#)” – filled out, printed and cut in half

Mailing Instructions: Fill out the “[Mailing Address Sheet](#)” – both the top and bottom portions. Cut in half. Use the top portion to ship to Lisa. Include the bottom portion inside your shipped package, and Lisa will use the bottom portion to ship back to you. Place your entire quilt project inside the plastic bag (including Lisa’s shipping label) and tape closed on all edges. Place your sealed plastic bag inside your shipping box and tape all edges to prevent any moisture from getting inside your box. Attach the shipping label to Lisa on the top of your box and ship via Canada Post, courier or international postal shipping. For shipping in or to Canada, we use all capital letters with NO punctuation – see the attached [Mailing Sheet](#) format.

Please read and check every box:

(Or mark N/A for Not Applicable)

QUILT TOP:

- My quilt top is completely sewn together including borders (if any). No additional material pieces will be shipped to Lisa to finish on my behalf.
- My quilt top has been pressed flat from both the front and the back. I confirm there are no twisted seams.
- I have double checked and confirm there are no holes (which are missed seams or mismatched piecing) on my quilt top.
- I have double checked and confirm there are no random pins left in my quilt top.
- I confirm that if my quilt top design is made from joining triangles, I have pressed their meeting joints open so that they can be quilted.
- I confirm that I have not used any sort of adhesive sprays to bond my quilt top together as this will cause damage to Lisa’s quilting machine.
- I confirm that my quilt top is square – that is the top and bottom are the same width and the left and right sides are the same length.
- I confirm that my quilt top has been folded separate from the other two pieces of the quilt sandwich for shipping (if shipping a quilt top, batting and/or backing).
- I have folded my quilt top carefully (and stacked the three layers of the quilt sandwich on top of each other) so that minimal damage to the pressing will take place during shipping.

QUILT BATTING:

- If I am supplying Lisa with my own quilt batting, I confirm that it is a minimum of 2 inches larger that my quilt top on all four sides – that would be a total of 4 inches wider and 4 inches longer than my quilt top. I understand this gives Lisa the material she needs to load the batting onto her quilting machine. For example, if my quilt is 50” x 70”, then my batting will be one piece of 54” x 74”.
- I confirm that if I am using my own batting, it is a reputable brand name product that will not cause damage to Lisa’s quilting machine. I understand that Lisa may not accept my batting if it is not shipped to her studio in the original manufacturers unopened packaging.

QUILT BACKING:

- If I am supplying Lisa with my own quilt backing, I confirm that I my quilt backing is a minimum of 4 inches larger than my quilt top on all four sides – that would be a total of 8 inches wider and 8 inches longer than my quilt top. I understand this gives Lisa the material she needs to load the backing onto her quilting machine. For example, if my quilt is 50” x 70”, then my backing will be one piece of 58” x 78”.
- My quilt backing has either no seams or seams that have been sewn 1 inch wide and the salvage has been cut off of the backing seams only.
- I confirm that the salvage has been left on the outer edges of my backing fabric.
- My quilt backing has been pressed from both the front and the back. I confirm there are no twisted seams.
- I confirm that my quilt backing has been folded separate from the other two pieces of the quilt sandwich for shipping.
- I have folded my quilt backing carefully (and stacked the three layers of the quilt sandwich on top of each other) so that minimal damage to the pressing will take place during shipping.

FINISHING:

- I understand that Lisa will take care of all the steps in finishing my quilt if I have elected the self-binding method.
- Referring to self-binding, I understand that the four corners on the top of my quilt will be mitered at 45 degrees and will be visible on my finished quilt top unless I give Lisa "**Special Instructions**" to finish my quilt another way.
- If I am supplying Lisa with a specially prepared binding to finish my quilt, I confirm it has been cut to a minimum of 2 ½ inches in width, double folded and pressed ready to be sewn onto my quilt sandwich. No other steps are required by Lisa to install my quilt binding.
- I confirm that the binding I am supplying is 4 inches longer and wider on all sides than the top of my quilt. For example, if my quilt is 50" x 70" (a total of 240 inches around the outer dimensions of my quilt) I have supplied Lisa with an additional 16 inches of binding for a total of 256 inches of binding.
- I confirm that if my edges are scalloped, I have supplied even more binding to cover all the finishing and I have elected the additional fee for this type of finishing.
- I confirm that I have folded my pressed binding very carefully for shipping so that it arrives ready to be sewn onto my quilt sandwich.

OTHER NOTES:

- I have double checked and confirm there is no house lint, dirt, animal fur/hair, smoke, perfume or any other objects or strong smells on my quilt fabrics that would cause allergy problems for Lisa or her other clients. I confirm that the contents of my package are clean and organized ensuring no mess will be brought into Lisa's studio upon opening.
- I confirm that if there are any "**Special Instructions**" for Lisa, I have detailed them on a separate piece of paper and included this document(s) with my shipment. This may include writing or descriptions complete with drawings for my "**Special Instructions**". I have included a phone number where Lisa can reach me to discuss these instructions further or in greater detail.
- I understand that Lisa will trim all of the outer edges of my quilt project to the size of my quilt top. She will only return scrap edging if that is included in my "**Special Instructions**".
- I understand that Lisa quilts only hand pieced quilt tops made from quilting cotton (or quilting cotton-like) materials. I am not shipping a rug, a pre-made blanket, anything that is satin or silky-like or any other extremely thick material.
- I understand that for Custom Quilting, Lisa will stitch around but not on top of my appliqued quilt pieces unless I have given her specific instructions to stitch on top of my applique work in my "**Special Instructions**".
- I confirm that if I am shipping more than one quilt, they will be plastic-packaged separately, each with individual "**Special Instructions**" as that applies to each project.
- If the back of my quilt has been pieced together, I understand that the piecing cannot be seen during the quilting process, and I am not shipping a backing that requires special coordination with my quilt top. I also understand that these additional seams may cause thread and/or needle breakage for Lisa. It will be at her discretion to use my backing if it has a large number of pieces.
- I understand there will be additional charges for:
 - Seams that have not been pressed flat (on the top or backing of my quilt)
 - Seams that pop open and need repair when my quilt top has been loaded onto Lisa' quilting machine
 - Additional sewing needed to finish your quilt top or prepare it for quilting
 - Re-pressing the binding I have supplied to Lisa
 - Quilting fabrics that are heavier (more bulky) than traditional quilting cotton such as flannel or Minky
 - Thread changes
 - Scalloped finished edges
 - Rush requests
- I understand that quilts are completed in the order they arrive and are received.
- I understand that Lisa will notify me when my quilt has been received then again when it is finished and being returned.
- I understand that Lisa ships via Canada Post unless other courier shipping arrangement has been made.
- Every Box has been checked – I am ready to ship!

My Full Name: _____

My Phone Number: _____

Today's Date: _____

My Email Address: _____

Please include this completed form with your shipped quilt top – thank you kindly. *Lisa, Canada's Quilt Angel*