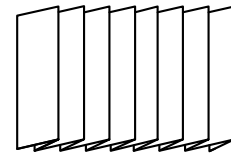




INTERNATIONAL PLEATING

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TABLE PLEATING ORDER FORM

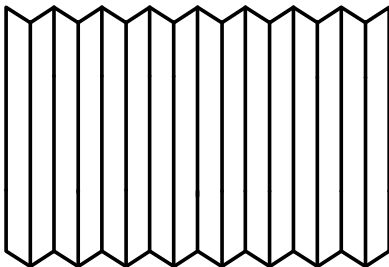


Name:		Date:	
Company:		UPS/FedEx Acct #	
Shipping Address:		Telephone:	()
City, St, Zip:		Fabric: (circle)	Enclosed? Delivered?
Email:			

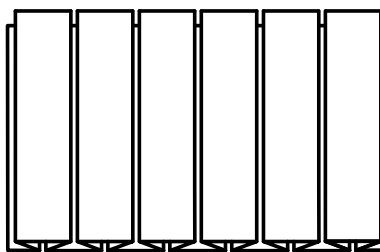
Required Information:

Fabric Color & Weave: (Ex. Ivory Chiffon)	
Fabric Content & Width: (Ex: 100% silk, 44 inch)	
Yardage Sent:	
Hemming: (Circle)	No Hem Pre-hemmed Baby Hem 1/2 Inch Hem 1 Inch Hem 1-1/2 Inch Hem
Size and Style of Pleat: (1/2, 3/4, 1, and 2 inch)	

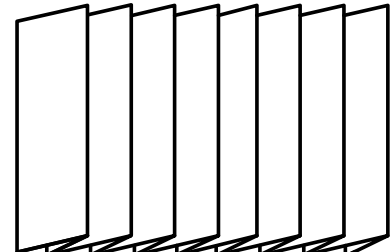
ACCORDION PLEAT



BOX PLEAT



SIDE PLEAT



Please review this checklist:

- If not sending continuous yardage, please only seam 2 lengths of fabric at a time (1 seam).
- Please call ahead if you require longer than 48" of your fabric width pleated.
- Please note that sometimes fabric is too thick for pleat size requested. In such a scenario, we will contact you using the phone number or email provided on this form.

Ordering Terms:

1. All incoming work must include a completed order clearly labeled with contact information (email and phone) for both project and billing questions.
2. Payment in full is due at time of order pick up. Certain special and/or custom orders may require a deposit. If you are sending an intern or messenger to pick up your order, you must arrange for payment before pickup.
3. Unclaimed fabric or pleating will be donated after 60 days.
4. Our standard turnaround time for orders is one to two weeks for standard orders and up to a month for special orders. Rush orders are subject to a surcharge: up to 50% for less than a week, 100% for 48 hours and 200% for 24 hour turnaround. Once a rush order has started, any changes or cancellations will still incur the rush fee.
5. Price quotes and turnaround time quotes are only estimates and are not valid if the actual fabric is not present at the time of evaluation. Production pricing quotes are estimates only, until we pleat a sample using the actual fabric. If we quote you a price and either the fabric, quantity, dimensions, hemming, cutting or timing changes, or any other agreed upon variable changes, then the quote and completion date are invalid. Furthermore, if we quote you a completion date and the fabric arrives late or with any problems listed in the next section, your completion date and pricing will be re-estimated.

Potential Problem Areas for Pleating Orders:

Occasionally problems can arise that make your order either problematic or impossible to pleat. Below is a list of such issues that can delay your order or add **ADDITIONAL COSTS**. We recommend checking your fabric before purchasing or sending it to us. You will be contacted, prior to the time we start work on your fabric, to discuss potential problematic issues and the particulars of your order.

1. **Hemmed incorrectly** – Sometimes hemming completed before pleating is done improperly, and renders the fabric useless.
2. **Fabric excessively wrinkled** – This point is pretty self explanatory. Sometimes when the fabric arrives it looks like a crumpled ball. For softer fabrics this is sometimes not an issue as the fabric will relax, but stiffer fabrics will need to be pressed flat before pleating. This means more steps are necessary to complete your order, and will require additional time to be added to your original quoted lead time. This will add additional costs since your fabric must be pressed flat.
3. **Warped grain of fabric** – Depending on the severity, this point can have a significant impact on the quality of your pleating. If we notice this we stop work and call you or change the direction of the pleat on our own.
4. **Tulle fabric not rolled properly** – The majority of tulle fabrics available on the market are very inexpensive and often handled/packaged very poorly. If it is not rolled properly on a bolt, or if it is folded haphazardly with excessive creases, it must be re-rolled and pressed again, and can often become more time consuming than the pleating process itself.
5. **Leather skins with coatings** – Some leathers have coatings that can make the pleating process problematic. We will test your leather before your order is processed, and you will be contacted if we foresee any problems.
6. **Hand painted, dyed, or digitally printed fabric** – If your fabric is not properly “fixed,” the colors will run and ruin our pleating molds. Therefore, we recommend either machine pleating, or certain sizes of pleating molds that are expressly reserved for these situations. When you call us we can discuss your options.
7. **Non-continuous fabric** - Primarily for sunburst pleating. When we quote you the yardage required for your pleating, it is based on a single continuous piece. If you don't have a single continuous piece of fabric you must inform us prior to sending your order. If you send it to us with no prior notification, we will stop working on your order and contact you. This will delay your completion and incur additional costs.
8. **Excess fabric** - When ordering machine pleating you must send us the exact quantity of fabric to be pleated. Splitting or measuring fabric over 10 yards will incur a re-rolling fee, especially for tulle.

Signed: _____

Date: _____

Please attach any additional sketches/ instructions to this order form.

One order form should be filled out for each individual piece of fabric, unless pleating instructions are identical.