



INTERNATIONAL PLEATING

**327 W 36TH ST #400
NEW YORK CITY 10018**

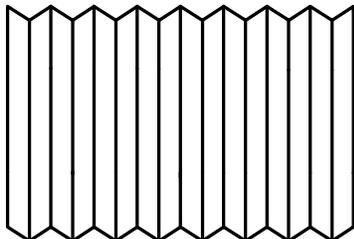
Name:		Date:	
Company:		UPS/FedEx Acct #	
Shipping Address:		Telephone:	()
City, St, Zip:		Fabric: (circle)	Enclosed? Delivered?
Email:			

TABLE PLEATING REQUIRED INFORMATION:

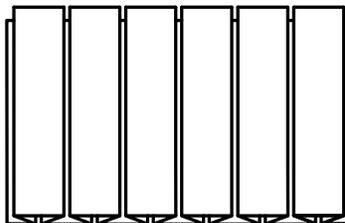
Fabric Color & Weave: (Ex. Ivory Chiffon)						
Fabric Content & Width: (Ex: 100% silk, 44 inch)						
Yardage Sent:						
Hemming: (Circle)	No Hem	Pre-hemmed	Baby Hem	1/2 Inch Hem	1 Inch Hem	1-1/2 Inch Hem
Size and Style of Pleat: (1/2, 3/4, 1, and 2 inch)	<i>Please fill out spec sheet if specific measurements are required.</i>					

PLEASE REVIEW THIS CHECKLIST BEFORE SENDING FABRIC:

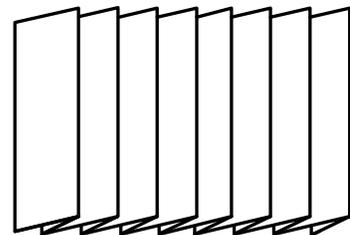
- If not sending continuous yardage, please only seam 2 lengths of fabric at a time (1 seam).
- Please call ahead if you require longer than 48" of your fabric width pleated.
- Please note that sometimes fabric is too thick for pleat size requested. In such a scenario, we will contact you using the phone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



ACCORDION PLEAT



BOX PLEAT



SIDE PLEAT

Ordering Terms:

1. All incoming work must include a completed order form clearly labeled with contact information (email and phone) for both project and billing purposes. For prepared cutwork, a checklist must also be initialed and signed.
2. Payment in full is due before work can leave the studio. Certain special and/or custom orders may require a deposit before work can begin. If you are sending an intern or messenger to pick up your order, you must arrange for payment before pickup. Payment must also be received before work can be shipped.
3. Unclaimed fabric or pleating will be donated after 60 days.
4. Our standard turnaround time is one week from the time the order is confirmed. Special and custom orders may take up to one month. Rush orders are subject to a surcharge: 100% for 48 hour and 200% for 24 hour turnaround. Once a rush order has been started, any changes, cancellations or late pick ups will still incur the rush fee.
5. Price and turnaround time quotes are only estimates and are not valid if the actual fabric is not present at the consultation. Production price quotes are only estimates until we pleat a sample using the actual fabric. If you are quoted 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 subject to change. Furthermore, if we quote you a completion date and the fabric arrives late or with any problems mentioned in the next section, your completion date and pricing will be re-estimated.
6. Please note that scrap fabric will not be returned. Please only provide fabric for pleating.

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 variables 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 before we begin work on your order to discuss any potential problems and the particulars of your order.

1. **Hemmed incorrectly** – Incorrectly hemmed fabric can create damages in the pleating or render your fabric useless. All hemming should be discussed with us before being done to work out any potential problems.
2. **Pre-cut Fabrics/Panels** – All cutting *must* be discussed with us before being done. Incorrect cutwork may limit your length, cause damage if grain is incorrect, or may need to be recut in house. This can lead to additional time and charges for your order. Please review the *Pattern Pleating Checklist* for our complete guide on preparing cutwork.
3. **Fabric excessively wrinkled** – Fabric should arrive either properly rolled or neatly folded. Softer fabrics can sometimes relax, but stiffer fabrics will need to be pressed flat before pleating. This means more steps are necessary to complete your order. This will add time to your initial turnaround estimate and additional labor charges. If rolling your fabric, make sure the roll is in tact as any breaks in the roll can create wrinkles in your fabric.
4. **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 will contact you to discuss changing the pleat direction. If the warping is too severe, we may recommend changing your fabric. For sunburst pleating, a poor grain will cause your pleats to twist. Tight selvages can lead to similar problems as well as create additional labor when preparing your fabric.
5. **Tulle fabric** – The majority of tulle fabrics available on the market are inexpensive and often handled/packaged poorly. We may refuse to accept tulle on a bolt or 108" tulle on the fold as the excessive creases create too much damage. Tulle must be 60" or less and *properly* rolled. Tulle prepared improperly must be rerolled and pressed, adding time and labor charges to your order.
6. **Specialty fabrics and leather skins**– Some coated leathers and fabric, vinyl, flocked fabrics, and sequined fabrics may create problems for both your fabric and our pleating molds. We will test your fabric first to make sure no problems will occur. Some specialty fabrics require additional labor charges to ensure the best product. With flocked and sequined fabrics, these may be applied crooked or unevenly at the selvedge. This may result in additional time and labor charges to ensure proper alignment and grain.
7. **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. Digitally printed fabrics are usually not printed on grain and this can lead to additional time and labor charges to ensure proper alignment and grain.
8. **Non-continuous fabric** - When we quote the yardage required for your project, it is based on a single continuous run of fabric. If you don't have a continuous run of fabric you must inform us prior to sending in your order. If you send it to us with no prior notification, we will stop working on your order and contact you to make the necessary changes. This will delay your completion and incur additional costs. For orders requiring 10+ yards of fabric, please send your fabric neatly rolled on an intact roll. Any breaks in the roll may create wrinkles in your fabric.
9. **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.