



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: | | | |

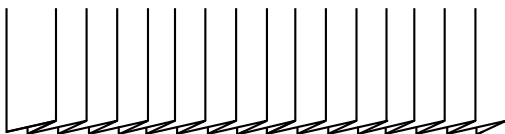
MACHINE PLEATING REQUIRED INFORMATION:

| | |
|--|--|
| Fabric Color & Weave: (Ex. Ivory Chiffon) | |
| Fabric Weave/Type: (Ex: chiffon, taffeta) | |
| Yardage Sent: | |
| Size and Style of Pleat: (Examples below) | |

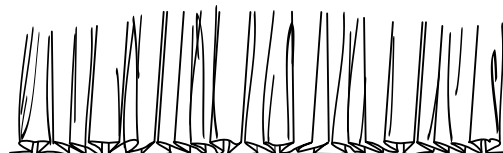
PLEASE REVIEW THIS CHECKLIST BEFORE CUTTING PANELS:

- ☐ Please send exact yardage for pleating. Yardage provided much be specified.
- ☐ Packaging should minimize wrinkling of your fabric. Please send rolled if possible.
- ☐ If you will be sending tulle, you must call us first. Please also review common problems with tulle (#5).
- ☐ 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.

CLASSIC PLEATING



ORGANIC PLEATING



PLEASE CALL FOR ADDITIONAL STYLES

INFO@INTERNATIONALPLEATING.COM
646.849.3933

Ordering Terms:

1. All incoming work must include a completed order clearly labeled with contact information (email and phone) for both project and billing purposes.
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 done before work can be shipped.
3. Unclaimed fabric or pleating will be donated after 60 days.
4. Our standard turnaround time for orders 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 turnaround time quotes are 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 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** – If hemming is done incorrectly, it can create damages in the pleat or render your fabric useless. All hemming should be discussed with us before being done to work out any possible 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 charges and time added to your order.
3. **Fabric excessively wrinkled** – This point is pretty self explanatory. Fabric should arrive either on a roll 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 more time to your quoted turnaround and additional labor charges.
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. For sunburst pleating, this will cause your pleats to twist. We may recommend changing your fabric choice if the warping is too severe.
5. **Tulle fabric** – The majority of tulle fabrics available on the market are inexpensive and often handled/packaged poorly. We can no longer accept tulle on a bolt or 108" tulle on the fold for machine pleating 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 additional 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.
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. When you call us we can discuss your options.
8. **Non-continuous fabric** - This is primarily for sunburst pleating. When we quote the yardage required for your project, 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 to make the necessary changes. This will delay your completion and incur additional costs.
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.