



Table Pleating Order Checklist

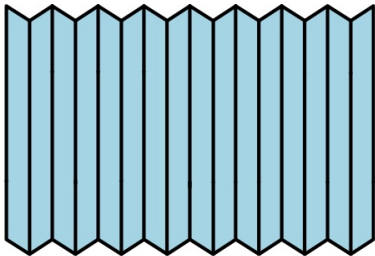
INTERNATIONAL PLEATING
 327 W 36TH ST #400
 NEW YORK CITY 10018
 646-580-9766

INFO@INTERNATIONALPLEATING.COM

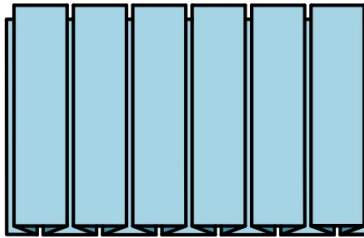
Name:		Date:	
Company:		UPS/FedEx Acct #	
Shipping Address:		Telephone:	()
City, St, Zip:		Email:	

Step 1: Pleat Style

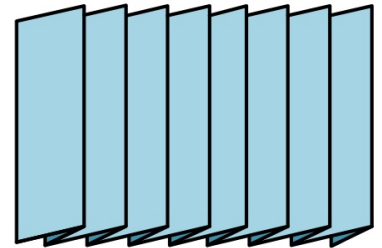
Circle the desired style of pleating:



Straight Accordion



Straight Box



Straight Side

Step 2: Pleat Size

Determine the desired size of pleating. (Please fill out Spec Sheet if specific/critical measurements are required). If size of pleat is smaller than 1/2 inch, you will need to fill out a machine pleating order form.

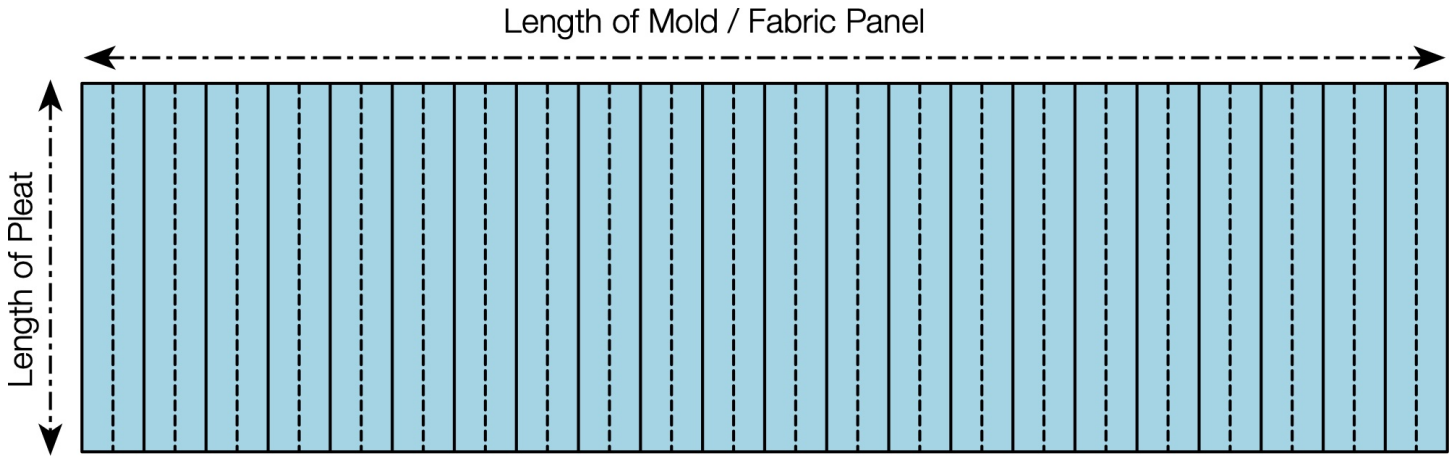
Size of Pleat: (1/2, 3/4, 1, and 2 inch)	
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Step 3: Pleating Panel Dimensions

Does the length of the pleating need to be longer than 48 inches? YES/NO

If YES, please write the required length: _____

Note: These styles of pleating are usually done in 4 yard panels. Please see diagram below:



Step 4: Fabric

Have you purchased your fabric yet? YES/NO

If NO, do you require assistance regarding fabric selection and quantity? YES/NO

If you have already purchased your fabric, please advise us whether the fabric will be shipped directly to us from the fabric supplier. Then please fill in the information below:

Vendor/Messenger Company:	
Fabric Color:	
Fabric Weave: (Ex. Chiffon)	
Fabric Fiber Content:	
Fabric Width:	
Yardage Sent:	

Please note the following:

- Sometimes fabric is too thick for the pleat size requested. In such a case, we will contact you using the phone number or email provided on this form.
- **Mark the fabric face.** If the face of the fabric is not indicated, then we cannot be held responsible for the wrong side of fabric face getting pleated.
- Your order **will not be considered received** until the fabric and complete instructions are received and confirmed. From that date we will add the standard turn around time.

Step 5: Hemming

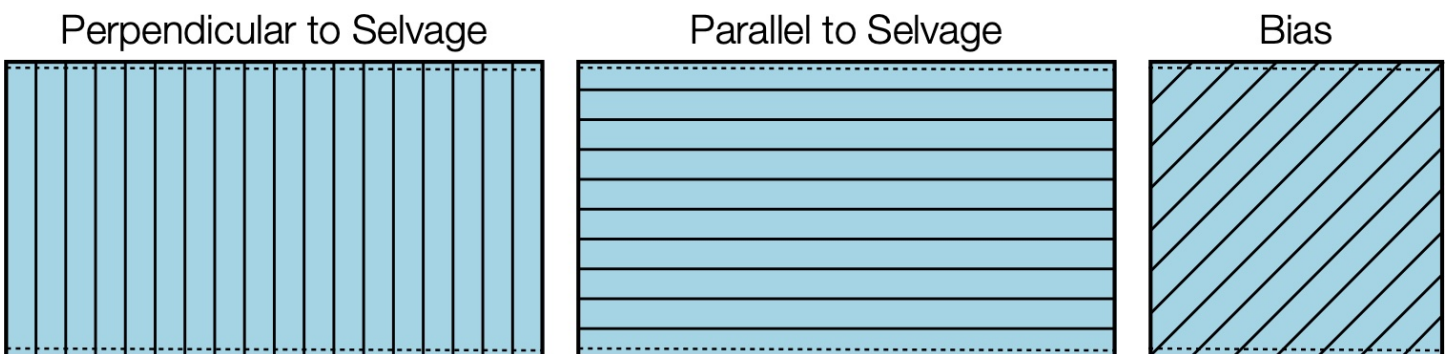
If a hem is needed for the chosen style of pleating, it is often completed before pleating. However, fabric can also be hemmed after pleating. Hemming smaller size pleats like 1/2 inch can become a tedious task. You can send us pre-hemmed panels or we can pre-hem them for you. Please note that hemming will add more time to your order than was originally quoted to you.

Note: Pre-hemming pleats incorrectly can render your fabric useless. This occurs when the hem is stretched during the sewing or pressing process. Before sending your pre-hemmed fabric, please make sure it lays flat on a table. If entire panel does not lay totally flat on the table, there will be damage. For more information about hems please read our [Blog](#).

Are we hemming the fabric? YES/NO

Hemming: (Circle one)	No Hem	Pre-hemmed	Purl Edge	Baby Hem	1/2 Inch Hem	1 Inch Hem
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Step 6: Direction of Pleating (Circle One):



If you do not understand the significance of this question, we recommend that you work with a professional dressmaker or hire our Product Development Services (Step 8).

Pleating perpendicular to the selvage the simplest, least costly direction and will yield one continuous piece of pleating fabric. However, it may not always look best. Pleating parallel to selvage is often more costly, and your fabric will be pleated in several pieces. Pleating on the bias is chosen when shaping is required. For more information regarding pleating and grain line, we recommend you read Chapter 8 of [Pleating: Fundamentals for Fashion Design](#).

Step 7: Cutting and Prepping Fabric

Are you sending us precut panels that are ready for pleating? YES/NO

If YES, please write the panel dimensions and the number of panels below:

Panel Dimensions	
Number of Panels	

Are any of the panels seamed together? YES/NO

If YES, please note if more than one seam exists in your panel. We cannot hide all the seams behind the pleat. We recommend a maximum of two joined panels.

Are we cutting and prepping your pleating panels for you? YES/NO

If YES, please provide the dimensions of your project. If the project is a garment, please provide waist, hip, skirt length and bust measurement if applicable.

Dimensions	
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Step 8: Product Development Services

Do you wish to hire our technical design services? YES/NO

If YES, please fill out this form to the best of your ability and provide all supporting documentation. (Ex: photos, specs, patterns, etc.)

Once this form has been received, we will contact you to schedule an appointment. These are usually done via telephone or Skype. The cost for this service is \$125.00 per hour (the first 15 min free).

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 time of 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. Remaining fabric scraps from cuttings will be donated, up-cycled or repurposed. Please let us know if you require your fabric scraps to be returned to you.

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 so any potential problems can be avoided.
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 problem 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 date 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: _____