

For Store Use

Initials: _____

Lay# _____

Date In: _____

Due Date: _____

 Rush**Rittenhouse Needlepoint**

Attn: Finishing
 1216 Arch St, Suite 2A
 Philadelphia PA 19107
 215-563-4566

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

 Pickup Ship (Please, no PO Box)***Packages to us should be sent via UPS or FedEx for more reliable real-time tracking.**

Project Description: _____

Number of waste rows provided: _____ None

Please note: If a design has no extra rows, some of the design may be lost when finished. We recommend stitching two extra rows around your project to prevent loss of design.

One blocking is included in pricing. Heavily skewed canvases will require additional blocking at an additional cost.

Bookmark – SKU 39832**1. Choose Backing Fabric –**

Fabrics Included in Cost:

 Felt _____ Cotton Twill # _____ Customer Will Provide Fabric

Optional Fabric Cost additions:

 Silk # _____ Velvet # _____ Designer (Circle: linen, corduroy, patterned) Soft Leather**2. Choose Cording**

Twisted Cording - Custom (Threads twisted into a cord in-house - usually 2-3 colors.) Customer can provide uncut skeins of thread leftover from the project or stash that coordinate with the canvas, if desired. Labor to make twisted cording is included in pricing, cost of threads used is additional.

Please list color preferences below:

Color #1 _____

Color #2 _____

Color #3 _____

 Customer Will Provide Cording

Twisted Cording - Finishers choice - Our staff will choose a color(s) coordinated from the colors in your needlepoint.

3. Embroidery – Please be exact. Embroidery will be centered on the backing fabric unless otherwise specified.

Font: _____ Color: _____ Approx. Copy Height: _____

Placement: _____

Copy: _____ _____ _____ _____ _____

4. Additional Details and Notes: _____

By signing below you acknowledge that you, the customer, have provided your desired order specifications to the best of your ability and authorize the work to be executed based on these specifications. Thus, any post-production changes will come at an additional cost + shipping for any re-finishing work, should the desired order specifications change.

Customer Signature: _____ Date: _____