

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: _____

Extra "Waste" Rows: Number of waste rows provided: _____ None

This is a set with _____ total pieces.

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.

Coaster

- Basic Coaster SKU 60006 – Fabric or cork backing
- Fancy Coaster SKU 108975 – Leather or suede backing
- Coaster w/ Acrylic Case SKU 108976 – Basic coaster inserted in acrylic case
- Leather Case Insert

1. Choose Backing Material – available fabrics can be found by visiting www.MyNeedlepoint.com.
Click on Finishing, then click on materials

Materials Included in Cost:

- Cork
- Cotton Twill # _____
- Customer Will Provide Fabric

Optional Fabric Cost Additions:

- Silk # _____
- Velvet # _____
- Designer (Circle: linen, corduroy, patterned)

For Fancy Coaster Preferred Backing Color: _____

- Leather
- Suede
- Faux Suede

2. Add Cording (Optional)

No Cording

Twisted Cording - Custom (Threads twisted into a cord in-house - usually 2-3 colors.) Customer can provide uncut skeins of thread 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 Skeins of Thread for Cording

Twisted Cording - Finishers Choice Our staff will choose color(s) coordinated from the needlepoint from the thread lines in-store.

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

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

Copy: _____ _____ _____ Placement: _____ _____
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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: _____