

Quilting Work Order

Client Information

Name _____

Phone Number _____

Address _____

Quilt Information

Name _____

Description _____

Size _____ x _____ = _____ ÷ 144 = _____ square feet

Batting Information

Supplied or _____

_____ metres @ _____ per metre = _____

Quilting Information

Additional costs (turning, binding, pressing, repairs, etc) = _____

Pattern name _____ @ _____ per square foot = _____

Thread _____

Notes

Total estimated cost = _____

Finish date _____

Client signature _____

Some Notes for Quilters

This is the same work order form I use in my quilting business – I like it because it covers all the information I need on one page and it's easy to fill out during a client consultation.

I don't always use the whole thing – for example I rarely ask for my clients' addresses because most of my clients like to collect their quilts in person – but having a space for all the information I might need means I never forget anything.

When a client drops off a quilt, I work through the form, noting down all the particulars of the job, then the quilt goes into the cupboard with its backing, batting and the form. When it's finished, the form stays with the finished quilt until it's collected by its' (hopefully thrilled!) owner, then the form goes into a folder so I can look it up later if I need to.

I always make a point of writing the quilts name or a description in the Quilt Information section - you'd be surprised how often a client will call and say "I want the same pattern I had last time" or "I'd like the same pattern you put on my blue and white quilt" and having that information on record is handy. It's also useful if (horror of horrors) the form gets separated from the quilt.

You might also like to take a photo of the finished quilt and keep it with the form as a record of your work.

Also in the Quilting Information section I record the size (in inches) of the quilt and do the math to work out how many square feet in the quilt. Most quilters in Australia charge by the square foot and I've found that works best for me. To calculate square footage, multiply the length and width in inches then divide the answer by 144.

If my client supplies their own batting I circle "Supplied" in the Batting Information section and if they're buying my batting I write what type of batting in the first space, then how many metres @ what price per metre – the total batting price goes in the space at the right hand side.

In the Quilting Information section I write the pattern name if they're having a pantograph or "custom" if it's a custom job, then how much that costs per square foot. Multiply the cost per square foot by the number of square feet in the quilt (from the Quilt Info section) and write the total in the space to the right. Here I also note the thread/s I'm going to use and if there are any additional charges.

I don't always have to use the notes section but often I write things like "small backing" if they haven't given me quite enough backing or "quilter to quilt as desired" if the customer is leaving all the quilting decisions up to me. I've also used this space to draw ideas for quilting designs

Total estimated cost – pretty obvious what goes there. Add up all the info in the column on the right.

I always get my clients to sign the work order. I've heard horrible stories from other quilters who have had clients say they never authorised that particular pattern or they specifically said they wanted something totally different. It hasn't happened to me (yet) and I'm sure my form won't protect me entirely but at least I have a record of what the client and I discussed at our consultation.

You may photocopy this form and use it in your own business or you might like to use it as a base to make your own – whatever you choose to do I wish you all the best in your quilting venture.

Kind regards,

Hermione Agee.

AMQA Committee Member 2007