



Long Arm Machine Quilting  
Intake Form

Today's Date:

Intake Number:

-----  
**Customer:**

Name:

Online Customer    Local Customer

Phone:

Preferred Contact Method: Email/Phone

Email:

Shipping Address:

Secondary Contact Name:

City:

Secondary Phone Number:

State:

Zip:

-----  
**Quilt Top:**

Quilt Top Name and Description:

Top Directional:  Yes    No

Quilt Top dimensions:

Total Square Inches:

-----  
**Quilt Back:**

Quilt Back Name and Description:

Back Directional:  Yes    No

Quilt Back dimensions (max 120"):

Backing Pieced:  Yes    No

-----  
**Quilter's Dream Batting:**

QDB Blend 70/30

QDB Wool

QDB Natural Cotton:  Deluxe Loft    Supreme Loft

-----  
**Thread:**

Color Preference:

Tone:  Light    Medium    Dark

Sheen/Shine:  Yes    No

-----  
**Machine Quilting Design:**

Edge-to-Edge Pattern:

Stitchout Pattern:  Open    Closed

Rush:  Yes    No (Additional \$50)

Date Needed By:

-----  
**Trim:**

Yes    No

-----  
**Additional Information/Special Instructions:**  
-----



## Long Arm Machine Quilting Intake Form

### Quilt Preparation Checklist:

We will treat your quilt as our own, exercising our high standard of care and service. We want you to be happy with your quilting design. Please go through the checklist to be sure you have done everything necessary to enable us to do the best job possible with your quilt. Understand that machine quilting will not "fix" fullness, puckering, poor sewing, inadequate seam allowance, improperly measured borders, or the squareness of your quilt.

1. In order to properly load your quilt onto the long arm quilting machine, your backing must be a minimum of 4" larger on all four sides than the pieced quilt top. Maximum width for our machine is 120". (We do not accept bed sheets as a backing fabric.)
  2. All threads must be trimmed.
  3. Quilt top and backing must be flat and well pressed; no embroidery, applique, embellishments, loose fabric, etc.
  4. If the quilt top or backing is directional, please indicate with a pinned note.
- .....

### **Service Authorization:**

I hereby authorize Bear Creek Quilting Company to perform the long arm machine quilting listed above to be done to my quilt. I understand that I am financially responsible for the cost of services rendered by Bear Creek Quilting Company and for all the materials used in this process. I further understand that Bear Creek Quilting Company is not responsible for any damages to the quilt by any cause that is beyond their control, including but not limited to flood, fire, theft or mechanical failure. If the quilt is displayed in a show or publication, you agree to credit the machine quilting to Bear Creek Quilting Company.

Signature	Date
-----------	------

May we have your permission to photograph your quilt and possibly use it on our website or in social media?  
Please indicate if you would like us to identify it by your full name or only initials.

- Yes       Identify by full name       Identify by initials only       No photography

Signature	Date
-----------	------

### **Address your package as below:**

Bear Creek Quilting Company  
Attn: Machine Quilting Intake #XXXXXX  
2175 South Main Road  
Lebanon, OR 97355

**Packages not addressed correctly, will not be accepted at time of delivery.**

**Note: Do not ship your quilt top and backing until you have called our Customer Service Specialist. An "Intake" Number must be visible on your package, before it will be accepted at time of delivery.**