

## Special Occasion Quilts LLC Custom Quilt Agreement

This agreement outlines the process for Special Occasion Quilts (SOQ) LLC to design and create a custom quilt to client specifications and the payment plan according to the work performed; goods and services provided by SOQ LLC.

### *Step 1 – Design*

Client agrees to pay a \$100 Design Fee in advance to obtain a quilt design and preliminary cost estimate. The design process includes an interview to determine client desires, review of sample quilts and styles, a preliminary design review and a final design review. Copyright ownership and reproduction rights of the design and finished quilt remain with SOQ LLC.

- If the quilt is created by SOQ LLC, SOQ LLC will apply the design fee towards the final payment for the quilt.
- If the quilt is not created by SOQ LLC, the client may keep the final design and may use it for personal use only and not for any commercial endeavor.

The quilt design and cost estimate will include:

- A colored design to scale, indicating finished size
- Materials (fabrics, embellishments, photo transfers, etc), including samples
- Construction techniques (piecing, applique, trapunto, etc)
- Quilting technique ideas and thread samples
- Batting type and thickness
- Binding fabric and technique
- Backing fabric
- Label information
- Washability information
- Schedule of reviews and estimated completion date
- Cost estimate

### *Step 2 – Quilt Top Construction and Review*

Once the client approves the design, 50% of the cost estimate is due so that SOQ LLC can purchase materials and begin construction. The Quilt Top Review is scheduled. At the review:

- The finished Quilt Top is examined.
  - If there are any changes required due to workmanship or defects in materials supplied by SOQ LLC, SOQ LLC will repair the Quilt Top or replace the defective materials at no cost to the client.
  - Any design changes requested to the Quilt Top by the client will require rework (and may include additional materials) and incur additional cost.
- Decisions regarding batting, backing, binding, quilting designs, thread and label are reviewed and any changes noted.
- A revised cost and delivery date estimate is prepared based on hours expended to date and on any design changes requested.

If the client decides to stop the process after the review of the Quilt Top, the client may keep the Quilt Top and SOQ LLC will consider the 50% payment estimate and Design Fee to be payment in full.

**Step 3 – Quilting & Binding**

Once the Quilt Top is approved, 25% of the latest cost estimate is due so that SOQ LLC can begin quilting & binding the quilt and adding the label.

**Step 4 –Finished Quilt**

Once the quilt is finished, the remaining payment is due at the time that the client picks pick up the quilt.

**Guarantee**

Special Occasion Quilts LLC wants you to be satisfied with your custom quilt. SOQ LLC will fix defects in workmanship or materials supplied by SOQ LLC if notified within 7 days of picking up the finished quilt.

**Information about quilts:**

- Some shrinkage is normal, both during the quilting and after washing, but should be limited to 5% or less.
- Wall hangings are not intended to be washable and may not be colorfast or withstand washing, depending on the materials used. Washability is noted in your design estimate.
- The fabrics may fade if the quilt is placed in direct sunlight.

**Client Payments**

All client payments must be made by cash or in-state personal check. There is a \$30 charge on all returned checks. Sales tax is charged for quilts sold to residents of Virginia and Maryland. Any in process or completed items (including clothing items) not picked up within 90 days of notification of completion or next payment due will be donated to charity.

**Agreement**

I agree to the terms and conditions as set forth in this agreement:

Client: _____	Special Occasion Quilts LLC
Signed: _____	Signed: _____
Date: _____	Date: _____
Phone: _____	240-472-1763
email: _____	email: juliagraves82@gmail.com
Address: _____	211 Lake View Way NW, Leesburg VA 20176
_____	<a href="http://soquilts.com">http://soquilts.com</a>

Design Fee Payment - \$100 cash/check number \_\_\_\_\_ Date Received: \_\_\_\_\_