T-shirt quilts	Double-Sided Quilt Order Form - Charlotte PRINT AND MAIL WITH YOUR T-SHIRTS Too Cool T-shirt Quilts, Inc. 2192 W. Five Point Hwy. Charlotte, MI 48813 (517) 541-8225 andrea@toocooltshirtquilts.com
	Residential Address  Business Address
City	State Zip Code
Phone #	E-Mail Address
*We do not ship to PO Boxes – please provide physical shipping address. *We do ship to Military FPO AP Boxes	
Return shipping - would you like to have to sign for the box? Yes No	
<b>Desired Quilt Size:</b>	
□Lap □Large Lap	$\Box$ Multi Use $\Box$ Twin $\Box$ Full $\Box$ Queen $\Box$ King $\Box$ Whatever size the shirts make
Binding Colors:	$\square$ Help – give me some suggestions!
Must have quilt back b	by? $\Box$ Whenever is fine
Who is the quilt for?	□Male □Female
Is the quilt a surprise? $\Box$ Yes $\Box$ No If yes, can we contact you via e-mail? $\Box$ Yes $\Box$ No	
Do you have a code word we can use if we need to call you?	
May we use a photograph of your quilt on our web site? $\Box$ Yes $\Box$ No	
Where did you hear about us?	
Who referred you to us?	
Comments or special instructions:	

**Payment:** Please choose a method of payment from the options below.

 $\Box$ *Check or Money Order* Send a deposit for  $\frac{1}{2}$  of the estimated cost of your quilt based on its size. When your quilt is finished, we will e-mail a ransom photo of your completed quilt and an invoice for the balance due. Upon receipt of the total payment we will ship your quilt. Make checks payable to Too Cool T-shirt Quilts.

 $\Box$ *PayPal* If you choose to pay with PayPal, there is one transaction upon the completion of your quilt. When your quilt is finished, we will e-mail a ransom photo of your completed quilt and a PayPal invoice. Upon receipt of the total payment we will ship your quilt.

 $\Box$  *Credit Card* If you choose to pay with a credit card, there is one transaction upon the completion of your quilt. When your quilt is finished, we will e-mail a ransom photo of your completed quilt. Then you will call us with your credit card numbers. Upon receipt of the total payment we will ship your quilt.

## **T-Shirt Preparation Directions and Other Important Information – Please read!**

- Wash T-shirts *without* perfumed detergents or dryer sheets. Perfume makes us sneeze and you don't want us sneezing on your quilt! If you do not have detergent that is perfume free, please just wash the T-shirts in a washing cycle without any detergent. Also dry without dryer sheets.
- If there is a part of your T-shirt that you **DO NOT** want used, X it out with blue painters masking tape. We will use all the graphics and designs that are not X'd out.
- If you would like an item to be used in its entirety, please attach a note to the item.
- If applicable, we may use pockets and necklines in your quilt. If you **DO NOT** want these used in your quilt, tell us not to use them in the special instructions on this order from.
- If you have a special request for a particular T-shirt say you want it centered write that request on masking tape and stick it to the T-shirt. The tape will remain on the block during the process and will come off when the request is fulfilled. We would ask that you keep your requests for placement of T-shirts to just a few. The more specific placements that are requested, the less flexibility we will have in laying out your quilt.
- Stains. Normally we do nothing about stains on your T-shirts. If this is ok with you, then you don't need to do anything. But if there is a stain that you don't want in the quilt, mark that area with blue painters masking tape. On the masking tape write what you want done say remove or avoid if possible. If you ask us to remove the spot, the area in question will be cut out and a piece of matching fabric will be used to fill in the hole. If you ask us to avoid the spot we will try to cut the T-shirt block not to include the stain. But we tend to want to center the design on the block rather than have it off center. Having the design off center will often be more noticeable than leaving the stains.
- A separate order form needs to be filled out for each quilt. You are welcome to send more than one group of T-shirts in a single box, but please put each in a separate plastic bag with their own order form. If you are sending more than one quilt order, double check that the right T-shirts are in the right bag. We won't mix up your T-shirts, but if they come mixed up there is no way we would know that.
- Are you concerned you will have too many T-shirts for the size quilt you would like? If so, put a stack of the least wanted T-shirts in a separate plastic bag and note for us to use them if they are needed to make the quilt the size would you like. Any whole uncut items that are not used will be returned with the quilt.
- If we communicated via e-mail about a special issue or request, please print out and attach that e-mail to this order form. If you spoke to us on the phone, please remind us what we discussed.