



BIRD HAVEN
 QUILTING AND FIBER ARTS

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Welcome!

I'm excited to work with you and play a part in bringing your quilt to life. If you have questions at any stage of the quilting process, please reach out to me. I'm happy to answer questions.

General Client Instructions

1. Read the "Quilt Prep for Longarm Machines" handout. Follow the directions in the handout to prep your quilt for loading on my machine. If you have any questions, please let me know.
2. Look over the "Project Intake Summary Sheet," note the services you are interested in, answer the questions as best you can, and write down any other questions you may have for me.
3. Let me know if you have any questions you'd like answered before mailing your quilt to me.
4. Use the addresses listed below to send your quilt to me. In the box with your top, please include a sheet of paper with your name, phone number, email, and the return address you wish me to use for mailing your completed quilt.

USPS	UPS/FedEX
Annette Swartz P.O. Box 68 Wanakena, NY 13695	Annette Swartz 151 S Shore Rd. Wanakena, NY 13695

5. After your quilt arrives, and I look over your top, I will reach out to you to set up a consultation. In that meeting, we will discuss the information you noted in the "Project Intake Summary Sheet," and talk in more detail about a quilt plan for your project. Once we agree on a plan, I can give you a total cost estimate for your project, and an estimated completion date.

Thank you for trusting me with your quilt,

Annette Swartz