



THREE TREES QUILTS

Longarm Quilting Checklist

Preparing your quilt top

- Trim to final finished size**
Your quilt top should be trimmed down to the final finished size. We will not cut or trim your quilt top prior to quilting.
- Stay stitch, if needed**
If the quilt top does not have an outside border, stay stitching is recommended. Stay stitch slightly less than 0.25 inches around the edge of your quilt. This step will ensure that your seams stay intact. This stitching will be hidden by binding.
- Backing fabric must be 8" longer and 8" wider than the quilt top**
- Remove all pins**
- Trim all loose threads on the top and underside of your quilt top**
- Press your quilt top and backing fabric with seams open or to one side**
- Identify the top of your quilt with a note attached with a safety pin**
- Identify the top of your backing fabric with a note attached with a safety pin**

Shipping your quilt top

Include:

- Quilt top**
- Backing fabric**
- Binding, if required**
Please refer to the Binding Fabric Calculator to determine the amount of binding fabric to include with your quilt. Any unused binding fabric will be returned to you.
- Printed copy of your Receipt or a note with your Order Number**
- Place all items in a strong plastic bag before placing in the shipping box.**

We recommend you ship your quilt by **USPS** using the **Flat Rate Priority** boxes. This is less expensive than Regular Priority Boxes and we will receive your quilt in 2-3 days. When using Click & Ship by USPS, a medium sized Flat Rate Priority box can be shipped to us for \$18.50 from anywhere in the USA and a tracking number is automatically assigned. Boxes are free at any US Post Office.

For your protection against theft, **do not label "QUILT"** anywhere on the outside of the box.