

Dear Designer,

Thank you for your interest in The Workroom! The Workroom is located at **150 N. Cleveland Ave.** We offer custom fabrication for drapery, bedding, pillows and more-- made right here at The Workroom. It is our goal to remain competitive in pricing and in delivery times, averaging only 2-4 weeks.

We want to be your window treatment go to resource! Beyond the custom sewing we also provide options for blinds, shutters, roller shades, roman shades, drapery hardware, upholstery and more! We offer special order fabrics and in-stock remnants to dig through. We maintain a great selection of duvet and pillow inserts here, plus can always special order to meet your needs.

In addition to custom sewing projects, we offer a beautiful selection of home accessories in our retail section at the front of the store! We hope you will find our product selection eclectic and unique, from Vintage Afghani and Turkish rugs to original works and one of a kind furniture by local Artists. Designers receive **20% OFF all in stock retail merchandise!**

The Workroom is pleased to offer a creative and welcoming environment for you and your clients to come and plan your projects! Everything in the Workroom is marked at retail pricing, so you should feel comfortable bringing your clients in knowing that all purchases will be discussed in terms of retail price. As a designer you are eligible for our designer program, which offers significant discounts off all products & services offered through The Workroom. To qualify please fill out and submit the Credit Card Authorization, a signed copy of our Terms and Conditions, and a copy of your resale license.

Please feel free to stop by during regular business hours: Monday - Saturday 10-5. We look forward to working with you on your next project!

Sincerely,

Janelle & The ShopGirls

Janelle King, Owner

info@theworkroomICT.com

316-295-4520

A large, light gray watermark logo for 'the work room' is positioned on the right side of the page. The logo consists of the words 'the', 'work', and 'room' stacked vertically in a lowercase, sans-serif font, all enclosed within a thin, light gray circular border.

the
work
room

The Workroom - Designer Showroom Line Sheet

Workroom Labor

Drapery Panels	Pillows	Headboards
Roman Shades	Bedding	Ottomans
Valances/ Cornices	Bench Cushions	Slipcovers
Shower Curtains	Table Linens	Upholstery

Designer Discount 40%

*All workroom labor is custom quoted. Sample order worksheet, measurement guide and yardage calculator are included in your packet; however, we are happy to assist you! Please set an appointment time or email all information to info@theworkroomict.com and allow up to 24 hours for estimate.

*Rush charges 50% of Labor.

Designer Fabrics

Duralee	Robert Allen
Carole	Norbar

Designer Discount 50% + \$20*

Designer Fabrics

Fabricut	Pindler	CoCo
Schumacher	Kravet	James Hare
S. Harris	Vervain	Clark & Clark
Trend	Stroheim	

Designer Discount 40% + \$20*

Ivory Lining, Standard & Blackout (In Stock)

Designer Discount 40%

Designer Trims

Duralee	Samuel & Sons
CoCo	Carole

Designer Discount 40%

* Shipping fee \$20 is per vendor order up to 10 yards. Over 10 yards is additional \$10 per 10 yard increment.

** Fabric Checkout: 1 WEEK. \$10 charge per book late fee without approval.

*** Memos and cuttings available at no charge.

Hard Window Products

Shades

Williamhouse Honeycomb
Solare Roller Shades
Texton Woven Wood Shades
Bella Finale Roman Shades

Designer Discount 50% + \$4/shade*

Kirsch (Honeycomb, Roller, Natural, Roman)

Dealer list cost (see price guide)

Blinds

Kirsch (Wood, Aluminum, Vertical)
Williamhouse Wood Blinds

Designer Discount 50% + \$4/blind*

Shutters

Sunland
Mirage

Custom Quotes per Order

Drapery Hardware

Paris Texas	Orion	Design Art	Select	Robert Allen
The Finial Company	Jab	Magnolia	Duralee	Helser
Kirsch Only-	Dealer list cost (see price guide) + \$65/set**			

Designer Discount 50% + \$65/set**

* Oversize Freight over 90" wide is subject to an oversized fee of \$125. Shipment over 10' will be charged *additional* \$100, over 12' \$150 & over 20' \$200.

** Drapery Hardware Set includes 1 pole with associated brackets, finials, and rings. Broken sets and oversized freight over 90" wide will be custom quoted per order.

*** Rush Charges \$20 per unit for 48 hour rush, \$40 per unit for a 24 hour rush.

**** Book Checkout: 48 HOUR. \$10 charge per book late fee without approval.

ACCOUNT INFORMATION:

Name _____

Business Name _____

Address _____

City/State _____ Zip _____

Email _____

Phone _____ Mobile _____

CREDIT CARD AUTHORIZATION

I hereby authorize JK Design LLC, d/b/a The Workroom to process credit card payments for purchases made through The Workroom. These payments may be deposits on orders, balances due before delivery, or payment of invoices for products delivered. I authorize The Workroom to automatically process payment on this credit card for 50% deposit on all orders at time order is placed, and remainder upon completion of services or arrival of product.

Name on Card _____

Credit Card Type _____ Exp _____

Credit Card # _____

Verification Code _____ (back of card) Billing Zip Code: _____

Name: _____ (please print)

Signature: _____ Date: _____

Terms and Conditions:

A non-refundable 50% deposit is due with signed proposal. The balance will be due upon completion. Design changes, alterations, additional design services and/or materials not contemplated by this proposal will require additional charges to the client. All changes to the original proposal must be in writing and will require the client’s signature and additional deposit, if applicable.

Custom orders are non-refundable and not subject to return. Proposals not accepted within 90 days are subject to increase.

Customers are responsible for providing their own measurements and installation. The workroom is not responsible and will not be held liable for incorrect measuring. For an additional fee we can schedule a professional to visit your home and take responsibility for measurements and installation.

COM Policy

The workroom will gladly accept orders using COM (Client’s Own Material). Our company provides the same high-quality workmanship whether we are supplying materials or using COM.

COM includes, but is not limited, to: any and all fabric, trim, hardware and other items supplied to us, by the client for design projects. The workroom will not accept responsibility or be held liable for the condition of COM. It is our recommendation that clients carefully inspect all COM prior to delivery for fabrication. It is important to inspect for correct yardage, grain, alignment, flaws, color variation and other imperfections.

All fabric and lining should be property rolled on fabric tubes during storage and upon delivery. Improper methods of fabric storage, including flat folding, may result in permanent creases in COM. The workroom will not guarantee the removal of creases or wrinkles in COM that has been subject to improper methods of storage.

We, at The Workroom, will do our absolute best to work around flaws and imperfections. Heavily flawed COM may require additional cutting, piecing, blocking or pressing. Client invoices will be charged accordingly for additional procedures above and beyond standard fabrication methods. We reserve the right to refuse COM that is heavily flawed.

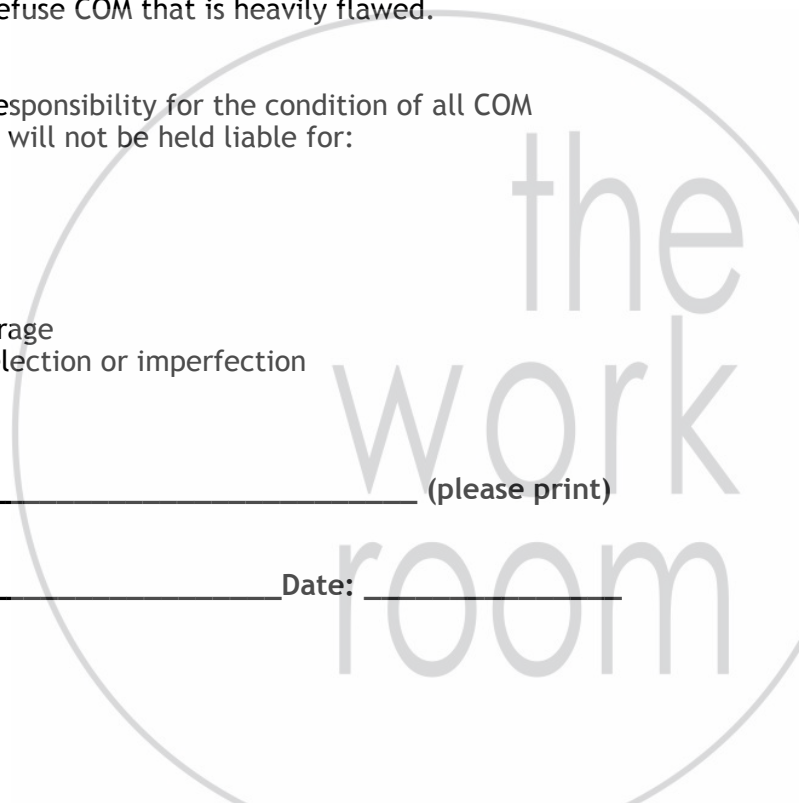
Acceptance of COM Policy:

The undersigned hereby agrees to accept full responsibility for the condition of all COM supplied for the design project. The workroom will not be held liable for:

- Incorrect yardage
- Dye lot or color variation
- Pattern drift or misalignment
- Flaws and/or imperfections
- Dirt spots, stains or fading
- Creases or wrinkles due to improper storage
- Any undesirable outcome due to COM selection or imperfection

Name: _____ (please print)

Signature: _____ Date: _____



Window Treatment Measuring Guide

Things to remember:

- Always use a steel tape for accuracy
- Round each measurement to the nearest 1/8"
- Measure all windows, even those that appear to be the same width and height
- For interior mount treatments, measure inside the trim at the top, middle, and bottom of window and go with the smallest measurement

Determine needed measurements. See guide on attached worksheet.

Determining your finished length:

Finished Length reflects full length of fabric, from the top edge to bottom hem.

Start with desired Rod Height. Recommend a minimum of 4" above trim, for a more dramatic look and illusion of higher ceiling take it higher toward ceiling.

For draperies going to the floor, measure from top of rod to floor. Subtract 1/2" to get your Finished Length.

Flat panels + Pleated Panels with rings: subtract the ring size from finished length.

Rod pocket: add allowance for a header (optional) and rod take-up from chart below:

Rod Diameter	Take-Up
1"	1/2"
1 3/8"	1"
2"	1 1/4"
2 1/4"	1 1/2"

Grommet panels add 1 1/2" for grommet placement.

For longer, more formal drapes that puddle on the floor add additional 2" to 4" for a "standard" puddle that offers a small break in fabric where it meets the floor. Add 5" to 8" for a true puddle with enough extra length to fan fabric out onto the floor. Add 10"+ for a dramatic full puddle, recommended for heavy material or very lush decors. Puddling is not recommended for drapery that will be open and closed regularly, as the bottoms will get very dirty.

Finished width and desired fullness:

Measure the width of your window from outside molding to outside molding. Add additional for draperies to rest to outside of window to make window appear larger (optional), recommend minimum of 4" to each side to reduce light gaps. This is your finished width.

To achieve fullness take the finished width times desired fullness. For a tailored look on stationary panels (will not be opened and closed, decorative only) take rod length times 1 or 1.5. For standard fullness times 2, or extra full times 3. Some drapery styles, ie pinch pleats etc, may pre-determine your fullness and come standard at a 2 times fullness.

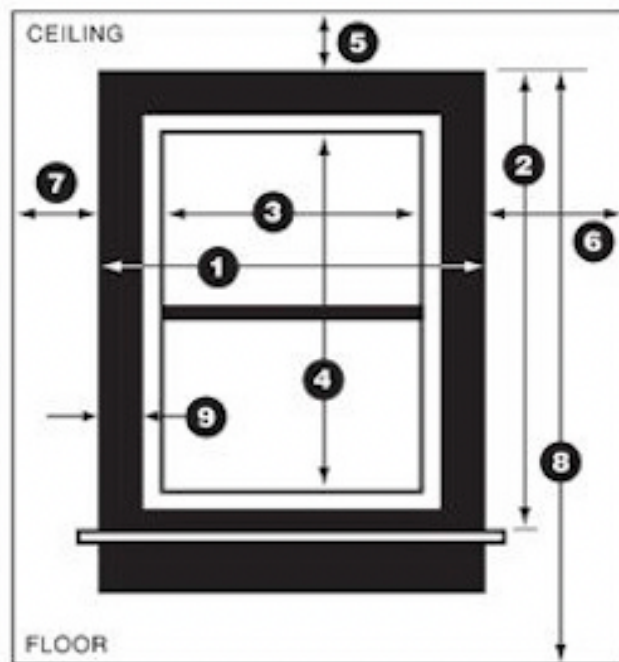
Determine if want a return. A return is an optional continuation of the drapery panel that extends from rod to wall on ends of panels for both decorative purposes and light control. The selected wall bracket determines the return length.

Overlap allowance is additional 2" per panel required so that panels fully close at center of rod.

For a pair of drapes divide the total in two, or leave as is for a single panel pulled from one side.

Widths per panel takes all this into account and is based on the width of fabric selected. Standard fabrics are 54" wide, and figure 4" per width of fabric for hems. So take the total width divided by 50" for # widths needed per panel (round up to nearest 1/2).

- 1 window width including frame
- 2 length from top of frame to top of sill
- 3 inside width
- 4 inside length
- 5 distance from top of frame to ceiling
- 6 distance from right side of frame to wall
- 7 distance from left side of frame to wall
- 8 length from top of frame to floor
- 9 width of frame



Notes:

Rod Height from floor	_____
	- 1/2"
Ring diameter (optional)	- _____
Header (optional)	+ _____
Take Up Allowance (rod pocket)	+ _____
Grommet Allowance	+ 1 1/2"
Puddle (optional)	+ _____
Finished Length	= _____

Finished Width (Rod length)	_____
Fullness Desired	x _____
Return Length (optional)	+ (# returns _____ x bracket length _____)
Overlap Allowance	+ (# panels _____ x 2")
Total Cut Width	= _____
# Panels	/ _____
Per Panel Cut Width	= _____
	/ (fabric width _____ - 4" hem allowance)
# Widths per Panel	= _____

Fabric Yardage Required:	
Finished Length	_____
	+ 16" hem allowance
Panel Cut Length	= _____
Vertical Repeat	/ _____
# Repeats Needed per Width (Round up to nearest whole number)	= _____
Total # Widths	x _____
Total Repeats	= _____
Vertical Repeat	x _____
Total Inches	= _____
	/ 36
Total Yards Needed	= _____

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R

Customer: _____
Sidemark: _____
Phone: _____
Email: _____
Address: _____

Quote:

Order #:

Deposit:

Paid in Full:

Green:

Completed:

Drapery Style: _____

of Panels: _____

Widths/ Panel: _____

Finished Length: _____ Rod Width: _____

Return:	N	<input type="checkbox"/>	Y	<input type="checkbox"/>	_____
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Overlap:	N	<input type="checkbox"/>	Y	<input type="checkbox"/>	_____
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Crinolin:	N	<input type="checkbox"/>	Y	<input type="checkbox"/>	_____
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Hardware: _____

Lining:

Fabric:

COM

Unlined

Standard

Blackout

Premium

Completed Work Total:	\$

Acceptance of Proposal:

The above pricing, specifications, term and conditions are hereby approved and accepted. Signature below authorizes The Workroom to begin the above specified order.

Client Signature: _____

Date: _____

R
D

Customer: _____
Sidemark: _____
Phone: _____
Email: _____
Address: _____

Quote:

Order #:

Deposit:

Green:

Paid in Full:

Completed:

PILLOW ORDER

Qty: _____

Materials-

Finished measurements: Height _____ Width _____

- Hidden Zipper
- Knife Edge
- Self Welt
- Other:

Front

Pillow insert: Height _____ Width _____

- COM
- Down Alternative
- 90/10 Down Feather
- 70/30 Down Feather

Back

Labor: \$45 ea (includes 1/4" cording)

Completed Work Total:	\$

Acceptance of Proposal:

The above pricing, specifications, term and conditions are hereby approved and accepted. Signature below authorizes The Workroom to begin the above specified order.

Client Signature: _____

Date: _____