



HOW TO ORDER CUSTOM EMBROIDERY

Please call or email first! One-on-one conversation is essential to your beautiful project.

linencottage@gmail.com

239-225-9566 Patty (Please leave a message for a call back)

You may use an item purchased from Linen Cottage or provide your own. Pillow shams, pillows, pillowcases, sheets, robes, towels, shower curtains, duvet covers, baby blankets, table linens and many other items are suitable for embroidery.

- Towels and fabrics with a pile do not lend themselves well to dense intricate embroideries. However, monograms and frames look wonderful! I do not recommend embroidering on the towel band- it tends to shrink after washing.
- Pre-wash items (especially towels and table linens) as you would normally care for them.
- Select your design from [Linen Cottage Gallery](#)
- A word about threads- I use high speed polyester machine embroidery thread on a professional machine. As a point of reference, you may wish to see colors "in person". You can look at colors at your local sewing store or view color charts online here:

Exquisite Thread: <http://exquisitepoly.com/>

Brother Thread: <http://www.creekcreations.com.au/brotherchart.htm>

You just need to give me the number of your thread color choice. I stock over 100 thread colors but exact matches can be difficult. I will try to match it as close as possible.

- You may also send a fabric swatch if you would like me to match it for thread color.
- Most embroidery projects take approximately two weeks turn-around time.
- There is a minimal charge for return postage plus a \$15 per item charge if partial disassembly and re-assembly is required in order for it to fit in the hoop.
- When I receive your item, I will send a PayPal invoice via email- you **do not** need a PayPal account to pay this way. I do not accept checks or phone orders. Work will commence upon payment.
- Before I begin stitching, I will send a "proof" for your approval. Actual stitch-out will begin when I receive your approval.

FOLLOW THESE STEPS:

- 1) Print the "Linen Cottage Embroidery Service Order" on the next page- you must include it when you send your item to Linen Cottage.
- 2) Email, text or call me to let me know your package is on the way.
- 3) Send the package WITH TRACKING to:
Patty McCoy
609 Pine Grove Ct
North Fort Myers FL 33917

www.LinenCottage.com



www.LinenCottage.com LinenCottage@gmail.com 239-225-9566

Name: _____ Date: _____

Email: _____ Text OK? _____

Preferred Phone: _____ Alt phone: _____

Describe The Item To Be Embroidered (please use a separate sheet for each item)

► For Large Fancy Embroideries:

Letter and design sizes are pre-set, select ONE Based on the design chosen:

Design Name: _____ Frame Color: _____

Single Letter: _____ Color: _____

Two Letters L: _____ R: _____ Color: _____

Three Letters- L: _____ C: _____ R: _____ Color: _____

► For Monograms:

Font Style Name: _____ Size: _____

Select ONE Based on the design chosen:

Single Letter: _____ Color: _____

Two Letters L: _____ R: _____ Color: _____

Three Letters- L: _____ C: _____ R: _____ Color: _____

► For Word Sentiments:

Design Name: _____ Color: _____

Special Instructions: Please note placement preferences or Let Patty Decide

Send WITH TRACKING to: Patty McCoy/ Linen Cottage
609 Pine Grove Ct
North Fort Myers, FL 33917

Where to send when complete: _____

