

# PROJECT PROPOSAL

Issue Date:

**Contact Information:** (Include Name, Phone Number, Email, and Address.)

**Project Description:** (Slipcover, Cushions, Bedskirt, Pillows, etc.)

Fill out the chart below as you see fit for your project.

Type/ Quantity of Furniture: (Ex: Barrel Chair (2), Cushion Set (3) Seats, Ottoman (1), etc.)	Number of Cushions: (Per Sofa/ Chair.)	Measurements: (Depth, Length, Height <u>at Widest Points</u> and Length x Width x Thickness of Cushions.)

Mark which answers pertain to this work.

**Do you have your fabric yet *and/ or* do you know what you want?** ☐ Yes ☐ No

If yes, **describe below the fabric you have/ want.** (Ex: Solid, Print, Outdoor, Cotton, etc. Any repeats?)

If your fabric is already purchased, **how many yards have been purchased?** \_\_\_\_\_ yards.

**Will you need pick-up and delivery?** ☐ Yes ☐ No If yes, **describe below the pick-up location.**

(Is it located at a single-family home, condo, etc? Elevator? What floor type is the furniture on?

Driveway trailer-accessible? Are you planning to be out of town in the near future?)

**Special Notes:** (Ex: Velcro under Arms of Slipcover, Metal Hooks to keep Cushion in Place, Add Arm Covers, Add Contrast Welt, (2) pair ties at back of Cushion, (4) Velcro Tabs on bottom of Cushion, etc.)

Attach, email, or text picture(s) of your furniture with the above information.

Here are some references when taking measurements of your furniture:

