

Firm \_\_\_\_\_

Acct. # \_\_\_\_\_

Designer \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_



1831 Boulevard West  
Richmond, VA 23230

(804) 353-4268  
(800) 476-3534  
Fax (804) 359-8568

www.elegantdraperies.com  
E-mail: info@elegantdraperies.com

Job # \_\_\_\_\_

## CORNICE WORKPLAN

Date \_\_\_\_\_ P.O.# \_\_\_\_\_ Sidemark \_\_\_\_\_

Fabric Source:	Pattern & Color	Yardage	Fabric Width	Repeat	Date Fabric Received
Trim Source:	Pattern & Color	Yardage	Elegant or COM?	On Order?	Date Trim Received

Quantity \_\_\_\_\_ Cornice Style \_\_\_\_\_

(Picture or style number from Elegant Labor price list)

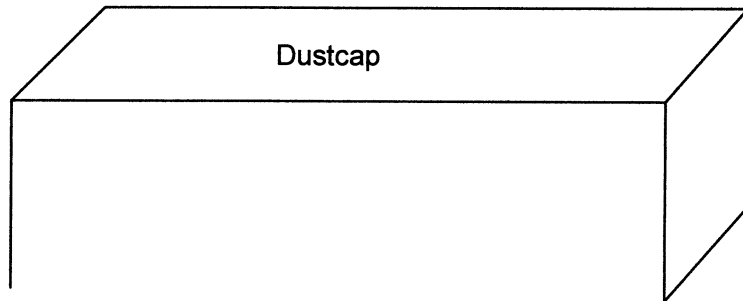
Width: \_\_\_\_\_

Long Point: \_\_\_\_\_

Short Point: \_\_\_\_\_

Dustcap: \_\_\_\_\_

Returns: \_\_\_\_\_



← Returns

Welt: Size S, M, L (circle one)

Self \_\_\_\_\_ Contrast \_\_\_\_\_ Decorative Cord \_\_\_\_\_ Placement: \_\_\_\_\_

Banding: Size \_\_\_\_\_ Placement; \_\_\_\_\_

Decorative Trim: Placement; \_\_\_\_\_

Special Instructions:

Order # \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Firm \_\_\_\_\_ Job # \_\_\_\_\_  
 Acct. # \_\_\_\_\_  
 Designer \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_

(804) 353-4268  
 (800) 476-3534  
 Fax (804) 359-8568



www.elegantdraperies.com  
 E-mail: info@elegantdraperies.com

1831 Boulevard West  
 Richmond, VA 23230

Ship   
 Pick Up   
 Flat Fold

Date \_\_\_\_\_ P.O.# \_\_\_\_\_ Sidemark \_\_\_\_\_

## Pillows, Chair Pads, Cushions & Shams

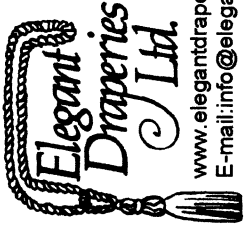
Fabric Source	Pattern & Color	Yardage	Fabric Width	Repeat	Date Fabric Received					
						Trim Source	Pattern & Color	Yardage	Elegant or COM?	On Order?
Qty.	Style See Below	Shape A. Square B. Round C. Other	Finished Size	Boxing Size	Ruffle, Flange Or Cord size Specify Self, Contrast or Decorative	Closure A. Velcro B. Zipper C. Hand Sewn	Shams A. Quilted B. Unquilted If quilted Indicate style	Forms A. Polyfill B. Down C. Kapok D. Foam E. COM	Foam A. 1" B. 2" C. 3" D. 4" E. 5"	Application A. Velcro Tabs B. Fabric Ties C. Chair Ties D. Other (specify)

### SPECIAL INSTRUCTIONS:

- A. Knife Edge
- B. Knife Edge w/ Cord
- C. Ruffled
- D. Ruffled & Corded
- E. Flanged (Specify Self or Contrast)
- F. Round of Boxed (Specify)
- G. Turkish Corners
- H. Turkish Corners, Jumbo Corded
- I. Turkish Corners, Knotted Cording
- J. Rouched Boxing
- K. Pillow Shams
- L. Cushion (Dacron Wrapped? \_\_\_\_\_ specify)
- M. Window Seat (Dacron Wrapped? \_\_\_\_\_ specify)

Firm \_\_\_\_\_  
 Acct. # \_\_\_\_\_  
 Designer \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_

(804) 353-4268  
 (800) 476-3534  
 Fax (804) 359-6568



1831 Boulevard West  
 Richmond, VA 23230

www.elegantdraperies.com  
 E-mail: info@elegantdraperies.com

Job # \_\_\_\_\_  
 Ship   
 Pick Up   
 Flat Fold

Date \_\_\_\_\_ P.O.# \_\_\_\_\_ Sidemark \_\_\_\_\_

### DRAPERY WORKPLAN

Fabric Source	Pattern & Color		Yardage		Fabric Width	Repeat	Date Fabric Recv'd					
	Pattern & Color	Pattern & Color	Yardage	Yardage				Elegant or COM?	On Order?	Date Trim Recv'd		
Trim Source	Quantity CHOOSE PR PNL	Total # of Widths Per Pair or Panel	Finished Width Including OL & RET.	Lining Please specify Type & Color	Rod Width	Heading	Rod Pocket	Finished Length	Pin Setting See below	Return Per Panel	Hardware being used: Elegant or COM? Item #	Tiebacks # of Pair & style

Finished Width includes overlap & return: Standard 3 1/2" return add 12" to rod width, 5 1/2" return add 16" to rod width  
 Pin Settings: 1 3/4" = Traverse Rod, 1 1/2" = Ceiling, 1/2" = Decorative Rod

- Styles**
- A. Pinch Pleated
  - B. Rod Pocket
  - C. Goblet Pleat
  - D. English Pleat
  - E. Box Pleat
  - F. Cuff Top
  - G. Hand Gathered (Specify) \_\_\_\_\_
  - H. Tap Top
  - I. Flat Panel
  - J. T & B
  - K. Shower Curtain (Specify Buttonholes or Grommets)
  - L. Ball Gown (Specify Shirring tape or Rings)
  - M. Other (Specify) \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
 Please specify Trim placement & application  
 If Banded, specify size, placement & application

Order # \_\_\_\_\_

(804) 353-4268  
 (800) 476-3534  
 Fax (804) 359-8568

1831 Boulevard West  
 Richmond, VA 23230

Job # \_\_\_\_\_



Ship   
 Pick Up   
 Flat Fold

www.elegantdraperies.com  
 E-mail: info@elegantdraperies.com

Firm \_\_\_\_\_  
 Acct. # \_\_\_\_\_  
 Designer \_\_\_\_\_  
 Phone # \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_ P.O.# \_\_\_\_\_ Sidemark \_\_\_\_\_

### Valances/Top Treatments

Fabric Source	Pattern & Color	Yardage	Fabric Width	Repeat	Date Fabric Received	Finished Length		Rod Pocket	Pin Setting	Board Mount	Hardware Item # needed
						Short	Long				
Trim Source	Pattern & Color	Yardage	Elegant or COM?	On Order?	Date Trim Received						
Qty	Style See Below	Total # Widths Per Valance	Lining Please specify Type & Color	Rod or Finished Face Width	Returns	Short	Middle	Long	Heading	IS	OS

\*If inside mount, give exact dimensions. Workroom will make allowances.  
 Returns: 1 1/2", 3 1/2", 5 1/2", or 7 1/2"

#### SPECIAL INSTRUCTIONS:

- S. Pinch Pleat
- T. Shirr on
- U. Tab Top
- V. Kimberly
- W. Goblet Pleat
- X. Soft Valance, straight
- Y. Soft Valance, shaped
- Z. Other (specify) \_\_\_\_\_

#### Styles

- A. Winston
- B. Triangle (specify layered or one piece)
- C. Queen Anne Single Pleat
- D. Kingston (Empire)
- E. Carlisle
- F. Inverted Pleat Balloon
- G. Box Pleat
- H. Swag Valance
- I. Roman, pleated
- J. Queen Anne Double Pleat
- K. Victory Swag
- L. Scalloped Box Pleat
- M. Soft Valance w/ Kick Pleat
- N. Stagecoach
- O. Tent Flap
- P. Rod Pocket Balloon
- Q. Shirred Top Balloon (specify shirring tape or pencil pleat tape)
- R. Roman Valance flat w/ folds in bottom

Firm \_\_\_\_\_  
 Acct. # \_\_\_\_\_  
 Designer \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_

(804) 353-4268  
 (800) 476-3534  
 Fax (804) 359-8568



1831 Boulevard West  
 Richmond, VA 23230

www.elegantdraperies.com  
 E-mail: info@elegantdraperies.com

Job # \_\_\_\_\_  
 Ship   
 Pick Up   
 Flat Fold

Date \_\_\_\_\_

P.O.# \_\_\_\_\_

Sidemark \_\_\_\_\_

## SHADE WORKPLAN

Fabric Source	Pattern & Color	Yardage	Fabric Width	Repeat	Date Fabric Received						
Trim Source	Pattern & Color	Yardage	Elegant or COM?	On Order?	Date Trim Received						
Qty.	Style Of Shade (see below)	Face Width of shade	Lining Please specify Type & Color	*Inside or Outside Mount	Finished Length	**Shade Board Return	Depth of Valance if Desired	Heading if Shirr on	Rod Pocket	Cord Control Right/Left	Hardware item # Needed

\*If Inside Mounted, give exact measurement, Elegant will make the deduction.

\*\*Board Returns: 1 1/2", 3 1/2", 5 1/2" or 7 1/2"

### Balloon Shade or Valance Options:

- A. Inverted Pleat Balloon Shade
- B. Shirred Balloon w/ 4 cord Shirring Tape
- C. Shirred Balloon w/ 2 cord Shirring Tape
- D. Shirred Balloon w/ Pencil Pleat Tape
- E. Shirred Balloon w/ Rod Pocket
- F. Shirred Balloon w/ Smocking Tape

### Roman Shade or Valance Options:

- M. Flat Roman Shade
- N. Slatted Roman Shade
- O. Tucked Roman (front only)
- P. Tucked Roman (front & back)
- Q. Flat Roman w/ Relaxed Bottom
- R. Hobbled Roman
- Z. Roller Shade

### SPECIAL INSTRUCTIONS:

Order # \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_

Firm \_\_\_\_\_  
 Acct. # \_\_\_\_\_  
 Designer \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 E-mail \_\_\_\_\_

(804) 353-4268  
 (800) 476-3534  
 Fax (804) 359-8568



1831 Boulevard West  
 Richmond, VA 23230

www.elegantdraperies.com  
 E-mail: info@elegantdraperies.com

Job # \_\_\_\_\_  
 Ship   
 Pick Up   
 Flat Fold

Date \_\_\_\_\_ P.O.# \_\_\_\_\_ Sidemark \_\_\_\_\_

## SWAG WORKPLAN

SWAGS				* JABOTS						
# of Treatments	Style	• Face width of pole or board	# of Swags Per Treatment	Swag Depth	**Board or Pole Return	Face Width of Jabot	Length Min Max	Hdwe Item # needed	Mount Yes/No	Jabots Over/Under


Fabric Source: Face Fabric: Swag Lining & color: Ydg. Ordered:	Width & Repeat:  Date Received:	Fabric Source: Jabot Lining: Width & Repeat: Ydg. Ordered Date Received:	<b>"Swag Styles"</b> A. Traditional B. Scarf/Throw Swag (A flat piece of Fabric) C. Gathered on Pole or Rod D. Boxed Swag E. Gathered F. Shirred on Rod
---	---------------------------------------	--	---

• Specify if inside mount, and give exact measurement: Workroom will make allowance  
 \* Jabots: One pair per treatment unless otherwise noted in special instructions.  
 \*\* Board Returns: 1 1/2", 3 1/2", 5 1/2", 7 1/2"  
 Pelmets are optional & should be ordered in special instructions.  
**SPECIAL INSTRUCTIONS: (include any trim instructions)**

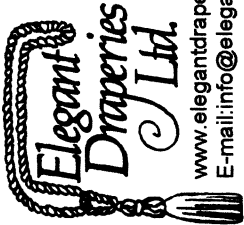
Job # \_\_\_\_\_

Ship

Pick Up

Flat Fold

1831 Boulevard West  
Richmond, VA 23230



www.elegantdraperies.com  
E-mail: info@elegantdraperies.com

(804) 353-4268  
(800) 476-3534  
Fax (804) 359-8568

Firm \_\_\_\_\_

Acct. # \_\_\_\_\_

Designer \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_ P.O.# \_\_\_\_\_ Sidemark \_\_\_\_\_

## BEDDING & TABLESKIRTS

Fabric Source	Pattern & Color	Yardage	Fabric Width	Repeat	Date Fabric Received	Trim		Date Trim Received	
						Pattern & Color	Elegant or Com?		
Style	Size	Style	Specific Dimensions	Quilt Design	Lining	Dustruffe	Application	Hem Options	Other Options
A. Bedspread B. Coverlet C. Comforter D. Duvet E. Dustruffe F. Canopy G. Tableskirt H. Baby Bedding	A. Twin B. Full C. Queen D. King	A. Throw B. Fitted	Width Length Drop	A. Outline B. Multineedle C. Unquilted  Specify Quilt Style # if Multineedle	A. Lined B. Unlined  Specify Lining type and color	A. Box Pleat B. Tailored C. Gathered  Banded on Mattress Edge? Please specify	A. Velcro B. Rods C. Foundation	A. Plain B. Scalloped C. Cord D. Jumbo Cord	A. Reverse sham B. Pillow tuck C. Neither

SPECIAL INSTRUCTIONS: