



## **Terms & Conditions**

### *Company Contact Information*

HomeStyle Custom Workroom, LLC  
Jean W. Lawes, Owner

Studio Address:  
1454 Knopp RD  
Jarrettsville, MD 21084

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web: [www.HomeStyleWorkroom.com](http://www.HomeStyleWorkroom.com)  
phone: 856.745.5818

### *Introduction to HomeStyle*

HomeStyle Custom Workroom is a professional custom home furnishings workroom dedicated to providing exceptional quality custom fabrication for the Interior Design trade, including window treatments, cushions, pillows, bedding, bath, and tabletop items. Careful attention to detail, valuable sewing and design experience, personal integrity and superior customer service are used in combination to guarantee fine custom quality.

State of the art sewing machines and fabrication equipment, as well as premium linings, interlinings, and supplies are used to fabricate long lasting, well-constructed products worthy of customer investment. HomeStyle also represents quality manufacturers of natural woven shades, shutters, and blinds, for your convenience.

Educational opportunities are taken advantage of to maintain gold standard practices in the fabrication and design process, and to assist in offering solutions and options to fill the customer's requirements. To complete the package, installation services can be arranged. HomeStyle is a Member of WCAA National, Maryland and SE Pennsylvania Chapters, as well as the Curtains & Soft Furnishings Resource Library, and various Workroom related groups on FaceBook. Jean is the proud recipient of the WCAA 2017 Jill Robson Memorial Scholarship Award.

This document is provided to help assure clear communication between parties, during the fabrication of products for your design needs. HomeStyle prides itself on up to date methods of communicating (via phone, text, e-mail) by whichever method suits your work process.

### *Hours of Operation*

HomeStyle will be open from 9:00 a.m. to 5:00 p.m. Monday through Friday. You will be advised of scheduled holiday and vacation closings.

### *Receiving of Goods*

Products may be drop shipped to HomeStyle at:

1454 Knopp Road  
Jarrettsville, MD 21084

Fabrics, trims, hardware, etc. are welcome to be delivered on Monday through Friday. It is the responsibility of the designer to request that the shipper side-mark each package specifying customer and project. Upon arrival of product, HomeStyle will notify the Designer by e-mail.

### *Consultation Visit*

HomeStyle will be happy to travel to your client's home to discuss your project and measure, for a consultation fee of \$75.00 (within a 30 mile range). Farther distances may incur additional compensation. The Designer will be responsible for communicating what elements of the client's home are to be measured. Design ideas that are communicated and discussed ahead of time will provide for smooth work flow.

### *Project Estimates*

Project Estimates will be provided, via QuickBooks On-Line e-mail system, within four days after receiving all pertinent information about the project. The first quote is free of charge. Additional quotes that involve extensive changes to design may result in an additional fee.

### *Installation Services*

We no longer install, but will be happy to recommend and/or arrange for a professional Installer. There will be an additional fee if we are required to attend and supervise the installation. Upon request, an installation estimate can be provided on Project Estimate. It is expected that all existing treatments and hardware be removed prior to installation; otherwise an additional fee will be incurred. Clean windows are also a bonus! HomeStyle does not clean windows as part of the installation process.

### *Scheduling of Projects*

The project will be officially scheduled at the time that all materials and a 50% deposit are received. An "estimated" delivery date will be offered at that time, as well. However, it is strictly an estimated date of completion. HomeStyle strives to meet all customer deadlines, but cannot be held responsible for unforeseen circumstances.

### *Inspection of Fabrics*

HomeStyle will inspect all fabric for flaws and quality at the time of scheduled production. It is not always humanly possible to see all fabric flaws with the naked eye, therefore, HomeStyle will not be held accountable. The Designer will be contacted immediately, if flaws in the fabric are found, and together a decision will be made on how to proceed.

### *Specialty Fabrics / Fabric Care*

Let's face it. Some fabrics, due to their intrinsic nature, are more difficult to work with and require special handling techniques during fabrication. These fabrics include, but are not limited to, velvets, silks, heavy upholstery, fabrics that require blocking, embroidered fabrics, and heavily napped fabrics. We reserve the right to upcharge 10% for extremely difficult fabrics; we will contact you to discuss should this situation occur.

Linen is currently a very popular fabric. Being made from a grass, it has special characteristics: it wrinkles easily despite careful pressing and handling (wrinkles are an inherent part of the "charm" of linen), it can grow and shrink with humidity and lack of humidity respectively. While every effort is taken to fabricate to exact measurements, HomeStyle will not be held responsible for how the linen behaves once it leaves the workroom. It is the responsibility of the designer to inform the customer of the special characteristics of linen.

It is highly recommended that your beautiful soft home furnishings be dry cleaned by a professional dry cleaning establishment. HomeStyle cannot assume responsibility for any damages, shrinkage, or color running that may occur as a result of home laundering.

### *Rush Orders*

HomeStyle will consider rush orders, which may incur an additional 25% up-charge.

### *Linings*

It is recommended that Designers use lining supplied by HomeStyle. We stock only top quality linings and interlinings to truly enhance the beauty of your specially chosen fabrics for your clients. Think of linings as the "Spanx" of home furnishings! Always in stock are 100% Cotton Sateen, 100% Cotton Napped Sateen, 100% Cotton Flannel, Blackout, Dim-Out, and Batiste. White or Pale Ivory are most popular; other colors are available by special order.

### *Guarantee of Workmanship*

Exceptional quality and professional workmanship, maintaining industry standards, are guaranteed by HomeStyle. If there is an issue, notification is to be given, in writing, within 30 days of installation and HomeStyle will work diligently to resolve the issue. It is our desire that both Designer and Client be happy and satisfied with their investment. Please be aware that HomeStyle is not responsible for any issues related to Designer or Client's choice of fabric, design, drops, or fullness.

### *Payment Terms*

A 50% deposit on a project is expected along with all the necessary fabrics, trims, and hardware. The project balance is due at the time of delivery.

ACH electronic bank transfer payment is available. An email invoice from Intuit QuickBooks system will include a Pay Now link for this purpose. Clients can, therefore, make instant on-line bank payment, easily.

VENMO is also an accepted form of payment.

### *Overdue Payment*

Overdue accounts shall bear interest at a rate of: one and one-half percent (1.5%) per month compounded monthly.