Machine Quilters Business Manager
On-Line Education Block 1

Mary Reinhardt
Eureka Documentation System
www.eurekadocumentation.com
eureka2@frontiernet.net

Set Up Screens
Company Information

Company Name
- If your company information is too long for the invoice which includes the logo, place it on the second line normally used for your name.
- Invoice paper size (8 1/2 x 11) Mailing (1 x 2 5/8) and Shipping Labels (2" x 4")

Disclaimers
- Use F2 to expand the box, or Fn + Shift +F2
- First one will always print out
- Second set are linked with the Name of the Invoice/Invoice Title
- Adding a signature line, add a blank line above the signature line for more room to sign
- Prints on all invoices in the system

Sample Disclaimers
- Names of disclaimers/invoices:
  - The Invoice Title will print out above the Customer information on the Invoice.

  Marys Virtual Quilting
  Mary Reinhardt
  129 Wishing it Were Summer Lane
  Lakeshore, MN 55068
  651-679-1234
  eureka2@frontiernet.net
  www.eurekadocumentation.com
  cell: 651-334-5566

  Estimate
  Kora Alster
  5755 Meadowview Drive
  Rosemount MN 55068
  651-555-7389   651-555-0172 c
  kora@usfamily.net

  Roxannes Quilt

  -
    - Estimate
    - Final Invoice
    - Drop Off Statement
    - Invoice
    - Our Loyal Customer
    - Quilted Especially for
    - Quilting Treasures for
    - Competition Quilt for
    - Pick Up Acceptance
    - Your Antique Quilt
    - Donation Quilt For
    - Your First Quilt with us
- Payments – Estimate or Drop Off Statement
  - Full payment is due when you pick up your quilt. Payment in the form of check or cash is appreciated.
  - 50% due when you drop off your quilt.
  - Prices are estimates only, and subject to change without notice.
  - Credit card policy
    - To keep our costs competitive, we do not accept credit cards.

- Education of how the quilt should come to you - First Time, Drop Off
  - Size of backing must be 3-5 " longer and wider than the quilt top.
  - Dealing with wavy borders,
    - Avoid wavy borders: Measure your quilt & cut your borders BEFORE you sew them to you quilt. If the quilt has bias edges be extra careful when sewing the border to the quilt.

- Signature Lines - Invoice, Drop Off Statement
  - I have read and understand the disclaimer, I authorize the work to be applied to my quilt. I understand that I am financially responsible for the cost of the services stated.
  - May have the customer sign the Shop Order to keep with the quilt while in your studio and then to keep for your record.
  - Acceptance of Delivery
- Giving credit to your work – Competition Quilt for
  - If the quilt is displayed in a show or publication, I agree to credit the machine quilting to Quilt by Check
- Loyalty programs – Our Loyal Customer
 - Points awarded
  - Referrals of friends
  - Number of quilts
    Thank you for being such a loyal customer.!
    You have brought me _____ quilts. When that number reaches 10 you will receive 20% off your next quilt total.
- Liability (may want a separate document to hand out if requested)
  - Limit liability for insurance to cover the fabric only, may set an amount.
  - Not responsible for any damages to the quilt by any cause that is beyond my control, including but not limited to flood, fire, or theft.
- Other Services - Quilted especially for:
  - If you carry fabrics, wide backs, thread, etc make reference here.
  - Mention gift certificates
  - List other services you provide, Labels, binding
  - Upcoming Sales or promotions

- Advertising – Your First Quilt with us
  - Permission to use images of the quilt on social media, publicity, advertising, website, etc
  - Like us on Facebook
  - Mention your blog
  - Discuss your creative process
    - I will treat your quilt as if it were my own
    - Choosing a design to complement the quilt is what I do best! I will help decide what the "quilt" wants or needs to bring character to become a unique treasure for you.
- Problem Quilts. Have some disclaimers about issues with the quilt, ie wavy borders, rips, tears, - Quilting Treasures, Especially Quilted for:,
  - When measured, your quilt was noted to have excess in the borders. Fullness may result in puckers or pleats in the quilting process.
    Your Antique Quilt:
  - With your Antique quilt, there may be seams which have come apart. You may be charged to repair the seams if it is excessive.
  - Some seams came apart during the quilting process. These seams were basted by machine and then hand sewn in place.

- Charity policy – Donation quilt for:
  - We appreciate the opportunity to provide service to my community and will happily provide quilting service for one quilt per year for your organization.

- Shipping policies

Logo
- Local computers:
  - The logo should be about 2" square. If the size is larger than this, MQBM will shrink it to a 2" X 2" square, if it is smaller MQBM will not make it grow!

- Snipping Tool
  - Windows 7 found in Accessories under All Programs
  - Window 8 , slide in the charm bar from the right side and find your search field at the top, type in Snipping Tool. When it appears, don't left click but right click and choose to Pin to TaskBar, it will always be available.
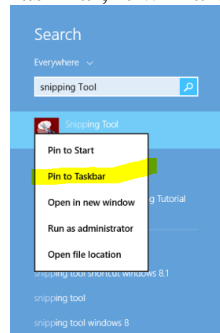

  -
  - Windows 10, Right click the Windows button in the lower left corner, chose Search and type in Snipping Tool. don't left click but right click and choose to Pin to TaskBar, it will always be available.
- Open a screen/window of the Logo image in any application
  - Once it is on the screen,
  - Click to open the Snipping Tool, as the tool opens the screen will become grey
  - Left click and hold the mouse click and drag a box around your logo
    - If your logo is more rectangular in shape, leave white space above and below it to make it into a square shape.
  - Choose the copy icon
  - Return to MQBM, make sure the box is outlined and click on the Paste icon.

Trouble shooting Company Information section.
- Large open area on the invoice below Company Information
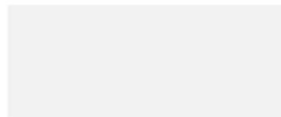
  -
  - Problem: There are two instances of Company Information
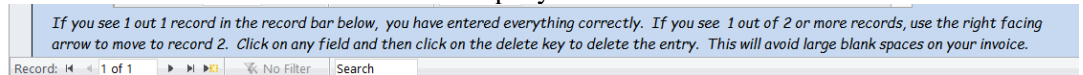
  -
  - To resolve, Click on record 2 out of 2 on the record bar, and move to that record. Click the delete key on the keyboard to remove the record
  - Or click on the Delete this entry button

Drop Down Lists
  Quilt Pricing General info
  - Build list on Paper so you can see the layout of your charges. This list will look just the same here as on the Sales/Invoice screen, it will not sort alphabetically.
  - Each line must be unique
  - Charging by the Unit of Measure
  - Minimum charge, by the hour charges, build in a unique quilting charge by using $1.00.
  - To add a blank record, click on the field, press the space bar one time.

- How can you best account for the time and skill to complete a quilt?
    - What is the most descriptive way to show your skill level
    - Try not to make it too complex but thorough
    - Use naming conventions that mean something to the customer.
        - Level 1, 2, 3 or Group A B C are good but do they convey your level of skill?
    - Compare the perception of charging by the sq inch vs foot or yard or by the hour.
    - Set minimums for each pricing category
    - Set Minimum/Maximum size if you charge by the size of quilt
    - Consider Levels of Quilting Type, 4 levels of density or Techniques

Type of Quilting	Coverage/Density	Level Technique/Quilting
All Over, Border to Border, Edge to Edge, Overall, Free Style, Pantograph Basting Pattern Name: Meandering, Loops, Stippling Custom, Straight Line, Stitch in Ditch, Alternating Designs Concatenating, Gridwork, Cross Hatching, Ruler work, Template Work Home Dec, Piecing, T-shirt, Shams Art Quilting, Show, Competition, Heirloom Charity, Friend/Family, Rush, Personal By Size: Baby, Lap Twin, Full Queen King	Very Loose, Very Open, Very Light Light, Loose, Open, Large, Flowing, Relaxed Medium Dense, Heavy, Small, Extreme, Tight, Intense, Close, Excessive, Very Dense	Basic Design, Simple, Economy, Everyday Intermediate, Semi-Custom, Casual, Standard, Usual, Regular. With 1,2,3 borders Multiple borders 2-3 designs Multiple Patterns Multiple Thread Changes Multiple Starts and Stops Applique, echo, outline Advanced, Complex, Intricate, Pattern Creation

Quilting Charge Name	Price	Unit	Price	Unit
Edge to Edge - Basic	.02	Per sq in	$33.00	Per sq yd
Edge to Edge – Semi Custom	.03	Per sq in	$35.00	Per sq yd
Edge to Edge – 1 border	.03	Per sq in	$35.00	Per sq yd
Edge to Edge – multiple borders	.04	Per sq in	$40.00	Per sq yd
Ruler Work – Basic	.04	Per sq in	$3.60	Per sq ft
Ruler Work – Semi Custom	.05	Per sq in	$4.00	Per sq ft

Ruler Work – Extreme Custom	.06	Per sq in		$4.25	Per sq ft
Applique, Echo, Outline	.05	Per sq in			
Competition Quilting 2-3 designs	.06	Per sq in			
Competition Quilting Extreme	.10	Per sq in			
Minimum Charge	$50.00	Per quilt			
Quilting Charge	$1.00				
Turning the Quilt >2 times	$3.00				
Hourly Rate	$25.00	Per hour			
Charity	.0	Per sq in			
Friend/Family	.03	Per sq in			
Baby Quilt up to 2430 sq inches	$75.00	Per quilt			
Lap Quilt up to 4560 sq inches	$100.00	Per quilt			
Twin Quilt up to 6400 sq inches	$125.00	Per quilt			
Queen Quilt up to 8735 sq inches	$200.00	Per quilt			
Hourly Rate	$25.00	Per hr			

Quilt-Size Guidelines

	Width	Length
Baby	36" – 45"	45" – 54"
Crib	42" – 48"	54" – 60"
Lap/Nap	54" – 60"	68" – 76"
Twin	56" – 64"	84" – 100"
Double	70" – 80"	84" – 100"
Queen	76" – 84"	90" – 104"
King	92" – 100"	90" – 104"

- Moving about in the list
  - Use CTRL + ' to copy the above record
  - Adding and Deleting Records. Single and groups of records (Paste Append), you can use this in any of the drop down lists.

Quilting Price List:	Charge per Unit:
Edge to Edge - Basic Design	$0.0150
Edge to Edge- Basic Design Plus	$0.0175
Edge to Edge	$0.0200
Edge to Edge - Dense/Complex Design	$0.0250
Edge to Edge with Border	$0.0250
Edge to Edge with Multiple Borders	$0.0300
Custom	$0.0300
Custom - Complex	$0.0400
Custom - Extreme	$0.0450
Special Orders	$0.0500

To add a record in the middle of the list:

1.Click and drag through the bar on the left.
2.Use the cut tool to remove the entries, don't be concerned when you are asked if you want to delete these records, just say yes.
3.Type in your new entry.
4. Click on the small box on left in the next row.
5.Click on Paste or Paste Append from the tool bar and then OK.
6.Your choices will reappear.

Thread
    General
- Decide if you will charge for thread or not
- If you do not need to tax service, but do need to tax product, it might be best to add thread into the sq inch charge.
- Always enter your colors of thread to improve efficiency of intake and consistency for reporting

    Color
- Categorize by Number, Manufacturer, Brand or Color Name

- Categorize by what makes sense to you.

	913 KT Jewel of the Nile, Purple turquoise	King Tut	∨	☑
	KT, 913 Jewel of the Nile, Purple Turquoise	King Tut	∨	☐
	Jewel of the Nile, 913, Purple Turquoise	King Tut	∨	☐
	Varigated Purple, 913, Jewel of the Nile	King Tut	∨	☐
▶			∨	☐

-
  - Consider the grouping categories on the Invoice screen
  - You can begin to type in the name and the list will go to that location
  -

    Quilting Thread Batting Backing Binding Image Notes Additional Charge No Tax

Sq In/cm	Sq Yds:	Sq Feet:	Sq Meters/cm:	Sq Meters/in:
5148	3.972	35.75	0.5148	3.3212903

    Enter thread color choices, charges as desired:

Charge Category:	Thread Color:	Add to List	Used Where?:	Amount Used:	Unit:
Add to List	Sort:		Add to List		
Group A medium ∨	913	KT Jewel of ∨ ∨		4.00	sq yd

913 KT Jewel of the Nile, Purple T	King Tut
914 KT Ramses Red red orange	King Tut
915 KT Suez blue gray purple	King Tut
916 KT Mummy's Dearest blue yell	King Tut
917 KT Pharaoh Tales red blue yell	King Tut
918 KT Joseph's Coat red yellow g	King Tut
919 KT Freedomblue red yellow	King Tut

  - Consider how the Thread List will print out

    Shopping List

    Print List

    Print Thread List

    Thread Color Chart
    sorts by alpha, not a numerical sort

    Bottom Line
    - ☐ 601 BL Yellow
    - ☑ 602 BL Gold
    - ☑ 603 BL Red
    - ☐ 604 BL Dark Pink
    - ☐ 605 BL Light Pink
    - ☐ 606 BL Dark Purple
    - ☐ 607 BL Light Purple
    - ☑ 608 BL Periwinkle
    - ☐ 609 BL Dark Blue
    - ☐ 610 BL Light Blue
    - ☐ 611 BL Turquoise
    - ☐ 612 BL Green
    - ☐ 613 BL Sage
    - ☐ 614 BL Light Green
    - ☑ 615 BL Peach
    - ☑ 616 BL Copper

    - ☐ 645 BL Bright Green
    - ☑ 646 BL Hot Pink
    - ☐ 647 BL Dark Sage
    - ☐ 648 BL Dark Brown
    - ☐ 649 BL Dark Gray
    - ☐ 650 BL Champagne
    - ☐ 651 BL Ivory
    - ☐ 652 BL Stature
    - ☐ 653 BL Beach
    - ☐ 654 BL Oatmeal
    - ☐ 655 BL Off White
    - ☐ 801 RB Jester

    C
    - ☐ 418 SF It's a Girl
    - ☐ 419 SF Pineapple
    - ☐ 420 SF Daffodil
    - ☐ 421 SF Marigold

    Glide
    - ☐ Blue, Navy
    - ☐ Blue, Royal

    King Tut
    - ☐ 1000 KT Romy Red
    - ☐ 1001 KT St. Nick
    - ☐ 900 KT Sinai
    - ☐ 901 KT Nefertiti red yellow green blue
    - ☑ 902 KT Stone Age Black,gray
    - ☑ 903 KT Lapis Lazuli blue purple
    - ☑ 904 KT Mirage blues
    - ☐ 905 KT Baby Blankets blue pink yellow
    - ☐ 906 KT Autumn Days red yellow green
    - ☐ 907 KT Aswan blues not deep
    - ☐ 908 KT Valley of the Kings pink red
    - ☐ 909 KT Egypsy Rose burgandy pink
    - ☑ 910 KT Bulrushes olive green and brown

  - Consider how you want the Shopping List to print

    Shopping List

    Batting
Hobbs 80% cotton/20% poly 96" wide
Hobbs Poly-down - full size 81" X 96"
Legacy Wool 93" wide

    Thread
1113 SF Bryte Pink
1122 SF Bryte Green
401 SF Snow
402 SF Pearl
602 BL Gold
603 BL Red
608 BL Periwinkle
615 BL Peach

    Shopping List

    Print List

    Print Thread List

  -

- Consider the groupings in the Financial screens
  - Print out in Financials which tells you how much thread you have sold in each category and by each color

Thread Sold 1/1/2013 to 12/31/2013

Quilt #:		Date Paid:		Qty:		Charge per Unit:	Extended Charge:
Price Group:	**Group A**						
PC Praline Pink 43072							
625	560	10/30/2013		1 per quilt		$7.00	$7.00
	Totals per Color:		1				$7.00
	Totals per Group:		1				$7.00
Price Group:	**Group B**						
820 RB Lime Squeeze							
623	559	3/29/2013		4 bobbin		$0.75	$3.00
	Totals per Color:		4				$3.00
848 Buncha Violets							
623	559	3/29/2013		2 bobbin		$0.75	$1.50
	Totals per Color:		2				$1.50
	Totals per Group:		6				$4.50
Price Group:	**Group D**						
855 Bow Wow							
623	559	3/29/2013		4 per bobbin		$1.00	$4.00
	Totals per Color:		4				$4.00
	Totals per Group:		4				$4.00
Price Group:	**Group A 3 dense coverage**						
402 SF Pearl							
624		5/10/2013		7.6 sq yd		$2.00	$15.20
	Totals per Color:		7.6				$15.20
	Totals per Group:		7.6				$15.20
	Total Amount Sold		18.6				$30.70

Quilt #:		Date Paid:		Qty:		Charge per Unit:	Extended Charge:
Price Group:	**Superior Bottom Line**						
643 BL Dark Green							
362	352	3/3/2011		1 each		$10.00	$10.00
	Totals per Color:		1				$10.00
651 BL Ivory							
356	344	2/25/2011		0			
	Totals per Color:		0				
	Totals per Group:		1				$10.00
Price Group:	**Superior So Fine**						
410 SF Charcoal							
356	344	2/25/2011		0			
	Totals per Color:		0				
414 SF Claret							
393	376	5/5/2011		0 each		$10.00	$0.00
	Totals per Color:		0				$0.00
423 SF Straw							
386	369	4/19/2011		1 each		$10.00	$10.00
442	418	6/24/2011		1 each		$10.00	$10.00
	Totals per Color:		2				$20.00
492 SF Pastel Yellow							
376	366	4/5/2011		1 each		$10.00	$10.00
	Totals per Color:		1				$10.00
	Totals per Group:		3				$30.00
	Total Amount Sold		247.16				$1,211.24

Pricing

Thread Charge Choices	Price per Unit:	Unit:
Group A	$7.00	per quilt
Group B	$10.00	per quilt
Group C	$15.00	per quilt
Group A	$0.50	bobbin
Group B	$0.75	bobbin
Group C	$1.00	bobbin
Group D	$2.00	per bobbin
Auriful cotton thread	$10.00	per quilt
E2E Basic Stitch Count	$0.00	
Group A 1 light coverage	$1.00	sq yd
Group A 2 medium coverage	$1.50	sq yd
Group A 3 dense coverage	$2.00	sq yd
Group B 1 light coverage	$1.50	sq yd
Group B 2 medium coverage	$2.00	sq yd
Group B 3 dense coverage	$2.50	sq yd
Group C 1 light coverage	$2.00	sq yd
Group C 2 medium coverage	$2.50	sq yd
Group C 3 dense coverage	$3.00	sq yd
Metalic	$9.00	per quilt
Omni - Superior	$7.00	per quilt
Permacore	$4.00	per sq yard

Record: 1 of 32   No Filter   Search

SIG, PC, Omni Light Coverage	$1.00	Sq yd
SIG, PC, Omni. Medium Coverage	$1.50	Sq yd
Glide, SF, Light Coverage	$1.50	Sq yd
Glide, SF, Medium Coverage	$2.00	Sq yd
KT, Light Coverage	$2.50	Sq yd
KT, Medium Coverage	$3.00	Sq yd

- o Consider the density of your design and the cost of each thread
- o Per bobbin,
- o Per size of quilt
- o Variegated

o By Brand of Thread

Batting

Considerations:
- o Add in shipping costs to price
- o Consider having wholesale for charity
- o Name items consistently across the system
- o List will alphabetize on the Invoice screen

Batting	Unit sold	Price
Hobbs 80/20 108"	Linear inch	
Hobbs 80/20 108" Charity/Wholesale		
Hobbs Wool 108"	Linear inch	
Hobbs 80/20 Crib	Per package	
Customer Supplied		
120" Hobbs 80/20		
120" Legacy 80/20		
120" Warm and Natural		

- By the linear inch, yard or square yard
  - Hobbs 80/20 $.24 linear inch
  - Hobbs 80/20 $8.58 linear yard
  - Hobbs 80/20 $3.22 a square yard
- Individual Rolls
  - Quilters Dream Queen $20.00 package
- Customer supplied
  - Customer Supplied- Mountain Mist
  - Customer Supplied- Quilters Dream
- Calculating the Cost

- Print out in Financials which tells you how much of each batting has been sold via the quilt invoice. Remember name your battings well to improve the usefulness of this report.
  - Stay consistent with your naming conventions
  - Copy and paste from batting entry directly into Supplies on the Set Up screen or use the Import button on Supply screen.

- Shopping List

Backing
- Use of linear inch, linear yard
- List will alphabetize
- Print out in Financials which tells you how much backing you have sold.
- Consider how you want it to print on your Shopping List for reordering
- Use the same naming in Supplies as well as Backing Set Up
  - o Use copy/paste between these two areas
  - o Consider inventory, will need to be specific about what is purchased and what is sold, so name carefully

By Name, Color or Manufacturer

Wide Back-Green Mini Leaf 108"	$11.40	Per yd
Merrivale 80440 Teal Blue 108"	$.50	Per inch
Minkee	$.58	Per inch
Flannel		

By size

108" Wide Muslin Natural	$11.99	Per yd
44/45", Unbleached Muslin, 200 count,	$4.80	Per yd

By cut or bundle

SewBatik 112" x 3 yds Spray Baltic	$40.00	bundle

Services associated with backing (this will add up and become part of Backing which could skew your inventory, if you want to break these services out, use Additional Charges)

Cut, press, seam backing	$20.00	Per quilt
cut, seam, press backing	$20.00	Per quilt
Rate per Seam	$20	Per seam
Square Up Backing	$10	
Press Backing	$10	
Extend a Backing	$10	Per side

Information about backing

Adding a space at the first of the field will bring this to the top of list.

IS BACKING DIRECTIONAL		
_____width _____length of backing		
Customer Supplied		

Binding

- Per linear inch, foot

Apply and hand stitch binding	$.15
Apply Binding by machine Front & Back	$.20
Apply Binding, Front and Back	$.25
Apply Binding, Front Only	$.05
Apply binding, hand sew to back	$.13
Apply to Quilt Front Minimum Charge	$10
Attach binding with long arm	$.10
Attach binding you provide	$.10
Binding - mitered - simple	$.20
Binding Strips, Machine stitch on front, hand stitch on back	$.20
Create Binding	$.04
Fabricate, Apply & Finish by Hand	$.25
Fabricate: Machine Apply to Front/Hand Sew Back	$.40
Hand Sew to Quilt Back Minimum Charge	$20.00
Labor on fully attached binding, cutting, pressing, attaching both sides. Per inch.	$.08
Machine Apply to Back Edge Only	$.15
Machine Apply to Front Edge Only	$.15
Make binding, machine apply front, hand sew back	$.25
Up to 110" square	$50.00

Up to 72" Square	$30.00
Prepared/machine stitch/hand finished/mitered	$.22
Scalloped border	$.40

- ▪ If you sub out binding, you can identify that on the invoice as well

Used On
- List of where the designs will be used on a quilt.   Blocks, Overall, Inside Border, Outside border, Sashing, Bobbin
- Use for Design Placement
- Use for Thread Placement

Additional Services
- There are two types of Additional Charges, one will be included in the Tax calculation and the other will have no taxes added.

- o Quick Search of Charge is used once you have your list completed, it will allow you to quickly search for a specific Additional Service that has already been entered.
- o Name of Charge is the general name of a Service, such as Repairs, Quilting Services, Needles.
- o The Components of Charge/Item will be the specific name of a service provided.
- o Units Sold, how the service will be charged, ie per hour, per piece, per unit of measure, each.
- o Cost per Unit will be multiplied by the units entered on the actual quilt invoice.

Name of Charge	Components	Unit Sold	Price
Assembly	Repairs Seaming Piecing	@$10/quilt @$20./seam @$15/hour	$10.00 $20.00 $15.00
Additional Custom Work	Pieced and seamed border Pre soak quilt top in Retro Clean Wash and cut backing fabric Create template and pieced blocks	@$8/quilt @$5/per back	$8.00 $5.00 $10.00
Backing	Dry and Press Backing Pieced Backing 2 seams Pieced Backing 1 seam	Per quilt @ $20/quilt	$20.00 $10.00
Batting	108" Hobbs 80/20 full roll	@$235/roll	$235
Borders	Repair Excess in Border Adding Borders		
Classes/Teaching	Registration Fees Class Fee Expenses paid Kit Fees	@$25/student A class session A class session @ $35/student	$25.00 $250.00 $1.00 $35.00
Condition	Dirt, Stain removal Threads not clipped Repairs to Seams Stabilize blocks		
Digitizing	Making pattern		
Design Fee	Hourly design prep		
Discounts	Multiple Quilt	@$5 off	($5.00)

	Long Wait Discount	@ $20 off	($20.00)
	Binding Special	@ $5 off	($5.00)
	Christmas to Valentine Special	@$10/quilt	($10.00)
	Batting Discount	@ 20% off	(.20)
	Gift Certificate $10 off	@ $10 off	(10.00)
	Gift Certificate Value	off per quilt	(1.00)
	Charity Discount	off per quilt	(1.00)
	New Customer 20% off	@ 20% off	(.20)
	Shop Sample Discount		
	Loyalty Discount		
	Family Discount		
	Friend Discount		
	Guild Discount		
Embroidery	Per 1,000 stitches		$1.00
	Digitizing		$25.00
	Monogram		
	Label		
Fabric	44" Cotton	@ $12/yd	$12.00
	Fat Quarter	@ $3.25/FQ	$3.25
	Strips		
	Panels		
Finishing	Serge/Overlock Quilt Edge		$10
	Square Up Quilt		$10
Handwork	Repairs		$20
	Miter Corners		$40
	Print Pictures		$10
Hangers	Quilt Hangers		
Hanging Sleeve	Custom Sleeve		$15.00
Label	Create Label		
	Embroider Label		
	Attach Label		
	Per Style		
	Ink Jet		
Machine Rental	Per hour	@ $30/hour	$30.00
	Per hour with supervision	@$35/hour	$35.00
	Thread	@$5/quilt	$5.00
	Zipper System	@$15/system	$15.00
Needles	New needle with each quilts	@ $.20/quilt	$.20
Notions	Rulers		
Patterns	(If sell individual pattern)		
	Name of Pattern	@$8/pattern	$8.00
Piecing	Per Seam		$10.00
	Per Block		
	T- shirt		$7.00
	Complex <10 pieces		$15.00
	Simple Block 10 -20 pieces		$12.00
	Complex >20 pieces		$20.00
	Quilt Top		$10.00 hr
	Mitered Border		$10.00
Pressing	Backing		$10
	Quilt Top		$20
Personal Quilt Carrier	First Carrier Free		
	Additional Carrier		$10.--
Set Up Fees	Per size of quilt		$6.00- $15.00
	Per Twin, Lap, Queen, King		
	Minimum Set Up		
	Set up with Turning		
Trimming	Per size		

	Trim to ¼ inch Trim to ½ inch Squaring up quilt Threads from Quilt Top		
Turning	Turn Quilts for Border		$10-40.00

Tax Rate
- Make sure there is a value in every field even if it is 0
- Don't enter whole values, enter decimals. .075 rather than 7.5
- If you have more than one rate, make sure to identify each one. The name will print out on the invoice and also in your financial pages. Use names like, MN Tax 6.5%, WA Tax 8.75%, Seattle Tax, Tax Exempt, Out of State.
- If you change tax rates in mid year, leave both in. That way you can see both at the end of year. The program will report any invoices between the dates specified with the name of tax.
- Beware that if you have more than one set of taxes that you apply, you can change the reporting and combining invoices.
  - o Use one set of taxes if possible.
  - o If need to use more than one, use only the Tax Reports for reported income.
- Archive will remove the Tax Rate from the drop down list on the Invoice, but not from the system so that Financials will work properly.

Worksheet
- Blank Worksheet additions
  - o Add Information that you would like to add to worksheet
  - o Is backing directional
  - o RUSH $50.00

Mileage
- The program will use this value to compute mileage on the Supplies and Expense reporting. If it is not in place then the program won't be able to report the data. SO important to keep up to date
- Google Federal Mileage rate each year to enter the correct amount.
- Several years have been pre filled with $0.00
- Can change the value in mid year. Those expenditures in the first half of the year will have the old price and those in the second half will have the later value used.

Invoice Labels
- Added to give you better control over what is used for Titles on the invoice.
- These are the areas which you can control the information
- Ex used in class:
  - o Quilting Charge
  - o Additional Charge
  - o Identifier

Snails Trails

Width:	70 in	Length:	110 in		7700 Square Inches
Invoice #:		Date Accepted:		Target Date:	Invoice Date:
601		9/7/2012		12/13/2012	11/6/2012

Quilting: **Charges:**

Custom - Plus, $.35/sq inch   Over all   Abstract Vines $269.50

Batting:

Legacy Wool 93" wide, $.45/linear inch   76 $0.45 linear inches $34.20

Thread:

1122 SF Bryte Green   Top   6 $2.50 per sq yard $15.00

1113 SF Bryte Pink   Bobbin   1 $4.00 per sq yard $4.00

Backing:

Bali 44" wide black, $6.00 /yd   1 $6.00 per yard $6.00

Binding:

Prep binding, front by machine, back by hand, $.25/inch   360 $0.25 per inch $90.00

Additional Charge No Tax:

Design Time   per 15 minutes   1 15 min unit $7.00

Additional Charge Taxed:

Discounts   30% off batting   34.2 (batting chg)   ($10.26)

Notes:

Some notes

Shipping:		$10.00
Subtotal:		$425.44
Tax:	MN 7.125%	$29.10
Total:		$454.54

Payment Date	Name:	Identifier:	Amount
11/6/2012	Final		$454.54
	Total Amount Paid:		$454.54
	Balance Due:		$0.00

-

Customers

- Entering information into fields
- Date of First Contact
  - Important to see how long the customer has been with you
- City and State are self - build fields
  - If you make a mistake, use the Find icon (binoculars)at the top of the screen to locate the error and then change it.
- Email, second email will open Outlook, so if you do not use Outlook, skip this field

- Referred By
  - Very needed data to see what is working for you
  - Can be used as a loyalty program

  Can see how many people were referred by a source

Sort for Referral Source:	▾	Remove Sort	Total Referrals by Source	Close

  Referral Sources

  Total # of Referrals:

20	Lakeshore Quilters
13	Rosebuds Cottage
6	Long arm fair
5	Roseann
2	Deb Evans
2	Fargo 2013

  - Can see how many new customers you have for a year.

See your New customers by year or your entire time in business.

Start Date: 1/1/2011
Stop Date: 12/31/2011

Print Report between above Dates   Print Summary

Print Report with All Customers, All Years   Print Summary

Close Screen

New Customers per Year

2011	Total New Customers:	40	Referred By:
	Gayle, Frances	1/17/2011	Roseann
	Sandstone, Lois	1/21/2011	
	Havel, Stacie	1/22/2011	
	Whalen, Doreen	3/8/2011	Rosebuds Cottage
	Buck, Connie	3/18/2011	Lakeshore Quilters
	Peterson, pat	3/28/2011	
	Hopkins, Toni	4/2/2011	
	Krames, Jill	4/4/2011	
	Anders, Karen	4/8/2011	Rosebuds Cottage
	MacKinsy, Lora	4/8/2011	
	McCalister, Ginny	4/25/2011	Rosebuds Cottage
	Dickson, Carrie	5/3/2011	

New Customers per Year

	Total New Customers:	32
2004	Total New Customers:	1
2007	Total New Customers:	1
2008	Total New Customers:	4
2009	Total New Customers:	16
2010	Total New Customers:	44
2011	Total New Customers:	40
2017	Total New Customers:	1

- Notes
  - Names of significant people to customer, relationship to other customers, weddings, surgeries
  - Membership in Guilds
  - Instructions on how to get to their home
  - Quilting preferences, quilting skills, upcoming events, graduations, weddings, babies.
  - Computer Design template
  - Need for different disclaimer.
- Birthday/Anniversary Month
  - Use to track these items
  - Use to track other groupings
    - Guild memberships
    - Renters
    - Year of last Contact
      - Can use the Day as the Year of last contact and then Filter on selection as above

Customer Birthdays or other Tracking Lists

Month	Day	Last Name	First Name	Date of First Contact		
Renter		Zinnia	Laura		651-429-3447	lrawbl@aol.com
Renter		Doe	Jane Ann		65-444-5555	janddoe2@yahoo.com
Renter	15	Alster	Kora	11/4/2010	651-555-7389	kora@usfamily.net
March		Boyston	Cindy	07/20/2008	651-484-1180	mequilt@comcast.net
March		Bloomingfeld	Mary		6514832215	Maryb@aol.com
March		Bradley	Vera		763-783-1093	verabradley@aol.com
March		Brunette	Deb	8/25/2010	651-631-2279	jrbrunett@gmail.com
January		Alins	Ariana	11/26/2010	651-233-0173	altann@gmail.com
January		Archer	Kathy	11/10/09	6517737905	kacas@aol.com

  - Once you sort the list generate
    - Mailing Labels
    - Email Lists
      - Use Ctrl +c to copy and Ctrl+v to paste the info into your email provider

- Mailing List

  Include On: ☐ Mailing List   ☐ Shipping Label
  -

- o Mailing List includes lots of people, Shipping Label is usually one person, or if you like to use 2x4" labels, then it works!

Mailing Label Choices

Mailing Labels (all)

Emails (all)

Email and Mailing Labels (sorted)

Close Screen
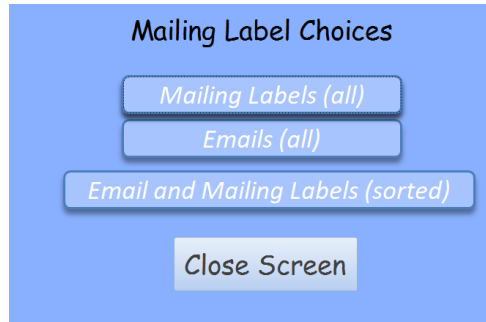
- o
- o All Labels
  - Will simply include all customers who have Mailing List checked.
- o All Emails
  - Will include all customers emails, regardless of the Mailing List status
- o Sorted Labels
  - Allows you to sort and group labels and emails
  - Add customers to the lists by checking the box (essentially the Mailing List box)

Click the check box to include the customer on the Mailing Labels or on the Email List
To remove a customer from the list, uncheck the box. To add them, check the box.

Last Name	First Name	Address	City		Postal Code	Add to List	Email
Cunningham	Sandy	9061 Jergen Avenue	Cottage Grove	MN	55016	☑	sjc788@earthlink.net
Dorring	Debbie	5930 Pine Arbor Alco	Cottage Grove	MN	50156	☑	dbobbit@comcast.net
McKeena	Sandra	9894 Hamlet Court	Cottage Grove	MN	55016	☑	shirleenm@aol.com
Alins	Ariana	5755 Meadowview Dr	White Bear Lake	MN	55110	☐	altann@gmail.com
Alster	Kora	5755 Meadowview Dr	Rosemount	MN	55068	☐	kora@usfamily.net

  - To remove, uncheck the box
  - Sorts

Sort by City:	[ ] ▾		See All	Remove all from list
By State/Province:	[ ] ▾			
By Postal Code:	[ ] ▾			Add All to List

  -
  - Remove all from list will delete the check from all customers so you can use the sorts and groups.
  - Add All puts everyone back on.
  - Print Labels for the sorted groups, link is back along the left.

Customers

Print Labels

Emails

  -
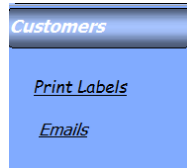
- Search for customers already entered into the system
  - o If this isn't working, there is a permissions issue (check troubleshooting)

Search Current Last Name
[ ] ▾

Search Current First Name
[ ] ▾

Search Archived Customers
[ ] ▾

Invoice/Sales
Shipping Label
Invoice Worksheet

  - o Begin to type in the last name of the customer and the list will drop down to that part of the list.
  - o Invoice Sales

- Once the customer has been saved, you can click this button to go to the invoice for that customer
  - o Shipping Label
    - Check to make sure no one else is on the list, unclick the box if they are on the list and you want them removed.
  - o Invoice Worksheet
    - Will bring up a worksheet with the customers information in place.

Work Sheet:

Kora Alster
5755 Meadowview Drive
Rosemount MN 55068

651-555-7389   651-555-0172 c
kora@usfamily.net
Name of Quilt: _____
Date Accepted:_____   Target:_____
        Width:_____   Length:_____

- o Blank Worksheet

- o <u>PRINT CUSTOMER LIST</u>

Customer List

Alins, Ariana	altann@gmail.com		651-233-0173	Customer #	114
	5755 Meadowview Drive	White Bear Lake MN		First Contact	11/26/2010
		55110		Birthday:	January
Alster, Kora	kora@usfamily.net		651-555-7389	Customer #	112
	5755 Meadowview Drive	Rosemount MN	651-555-0172	First Contact	11/4/2010
		55068 USA		Birthday:	Renter 15
Anders, Gunner	ganderso@comcast.com		651-766-0721	Customer #	95
	37 Deerhills Drive	White Bear Lake MN		First Contact	7/28/2010
		55127		Birthday:	January

For when your computer fails!
  - o Archive
    - Archiving removes the customer from your lists but not from the system.
    - All quilts will stay in the system
    - To return the customer to the list, just unclick the box.
- Datasheet view

- Shows the spreadsheet behind the scenes,
  - o You may have to scroll up to see the entire list.
  - o Can use this info in Word, Excel.
  - o Highlight and copy or Paste into Word or Excel.
    - To highlight, click in the small box indicated by the blue dot below or click on the box at the beginning of the row and Ctrl +a for Select All on the keyboard
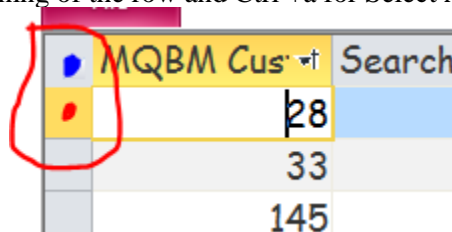
    - DO NOT delete any columns in MQBM
    - All column manipulation should occur in Excel or Word

- Can also access this information from Word or Excel (see Designs)

Working in Word
Using Mail Merge
   To make envelopes or different labels of your customers addresses for a mailing. Also, for mailing labels,

1. Open Word
2. Choose Tools, Letters and Mailings, then Mail Merge
3. From Select Document Type choose Envelopes, then Next at bottom of page
4. Envelope Options, choose your size of envelope, then Next
5. From Select Recipients, go to Browse, then from Look In: browse to Local Disk C:/ProgramData/Eureka Doc Sys/ MQBM/ MQBMdatafiles6_be. Scroll down to Customer Demographics and click OK
6. Look at the list of recipients, and remove names by clicking on the check box. Click OK
7. On the envelope
   a. Click in upper left hand corner and type in your return address, using the font and size you want.
      i. Insert a table to help me to add a logo and then control the arrangement of my address.
   b. Then click in the area of the address, click next
   c. From Arrange your envelope, choose Address Block and format the way you want. Click OK
   d. Preview Results
   e. Finish and Merge
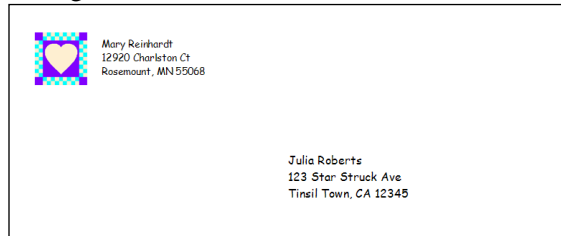
- Other ideas: Postcards, Labels other than those are in program.

Trouble Shooting this section

- Permissions issue
  - Problem: On the customer screen the customer is selected from the drop down list, but nothing changes on the screen.
  - To resolve, go to c:/Program Files(x86)/Eureka Doc Sys folder. Once you are there, right click the folder and choose Properties from the list. Find the Securities tab and click on User and look at the bottom window and note if Full Control has a check mark. To get a check mark, click on the Edit box between then two windowpanes. Then click on User again and there should be a box where you can place a check to add Full Control. Click on Apply, then OK. If a window comes up asking if all folders and files in the folder should have these same permissions, make sure to check yes.
  - When opening the program using the icon on the desktop, instead of Left clicking, right click and run as administrator.
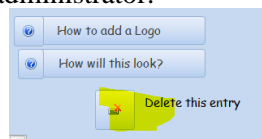
- Lost customer or Lost Quilt
  - Occasionally, a customer will be deleted or the quilt is not associated with a customer. To resolve:
    - Go to Support, Sales Mgmt tab
    - Here is a list of all the quilts in your system
    - If the quilt is not associated with the customer, find the quilt and choose the customer from the drop down list.
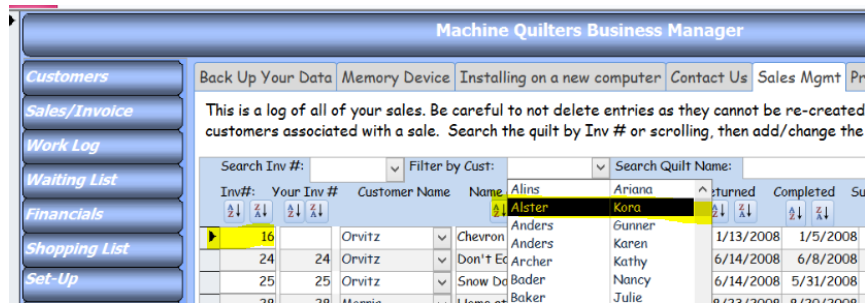
- ▪ If the customer was deleted, hopefully you will recognize other quilts by their names, there will also be blank spaces in the customer column where that customers name was listed originally.

- • To get the customer back, simple re enter the customer information in the customer screens. Then you will choose the customer name from the drop down list for each quilt and the quilts will be associated with the customers name again.

Designs
- • A place to hold a reasonable number of designs (200-300)
- • Those you use most frequently
- • List of designs by various designers
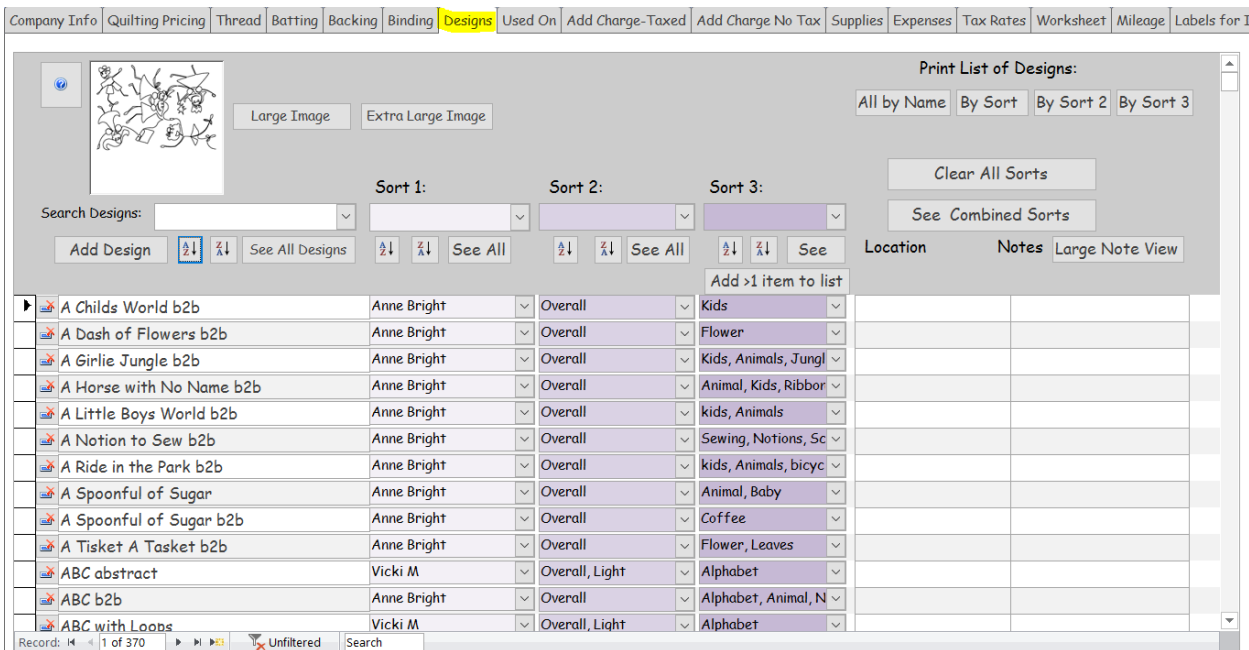
- • Components of Screen:
- • Name of Design
- • Sort 1, Sort 2, Sort 3
- • Location

- o Specific to a computers location. If you change computers will lose links.
- o Use CTRL + K to open the dialog box to go to location.
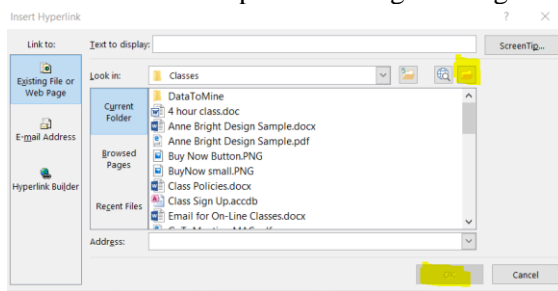
- o
- o Make sure to click on All Files
- o To get to folder, backspace the image name and stop at \.
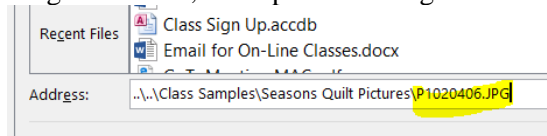
- o
- Notes
- Add a Design
- A-Z sorts
- See All Designs/See All
- Clear All Sorts
- See Combined Sorts

- Image

Entering a New design
- Click on Add a Design button and type in the name of the design.
- Type in the Name
- Enter the Sort Info
- Sort 3
  - o Entering more than one item on list

Image
- Open the image in any application including on-line.
- Design Catalog

-
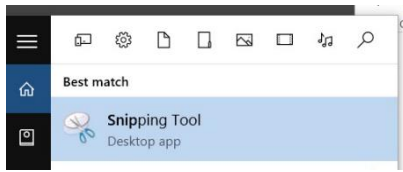
- Use Snipping Tool found:
  - Windows Vista and 7, it is found under All Programs, Accessories.
    - Click to Open
    - Right click to add to task bar
  - Windows 8 and 10, open the Search
    - Windows 8, swipe in from the right side and see Search
    - Windows 10, along the bottom, see Ask me anything
    - Begin to type in Snipping Tool and it will appear
    - Left click to Open, right click to add to Task Bar
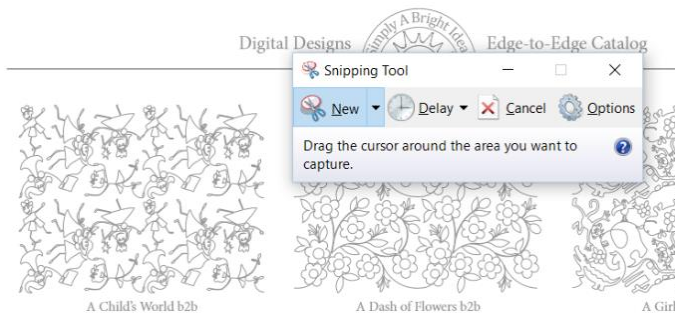
- With the image on the screen,
- Open the Snipping Tool and all will go grey
- Starting in the upper left hand corner
- Left click and drag diagonally over the image to clip
- Release left click
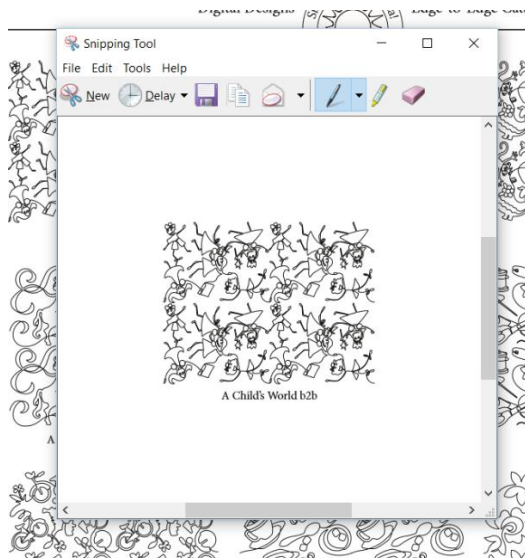
- The outlined object will appear
- Click the copy icon

- May find it helpful to open Power Point, paste and then recopy the object to remove pixilation.

- Return to MQBM
- Make sure the image box is highlighted and there are small dots around the border
- Click the Paste icon or click Ctrl +v on the keyboard

Print Lists:
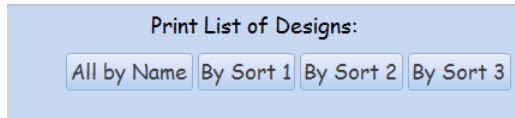
- All by Name
  - Alphabetized and in columns

  -
- By Sort 1
  - Will group by Sort 1 first and then list alphabetically and in columns
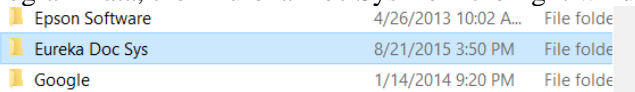

  -

Using Excel

- Open Excel and a Blank Workbook
- From the File screen choose, Data tab and then from Access
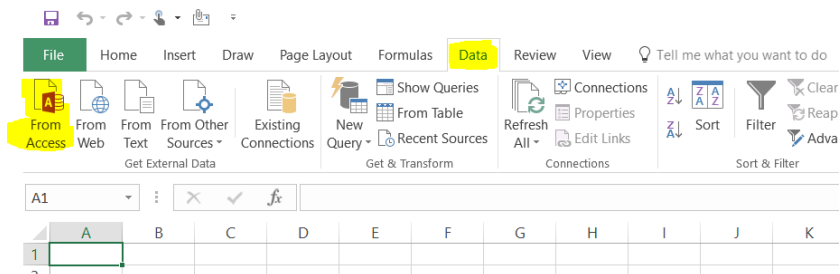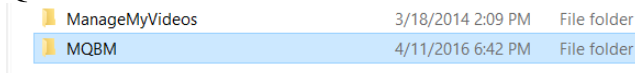

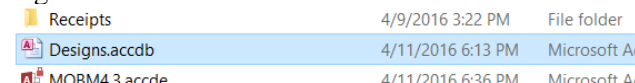- From the Select Data Source Window
- Select Local Disk (c):
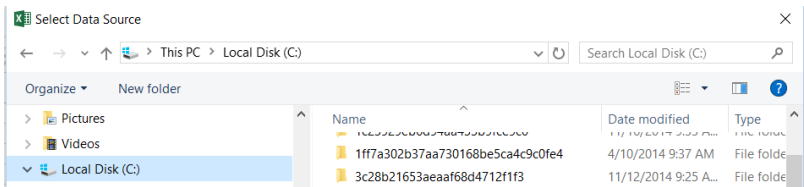
- Select ProgramData, then Eureka Doc Sys from the right window
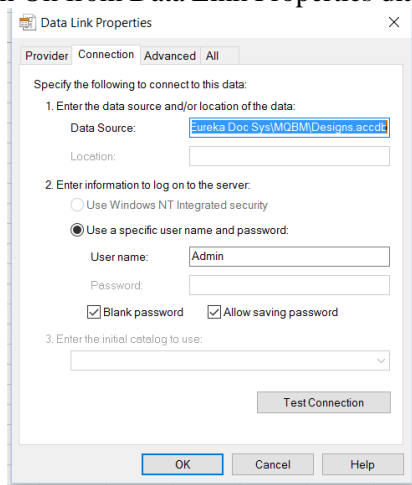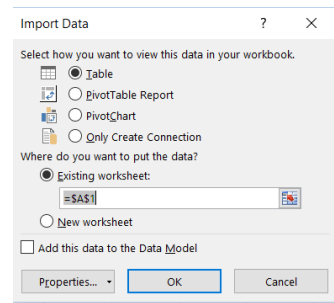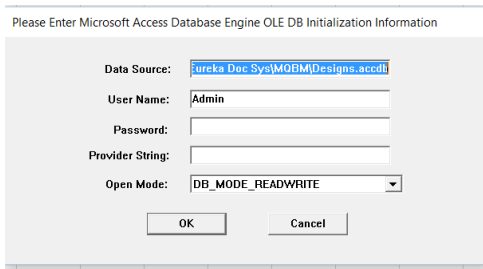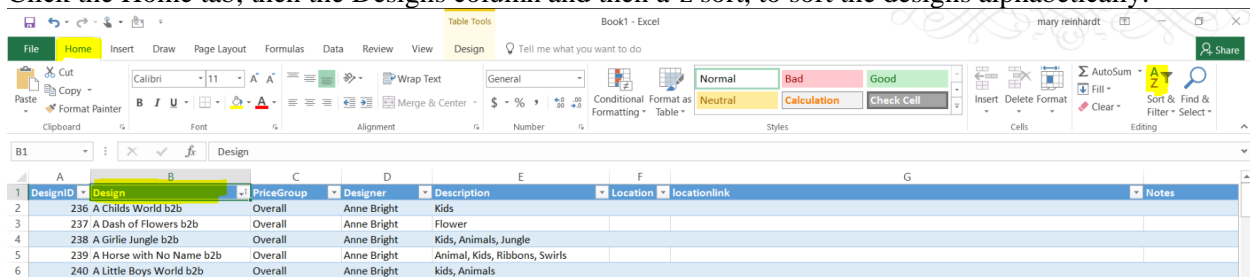

- Select MQBM folder

- Select Designs.accdb

- Click Ok from Data Link Properties dialog box.

-
- Click Ok in these Boxes

-
- The Excel Spreadsheet will fill with your designs!
- Click the Home tab, then the Designs column and then a-z sort, to sort the designs alphabetically.

-
- To move columns
  - Click on the column heading

- o Click on the Cut tool
- o Place curser on the heading bar where you would like to place the column
- o Click on the Paste tool
- To remove a column,
  - o Right Click on the column heading and choose delete
- Save the Excel spreadsheet and share with your Smart phone
- Other uses, Customer List, Work Log

Backing up your program

- Make sure the program is turned off before you begin
- Using an external or removable memory stick or drive to hold your back up of your data.

- Insert into your USB port, and it will act as another drive.
- C:/ProgramData/Eureka Doc Sys/ MQBM folder, the actual files are MQBMdatafiles6_be. Designs.accdb and QuiltPics.accdb, Receipts, and Images. Copy files
- Browse to your stick, Paste the files onto the stick.

- If you are using Carbonite or other software to back up your files, make sure that the backup icon is placed on these files.
- Use an External Hard Drive, memory stick, Drop Box, One Drive, etc.

˅ 🖳 Windows (C:)
- 📁 PerfLogs
> 📁 Program Files
> 📁 Program Files (x86)
˅ 📁 ProgramData
  > 📁 Corel
  > 📁 EPSON
  ˅ 📁 Eureka Doc Sys
    ˅ 📁 MQBM

- ☑ 📁 Images
- ☑ 📁 Receipts
- ☑ Designs.accdb
- 🔵 logoicon.ico
- MQBM5.0.accde
- ☑ MQBMdatafiles6_be.accdb
- ☑ QuiltPics.accdb
- System.mdw