

INTRODUCTION: Welcome to the world of Tartan Design. To help you get through the elements needed, I have devised this Contract and the Intake Order Form in an user-friendly manner to aid you in completing all the information needed to have a successful outcome with the expected results. The form requires information of a personal nature, as well as subjective and objective ideas, to help attain the goal of obtaining your own tartan, with all the rights and benefits of ownership of a piece of Scotland's history as well as of your very own personal history. The tartan will evolve from a concept to a finished design ready for, registration and finally the weaving. Please pay careful attention to each step of this process. As the client, please feel free to ask questions, produce samples of colours (see the enclosed colour chart) in textile format, reflect on special numbers and most of all keep good records of each element we go through together. As your Tartan Designer, it will be my honor to make sure that this New Tartan is Very unique, timeless and very special to you. So with this in mind, "Let the Journey Begin."

**Namaste
Gary JM Berreth
Tartan Designer
White Thistle**

*******DOWN LOAD AND PRINT THIS WORK BOOK *****
TARTAN DESIGN CONTRACT AND INTAKE ORDER FORM**

**TARTAN DESIGNER: GARY JM BERRETH, WHITE THISTLE TARTAN DESIGNS
PLEASE DO NOT SKIP OR OMIT ANY OF THE SPACES IN THIS DOCUMENT,
AS ALL THIS INFORMAITON IS REQUIRED FOR REGISTRATION.**

FIRST PHASE :

Date: _____ **Target Date:** _____

Clients Name _____

Tartan Name _____

Designer **GARY JM BERRETH**

Clients Full Address _____

Shipping Address _____

Contact Numbers: **Fax** _____

Land Line _____

Mobile _____

International calls:

Country code: _____ **Area Code** _____ **Local Number** _____

MSN or SKYPE address: _____

Best time to call or IM _____

E-mail address: _____

Please give the background, rationale, and history for the tartan:

Tartan Category () **Clan/Family** () **Commemorative**
() **Corporate** () **District** () **Fashion**
() **Military** () **Name** () **Portrait/Artefact**
() **Royal**

Do you intend to have it woven? () **Yes** () **No**

If No, please give the reason behind the decision:

Authority and Restrictions: Do you have the authority to register this tartan? () **Yes** () **No** **By selecting "Yes" you certifying that you have the authority to authorize the Keeper to register this tartan in the Scottish Register of Tartans?** () **Yes**

If not Please provide appropriate proof that you have the authority to authorize the Keeper to register this tartan by attaching relevant documentation.

Are there any restrictions on who can wear/use this tartan?

Yes No

If Yes, please provide details:

Are there any restrictions on who can weave this tartan?

Yes No

If Yes, please provide details:

Any other restrictions? Yes No

If Yes, Please Provide details:

SECOND PHASE :

*******DESIGN CONTRACT*******

Purchasing : ()

**Design Purchase and Restricted Exclusive Registration Fee
\$615.00**

The contract for design service: \$250 down payment is required along with the intact sheet to start the process of design. I will furnish under this contract, a number of concept designs until such time as we get to concepts about the design, then threads to test colour in the ounce weight that the tartan will be made in, will be sent to you for approval.

The final step is to have a sample made in the weight and colours approved by both of use to the chosen weaver. The fee for the sample is your cost, and will be added to the \$500.00 as well as the Registration Fee of 70 British Pounds to the Scottish Government.

Your final payment of 365.00 will get your Registration in your name and ownership of the new design as well as all right to weave and sell or restrict its use. Once registration is complete you will be sent the document from The Registry of Tartans in Scotland.

At last you will then place the order for your cloth with your weaver of choice. You will be required to place a minimum order in yards or meters, and from that order, you must send a cut

THIRD PHASE :

Tell me about the story behind your new tartan:

What Colours do you see in your tartan? For your benefit, I have posted a list of ready-made tartan Colours chart, but if you have a special colour not seen on the chart, please provide a textile sample to forward to the weaver and attempt to match the colours. Are you looking for a design that is bold, soft, edgy, new, traditional, etc.

Tartan Colours:

(1)_____ (2)_____ (3)_____ (4)_____

(5) _____ (6)_____ Please note, that 6 colours are the more traditional number and if the tartan is to be in Pure Dupioni Silk, that is the maximum the loom will hold. In 100% Virgin Wool the number may go up to 8, but the cost will go up as well and can only be woven in SW.

(7)_____ (8)_____ SEE ATTACHMENT:

Numbers for the thread count, these would be special unique numbers for your self or your company, like dates, number of children and so on... these must be in even numbers, for the loom to carry them on the weave () () () () () () () they can go as high as three digits and as low as two digits

Category of Colours: () Modern () Ancient () Muted
() Reproduction () Hunting () Dress () Weathered

Tartan Weight per Yard: () 8 oz () 10-11 oz () 12-13 oz
() 16 oz () 22 oz

Weaver to use:() 100% Virgin Wool () 100% Dupioni Silk

Tartan Yardage for first Weave Minimums and this will depend on the weaver that you use. THIS IS AT YOUR COST AND IS NOT PART OF THIS CONTRACT () yes _____Int

() 32 Yards Single- Width 27 inches (£ x Yards) = Fee

() 16 Yards Double Width 54 inches (£ x Yards) = Fee

() _____ (£ x Yards) = Fee

() Sample of Tartan (£) = Fee

() ACCEPTED COLOUR THREADS _____ Int

FOURTH PHASE :

Tartan Weaver: I would recommend () D.C. Dalgliesh Ltd., in Scotland. They are a small company, third generation, and their work is above all other weavers. They treat you with respect and aim to please their clients. They are very fair in the fees that they charge. However, the right to select the weaver is yours, and as such, it is your call and you may select any number of others in the trade.

() _____ is my weaver for this tartan.

Samples of the appropriate tartan design will be sent to the weaver, along with the requirements for the cloth, and you will then get a sample of threads of the same weight and dye lots that your sample tartan will be made from. You will need to approve () or disapprove () and make any adjustments for the colours or samples to be sent back to the weaver, and he will then resend the samples of threads to complete the final approval.

FIFTH PHASE :

Your Final payment to me is now due, all final fees will be up to date and payment must be in full at this time. \$365 and 70 BP at the current exchange rate, to file your registry. Payment must be made via US POSTAL MONEY ORDER ONLY, NO PERSONAL CHECKS OR CREDIT CARDS, AS THIS IS A CUSTOM SERVICE ORDER, NO REFUNDS

FINAL PAYMENT: \$ 365.00 + 70 BP = \$

Date Received : _____

USPMO # : _____

The tartan design will then be posted to the Scottish Registry of Tartan, in Scotland via the internet. After the file is checked and a search to all the current registered tartan files are made, they will then record and register the tartan. You will be notified and a few weeks later receive in the post a documentation of your registers.

SIXTH PHASE :

This will be the last phase, contact the weaver you have been working with in the past few months, and place your first order for the tartan with your name to be made. This may take some time as the weavers have many orders in front of you. Your payment to them **MUST BE PAID IN FULL**, and you can use VISA or credit card, that they honor. The fee will be in British Pounds and you will see charges on your credit card, as well as charges for changing the funds from BP to USD. The exchange rate does change daily so this will be on the date and time the bank gets the funds to be taken from your account with them. The Weavers will send you the Tartan. Once you get the tartan, You will cut a section 7x9 inches or larger to contain 1/2 the sett and send it to the Scottish Registry to complete your registry requirements. A second section having one full sett, will be posted to me, to put with your files, and to complete our contract.

CLIENT'S SIGNATURE _____

DATE _____ **DELIVERY DATE** _____

DESIGNER'S SIGNATURE _____

DATE _____ **DELIVERY DATE** _____

SHIPPED _____ **CARRIER** _____ **TRACK#** _____