



## Grommet Drapery Design Guide

(Rev 8/28/2025)

## General Information

Draperies are meticulously tabled and sized as accurately as possible. However, because of the "give" in some fabrics, there is a tolerance of up to ½" in length and width. Some knits and casements may vary as much as 1" or more. Please consider this when measuring for drapery finished length.

Patterns are matched from the top down. For plaids and certain weaves, we cannot guarantee that lines will be perfectly straight at seams.

Draperies are fan-folded, labeled with size, room tag, and side mark, encased in plastic tubing, and carefully packed in specially designed drapery boxes. Draperies may be flat-folded when fabric or sizes do not allow fan folding.

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### Policies and Procedures

#### Cancellations/Order Changes

Cancellations after labor has begun will result in a partial labor charge and, if necessary, a restocking fee and/or fabric cost if fabric has already been cut from inventory.

#### Rework/Return Policy

Custom ordered products may not be returned except for defective workmanship. All return requests must be made within 30 days from the date of invoice.

#### We reserve the right to rework any custom products.

We will not reimburse for labor not performed by our company, and we will not accept or credit back products altered by another workroom. Under no circumstances shall our liability extend to removal, shipping, insurance, re-installation, trip charges, or any consequential damages of any nature.

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### Lining Fabric

Standard – 70% polyester / 30% cotton  
Privacy / Sateen, Napped Sateen, Blackout, Interlining – 100% cotton  
Thermal – 100% polyester

Standard lining color options include white, ivory, and pale ivory. Alternative lining color options are available upon request.

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### Wide-Width Helpful Information

Most seamless fabrics are 118" wide and are usually railroaded to avoid seams.

The maximum finished length for seamless fabrics is the fabric width minus 18".

Most seamless fabrics are shown railroaded in the samples. Confirm orientation before ordering so the pattern direction is correct on your finished product.

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### Shipping

Shipments are F.O.B. workroom in Waverly, IA, and ship via regular ground unless otherwise noted.

Freight and handling will be charged on all shipments.

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### Delivery

Production dates are set once all items needed to produce your order are received in the workroom. Every effort will be made to meet or beat the estimated date; however, production dates are estimates only.

Please add shipping time to the estimated production date.

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## Standard Fabrication Methods

All drapery will be fabricated using the following standard techniques unless requested otherwise.

- Bonis ends will be used on all drapery panels / pairs.
- 4" double hems will be used at the bottom of all drapery.
- Double 1.5" side hems will be used on all drapery panels.
- Lining will have a 2" bottom hem.
- Lining will hang 1" shorter than the face fabric.
- Interlining will have a serged bottom edge and will fall 2" above the face fabric.
- The maximum drapery length is 260"; a surcharge applies to lengths beyond 144".
- A surcharge applies to widths exceeding 200".
- Returns and overlaps will be 3.5".
- Patterns will be matched from the top down, and all seams will be serged.
- Color-matched cotton thread will be used for all drapery fabrication.

## Fabric Characteristics and Care

The following characteristics are inherent to the nature of custom textiles and are considered part of their unique qualities. They are not regarded as flaws or defects and, as such, are not valid reasons for return.

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### Bow, Bias, and Seam Matching

The industry standards are 1½" to 2" for bow and bias. Some print and solid patterns may have difficulty with seam matching.

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### Flaring

Flaring on custom drapery returns is a natural characteristic of many fabrics, especially those woven from synthetic fibers. If flaring is a problem with your client, we recommend seam slitting when fabricating custom draperies. Some fabrics with strong synthetic fiber content are more likely to flare. Flaring is not a reason for return.

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### Casement, Hand Woven, and Silk Fabrics

Many fabrics are created by hand weavers, creating unique qualities. Dye lot variations, inconsistent weaving, heavy threads, wrinkling, flaws, colored yarns, holes, pattern repeats that vary within the same yardage, loose threads, missing yarns and threads, missing beads, pearls, incomplete appliqués, puckering around embroidered silks, and inconsistent embroidery are natural characteristics. Protect all silks from direct and indirect sun, as fading and disintegration are common. These fabrics may also have a tendency to stretch in length. These characteristics are not considered defects and are not reasons for returning fabric. Backing is recommended for upholstery use.

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### Heat Sensitive Fabrics

Many fibers used in drapery fabric construction are sensitive to heat and can cause puckering and inked hems. Polyester and linen are most sensitive to heat and must be fabricated with a cool iron only. Acrylic and modacrylic fibers are also sensitive to heat. When steaming or pressing prior to fabrication, check to make sure the drapery will not hang over a hot air duct or a baseboard heater, as it will often affect the drapery once it is hung. Heat-sensitive fabrics that are steamed or ironed often shrink or pucker.

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### Puckering

It is natural for some fabrics (e.g., hammered satins, satin stripes) to have a puckered or slightly wrinkled appearance. This is a characteristic of today's more relaxed, casual fabric constructions.

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### Sheers

Sheers will intensify in color when made into a drapery. Fold a sheer sample three times for a true color reading. Darker sheers have more of a tendency to fade or disintegrate than lighter sheers.

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### Shrinking and Length Fluctuations

Be tolerant of normal fluctuations in lengths of draperies. Few fabrics are completely stable. Fabrics breathe and absorb moisture, resulting in stretching or shrinking. Fabrics placed over or near heating and cooling vents may react to a much greater degree. We will not be responsible should this situation occur. A 2% to 3% change is reasonable. Allow sufficient fabric in the hems for later adjustments, should it be necessary. Fabrics that are steamed or ironed often shrink or pucker.

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### Sun Protection

Fabrics should be protected from the sun. We do not guarantee against fading or color fastness. Draperies should be lined. Shades should be drawn during the day, and sun protection should be used whenever possible. The summer sun is strong, but the winter sun and reflection from the snow are even more harmful. Colors can fade by oxidation ("gas fading") if fabrics are kept in storage for too long a period without airing. Some colors are more sensitive than others. Impurities in the air may cause as much fading as direct rays of the sun.

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### Synthetic Fibers

Despite the impressive strides in the advancement of synthetic fibers, performance will vary with the construction of the fabric and its application. Whole or partial synthetic constructions may have a tendency to react adversely to atmospheric conditions. Synthetic fibers are sensitive to heat, sunlight, and steam. Shrinking, hiking seams, puckering, and flaring are common characteristics.

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### Velvet

Velvet nap will crush and may be directional. Surcharges will apply for hand stitching on some products.

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### Wrinkling

Wrinkling is a characteristic of linen and cotton blended fabrics.

2X FULLNESS LABOR RATES										
		Width								
		0" to 36"	36½" to 48"	48½" to 60"	60½" to 72"	72½" to 84"	84½" to 96"	96½" to 108"	108½" to 120"	120½" to 144"
UNLINED	0" to 96"	\$200.00	\$200.00	\$300.00	\$300.00	\$400.00	\$400.00	\$500.00	\$500.00	\$600.00
	96½" to 108"	\$200.00	\$200.00	\$300.00	\$300.00	\$400.00	\$400.00	\$500.00	\$500.00	\$600.00
	108½" to 120"	\$220.00	\$220.00	\$330.00	\$330.00	\$440.00	\$440.00	\$550.00	\$550.00	\$660.00
	120½" to 132"	\$224.00	\$224.00	\$336.00	\$336.00	\$448.00	\$448.00	\$560.00	\$560.00	\$672.00
	132½" to 144"	\$228.00	\$228.00	\$342.00	\$342.00	\$456.00	\$456.00	\$570.00	\$570.00	\$684.00
GROUP 1	0" to 96"	\$252.00	\$270.00	\$375.00	\$375.00	\$498.00	\$498.00	\$621.00	\$621.00	\$744.00
	96½" to 108"	\$252.00	\$276.00	\$381.00	\$381.00	\$504.00	\$504.00	\$633.00	\$633.00	\$756.00
	108½" to 120"	\$278.00	\$302.00	\$417.00	\$417.00	\$556.00	\$556.00	\$689.00	\$689.00	\$828.00
	120½" to 132"	\$288.00	\$312.00	\$429.00	\$429.00	\$570.00	\$570.00	\$711.00	\$711.00	\$852.00
	132½" to 144"	\$292.00	\$441.00	\$441.00	\$441.00	\$584.00	\$584.00	\$733.00	\$733.00	\$876.00
GROUP 2	0" to 96"	\$295.00	\$437.50	\$437.50	\$437.50	\$580.00	\$580.00	\$722.50	\$722.50	\$865.00
	96½" to 108"	\$295.00	\$335.00	\$447.50	\$447.50	\$590.00	\$590.00	\$742.50	\$742.50	\$885.00
	108½" to 120"	\$325.00	\$365.00	\$487.50	\$487.50	\$650.00	\$650.00	\$802.50	\$802.50	\$965.00
	120½" to 132"	\$339.00	\$379.00	\$503.50	\$503.50	\$668.00	\$668.00	\$832.50	\$832.50	\$997.00
	132½" to 144"	\$343.00	\$393.00	\$519.50	\$519.50	\$686.00	\$686.00	\$862.50	\$862.50	\$1,029.00
BLK & INT	0" to 96"	\$383.00	\$443.00	\$564.50	\$564.50	\$746.00	\$746.00	\$927.50	\$927.50	\$1,109.00
	96½" to 108"	\$383.00	\$463.00	\$584.50	\$584.50	\$766.00	\$766.00	\$967.50	\$967.50	\$1,149.00
	108½" to 120"	\$423.00	\$503.00	\$634.50	\$634.50	\$846.00	\$846.00	\$1,037.50	\$1,037.50	\$1,249.00
	120½" to 132"	\$447.00	\$527.00	\$660.50	\$660.50	\$874.00	\$874.00	\$1,087.50	\$1,087.50	\$1,301.00
	132½" to 144"	\$451.00	\$551.00	\$686.50	\$686.50	\$902.00	\$902.00	\$1,137.50	\$1,137.50	\$1,353.00

\* Group 1 linings include standard, privacy / sateen, or thermal linings.

\*\* Group 2 linings include napped sateen, full blackout, or interlined linings.

Please contact [orders@theworkroomcollective.com](mailto:orders@theworkroomcollective.com) for widths / lengths in excess of 144".



# GROMMET DRAPERY PURCHASE ORDER

**The Workroom Collective**

602 Industrial Street

Waverly, IA 50677

319-352-1934

Please complete the details below in full. All measurements should be noted in inches. For each item, indicate the quantity as either Pairs or Panels by entering a number in only one column. Separate purchase order forms should be used for each fabric, fabric color, or pleat style. **By submitting this order form, you acknowledge that you have read, understood, and agree to the Terms and Conditions available at [theworkroomcollective.com/terms](http://theworkroomcollective.com/terms).** If you have any questions, need to submit an order, or require assistance completing this form, please contact The Workroom Collective team at [orders@theworkroomcollective.com](mailto:orders@theworkroomcollective.com).

BILL TO	
Name:	
Address:	
Phone:	

SHIP TO	
Name:	
Address:	
Phone:	
Shipping Instructions	

Order Date:	
PO #:	
Order Placed by:	
Sidemark:	
Req. Del. Date:	

Fabric Name / Color:	/			Lining Type:	unlined   standard   privacy   thermal napped sateen   blackout   blackout & interlined					
Grommet Color:	black   brass (antique OR polished)   nickel (matte OR polished) antique copper   brushed steel   satin smoke   oil rubbed bronze			Lining Color:	white   pale ivory   ivory   (see comments)					
Window Name	Pairs	OR	Panels	Fullness	Rod Face	Finished Length	Grommet Size (call for alt. sizes)	Repeats		Insured Value
								Vert.	Hor.	
				2X			1 <sup>9</sup> / <sub>16</sub> " (#12)			
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Additional Comments / Drawing
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