



Galla Designs

Custom Horsehair Jewellery By Trisha Carter

Galla Designs Jewellery
 469 Regal Drive
 London, ON
 N5Y 1K1
 Trish@GallaDesigns.com

Order Form

Date: _____
 Name: _____
 Address: _____
 City: _____ Province: _____
 Postal Code: _____
 Phone #: _____ Alternate Phone #: _____
 Email Address: _____

Order Details:

Style #:	Size¹:	\$
Instructions²:		
Style #:	Size¹:	\$
Instructions²:		
Style #:	Size¹:	\$
Instructions²:		
Style #:	Size¹:	\$
Instructions²:		
Style #:	Size¹:	\$
Instructions²:		
Sub-Total:		\$

Shipping Details: (Check the box[es] that apply)

<input type="checkbox"/>	RUSH Service ³ - \$25	\$
<input type="checkbox"/>	Date Required By:	
<input type="checkbox"/>	Canada Post Priority Mail (Includes Tracking) - \$12.50	\$
<input type="checkbox"/>	Please Require Signature For Delivery	
<input type="checkbox"/>	Arranged Pick-Up ⁴ – No Charge	
Shipping Sub-Total:		\$

Shipping Instructions⁵: If you have any special shipping instructions, please provide them here

Total Order Cost:

Order Sub-Total:	\$
Shipping Sub-Total:	\$
Total:	\$

Please check this box if you wish your hair to be returned

Payment Options⁶:

- Cheque Enclosed (Please make payable to: Trisha Carter)
- Invoice Me via PayPal
- E-Transfer

How did you find out about Galla Designs?

- www.GallaDesigns.Com
- Facebook
- Tack Shop Shop Name: _____
- Other Details: _____

Additional instructions/comments: Please provide any additional instructions/requests here

Please send or drop off this completed form, along with your payment and horse hair, to:

Galla Designs
469 Regal Dr.
London, ON
N5Y 1K1

Instructions and Additional Information

Ordering Instructions:

Once you have found the item(s) that you would like to order, please follow the instructions below to place your order.

If at any time you have any questions at all, please send an email to:

Trish@GallaDesigns.com

- 1) Print off a copy of this form.
- 2) Using the instructions found below, take any measurements required for the items you wish to order.
- 3) Fill out your order form (The first two pages of this document).
- 4) Collect and package your horse hair using the instructions below. If you have pre-arranged with me to use stock hair, please indicate your preferences in the instructions section for that item on the order form.
- 5) Package up the following:
 - a. Completed Order Form (First 2 pages of this document)
 - b. Packaged Horse Hair
 - c. Payment
- 6) Send your completed order to: (Or drop off if you have arranged to do so)

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Jewelry Measurements:

Bracelet Measurement:

Measure your wrist at the largest part and add $\frac{3}{4}$ - 1 inch to this measurement depending upon your preference. This is your finished bracelet length.

On the order form indicate the **finished bracelet length**, NOT the wrist size.

Necklace Measurement:

For the desired length, measure a necklace that you own.
Indicate this measurement on your order form.

Horse Hair Collection:

TAIL HAIR ONLY!

- 1) Grasp the longest hairs at the bottom of the tail.
- 2) Lift the longest hairs to one side and with other hand pull the shorter hairs away. Separate as many short hairs as possible so you are only cutting the longest hair.
- 3) Cut close to the tailbone.

- 4) Cut 2-4 bunches from different sections on the tail so you are not cutting too much from one area.
- 5) The final bundle should be the diameter of your pinky finger. For a standard sized bracelet the length needs to be **12-15 inches long**. For a necklace the length needs to be **twice the length** of the finished necklace.
- 6) Tie a rubber band around the bundle. Please do not use tape.
- 7) The hair should be **clean and free of tangles or mats**. Do not braid or knot the hair.
- 8) Do not send hair that is covered in dirt or feces. Ideally wash and completely dry hair before sending. Do not add oil, show sheen or any other similar product to the hair.
- 9) Put the hair bundle in a zip-lock bag. Label the bag with your name and phone number.
- 10) Mail the hair along with your order form to Galla Designs.

Order Form Explanations:

¹ **Size:**

This is required for all braided Bracelet and Necklaces.
Please read the measurement instructions on this page.

² **Instructions:**

Use this area to indicate any special braiding/pattern/end cap instructions etc.

For example, if the item being ordered is offered with either gold or silver plated end caps, indicate your preference here.

If you wish to incorporate multiple colors of hair in your braided jewellery, indicate your preferences here.

If you do not have any horse hair available to you and would like to use stock hair, please email Trish@GallaDesigns.com before ordering to find out what is available, and indicate this in the Instructions section of the order form.

If you have any questions at all about your options or requests for your jewellery, please email Trish@GallaDesigns.com before ordering and I will gladly help you figure out what to order.

³ **Rush Service:**

Please email Trish@GallaDesigns.com before placing a rush order to make sure that your order can indeed be completed in time!

⁴ **Arranged Pickup:**

Please email Trish@GallaDesigns.com to arrange local drop-off/pickup of your order. Payment in Cash may be arranged if you are going to be dropping off your order in person.

⁵ **International Shipping:**

Non-North American orders please inquire for shipping rates.

⁶ **Payment Options:**

Payment **MUST** be received in full before your order can be shipped.

American orders to be paid at par. The exchange in the dollar rate covers the extra shipping.