

**TCS TEXTILE CONSULTANCY SERVICES – TEXTILE/GARMENT ANALYSIS INFORMATION FORM**

**Mr Steven Pyott B.Sc., M.Sc., CText A.T.I., Grad.Cert.Ed., Adv.Dip.Ed. Chartered Consulting Textile Technologist, TCS Textile Consultancy Services, P. O. Box 132, Kallangur, Qld 4503, Australia** Contact details: **Ph/Fax (07) 3204 6354 Mob: 0418 726 885**  
E-mail: **tcs@tcstextileconsultancy.com** Website: **http://www.tcstextileconsultancy.com**

The information provided on this form is essential for the most accurate analysis of the textile/garment problem presented and your co-operation in completing it is greatly appreciated. Complete it by filling in the information requested or by circling the responses that apply. If extra space is needed, use the reverse side of the form. This form cannot be accepted for the purposes of the analysis unless it is filled in as fully and as correctly as possible, then signed and dated by the relevant contact person.

**When you have completed the form, please enclose it with the item to be analysed, along with your analysis fee of \$150.00 plus \$10.00 for the cost of return postage and handling of normal sized single items. For very large items, such as wedding dresses, doonas and curtains, a payment of \$20.00 will be required to cover the additional return postage and handling costs.** If you prefer to use electronic funds transfer for the payment of the analysis fee and return postage, the TCS Textile Consultancy Services bank account details are Suncorp Metway Bank, BSB – 484 799, A/c #011603481. Alternatively, you can use the **PayPal** system to pay the funds into the PayPal account of this e-mail address: **spyott@bigpond.net.au**

**ESSENTIAL:**

FULL NAME OF CONTACT PERSON.....  
CLIENT ORGANISATION.....  
ADDRESS (Shop, Street or Box Number Details).....  
SUBURB/CITY.....STATE/POSTCODE.....  
PHONE/FAX NUMBERS.....E-MAIL ADDRESS.....  
**ESSENTIAL** - brief description of main problem to be analysed.....

**ESSENTIAL** - Was the item dry cleaned? **YES/NO** Was the item wet cleaned/laundered? **YES/NO**

**ESSENTIAL** – Did the item have a care label attached when you processed it? **YES/NO**

**ESSENTIAL** – If ‘NO’, did you alert the customer of the risks associated with this situation and, after appropriate advice, request that a written clearance be signed and dated, accepting full responsibility by the customer for any adverse outcomes arising out of the use of the recommended cleaning process? **YES/NO**. If **YES**, please attach a copy of this written clearance. If **NO**, please give your reasons for not carrying out this procedure.....

**ESSENTIAL** - If dry cleaned, the type of solvent used – circle ONE only: PERCHLORETHYLENE / WHITE SPIRIT / HYDROCARBON / OTHER TYPE OF SOLVENT– give type.....

**ESSENTIAL** - Process Specified By Attached Care Labelling (A) (P) (P) (F) (F) (circle ONE)

**ESSENTIAL** - Type of Dry Cleaning Process Actually Used (A) (P) (P) (F) (F) (circle ONE)

**ESSENTIAL** - Do you have in-line refrigeration that can actively chill the solvent? **YES/NO** Was this used? **YES/NO**

If (F) circled above, do you have access to the facilities to fulfil the process requirements of the circled (F) dry cleaning symbol? **YES/NO**. Were they used to process this item? **YES/NO**. If you used a special wet cleaning process, such as ‘Clean & Green’ etc, for suede and leather items, please provide full and complete details:.....

Soap used in solvent? **YES/NO** Type/Product/Quantity Used.....

Length of Basic Cleaning Cycle (wash/rinse only).....mins; Total cycle used (wash/rinse/spin/tumble).....mins

Moisture control used? **YES/NO**. Give details of special process used eg no soap etc.....

Short Cycle/Minimum Agitation process used? **YES/NO**. If used, give full details.....

**ESSENTIAL** Pre-spotting used? **YES/NO** Post-spotting used? **YES/NO** Give full details of any/all product type(s) and procedures used.....

**ESSENTIAL** Drying method used? TUMBLER CABINET AIR OTHER - if ‘other’, please give full details.....

**ESSENTIAL** If the item was wet cleaned or laundered, please give full details of all aspects of the process used, including type of cycle, temperature, bleaching agents and any other auxiliary chemicals used. Information about the hardness of the water and any treatments used to reduce it could also be helpful. If further space is required, please continue on the reverse side of the form.....

**ESSENTIAL** – The problem was noticed: BEFORE? OR AFTER? CLEANING, AFTER? FINISHING, NOT NOTICED AT ALL (circle ONE of these only). Please add any further comments or information to assist the textile analysis?.....

**ESSENTIAL** - SIGNATURE OF ABOVE CONTACT PERSON.....DATE...../...../.....

CONTINUE ON THE REVERSE SIDE OF THIS FORM IF YOU WISH TO USE MORE SPACE TO INCLUDE FURTHER INFORMATION. ALSO PLEASE ATTACH COPIES OF ANY RELEVANT INFORMATION OR CORRESPONDENCE RELATING TO THIS PROBLEM.