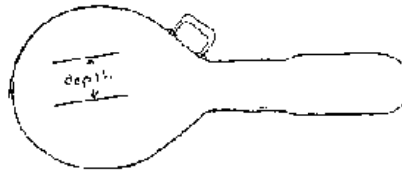




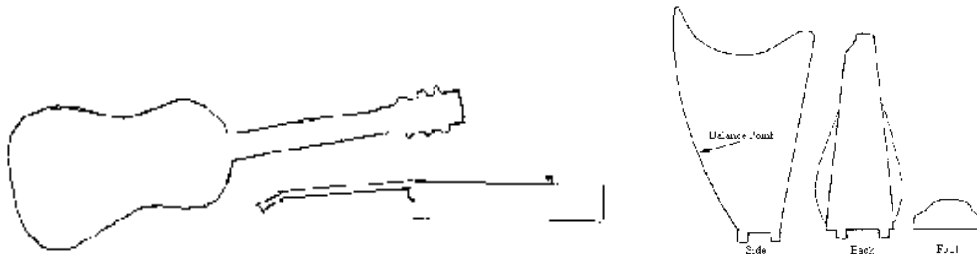
## TRACING INSTRUCTIONS

A good tracing is important to ensure a good fit for your case or case cover. Please be sure to read these instructions thoroughly before attempting a tracing. Failure to provide all of the needed information will result in delays or a case/case cover which doesn't fit properly. For all tracings you will need a solid marker such as a Sharpie, a large smooth work surface and a large sheet of clean paper. For paper we recommend a simple white or brown rolled stock. Alternatively you can use the back of Christmas/birthday wrapping paper, or even a disposable table cloth for large harp tracings. Almost any paper will work, *except for newspaper*. You can even tape regular sheets of printer paper together. Do not cut the tracing out of the big sheet, and be sure to leave plenty of room around the tracing for us to work. Once you have your tracing completed, send it to us by US Mail, UPS or FedEx. Don't worry about folding or rolling your tracing as it will work either way. If you did not order online, be sure to include a completed order form with your tracing. If you ordered online, simply write your name and contact information on your tracing. When completing the order form, be sure and complete all sections of the form and include payment information. Incomplete tracings or order forms will result in delays in completing your order. Once we receive your tracing and order form (or online order) we will release your job to production. It is at this point that the clock starts when calculating completion times, based on our goals of 4 to 6 weeks for most soft cases or case covers, and 8 weeks for rigid cases. While we do a cursory inspection of the tracings when they arrive, the pattern maker will look in detail and may have additional questions for you when they start work. Feel free to call us if you have any questions.

Case Covers: For case covers we need two views as shown below. We need a view looking down from the top and we need a side profile to determine the thickness. When tracing top down, be sure to show the handle of your case. If you'd like pockets or straps other than our standard configuration, note this on the tracing and the order form.



Soft Cases: On soft cases for any instrument other than a harp, we need two views as shown in the drawing below. We need a top down view of the entire instrument and we need a side profile to determine the thickness. On the tracing you can note any special features of your case or instrument. For a harp soft case we need three views as shown below. We need the footprint of the harp standing up. We need the view with the back of the harp on the table, looking down. Lastly, we need the side profile. In addition, we need to know the point on the pillar where the harp is balanced if you pick it up. This balance point is critical to getting the handles placed in the proper location for convenient carrying. For lutes and other bowl backed instruments, we also need a Z axis view. The Z axis is the view looking parallel down the strings from the tail pin.



Hard Cases: For Harps we need the same three views as shown above for a soft case. However, the tracings are usually done of the harp in it's soft case. If you don't plan on using the soft case when you travel, then you should trace the bare harp. For keyboards and hammered dulcimers we simply need the length, width and depth traced, or if perfectly symmetrical measurements alone may be adequate. Call us first if unsure.