



PURCHASING INSTRUCTIONS

The process of creating Mekong blue products is, most importantly, building livelihoods and empowering individuals at Stung Treng Women's Development Center (SWDC). We hope you have the chance to visit us one day. Please enjoy our silk products as we have the pleasure of creating them and seeing the benefits they generate.

Customers please note, mekong blue silk products are a 100% handicraft, we use no machinery in the process of producing our silk and use natural 100% silk fibers, natural German dye star dyes and weave on traditional hand looms. This is the charm and spirit of a handicraft. Great care and dedication goes into creating a high quality product however reasonable naturally occurring variation may be experienced on occasion in this method of production. Let us know your needs.

We currently have nearly 200 different designs and our catalogue displays a selection of some of our most popular traditional and contemporary silk products. You may order directly from the catalogue, make small changes on our designs or create your own original design. We encourage all these processes as they assist our dyers, weavers and sewers to expand and gain more confidence in their skills.

The purchasing instructions below explain how to purchase our mekong blue products. Any further queries please do not hesitate to contact us at chan@mekongblue.com

Purchasing Instructions include...

- Ordering from our catalogue**
- Making adjustments to Mekong Blue designs**
- Ordering your own original designs**
- Samples**
- Ordering a Scarf**
- Ordering Fabric / Clothing**
- Ordering Beddings**
- Ordering Home wares**
- Ordering Accessories**

Shipping Details



PURCHASING INSTRUCTIONS

Ordering from our catalogue:

To order direct from the catalogue:

Fill out purchase order fill out all the details on our purchase order form

CODE NO. / NAME	ITEM	COLOUR	ADJUSTMENTS	SIZE CM	QUANTITY	UNIT PRICE US\$	TOTAL US\$
Autumn Shades	Scarf	as displayed		46 X 185	5	\$26	\$130
Green Shade	Duvet	as displayed		King size	1	\$302	\$302

Making adjustments to Mekong Blue designs

To make simple changes: simple changes generally do not adjust the price

Fill out purchase order form adding details of changes required in the appropriate column.
 for example:

CODE No./NAME	ITEM	COLOR	ADJUSTMENTS	SIZE cm	QTY	UNIT PRICE \$US	TOTAL \$US
Evening Shades	scarf	as displayed	space colors 10cm apart	46 x 185	10	\$26	\$260
69 Pagoda	scarf	change band	make band red	46 x 185	4	\$26	\$104
51 Sunset shades	bag	as displayed	make into tie bag	standard	5	\$28	\$140
58 Emerald shades	cushion	as displayed	make into tie back cushions	40 x 40	4	\$20	\$80
58 Emerald shades	duvet	see adjustments	top of cover as emerald shades color bottom same as grey color in scarf	queen size	1	\$332	\$332

Please make details as clear as possible. If there is a color required that you would like us to match send a sample to match the color by means of a thread, fabric or paper sample via mail.

If the adjustments are more complicated, please consider following the instructions for 'Ordering your own original designs'. If you require a sample let us know. If we require further details we will contact you by email.

Ordering your own original designs

We encourage our buyers to create their own designs. Contact us for more details of what is possible. Please send to us details of your design with either a: A sample to copy or detailed drawings including all measurements
 Please specify the details of your design with:

Thread, material or paper color samples to match and their placement within the design

Any other design specifications Fill out a purchase order with qty, size and your own code relating to your designs.



Your original design are priced on application, some may need to be priced after a sample is made and we require a minimum order as we are usually setting up a new warp and loom. Contact for more details.

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Samples:

Samples maybe ordered for larger qty orders. If you require a sample for a special smaller order please let us know. If the design is very complicated we can estimate a price but may need to establish a final price after making the sample. All sample and shipping costs are paid for by the customer.

Ordering a Scarf

Silk scarves can be ordered through the catalogue or you can create your own original design. The following sizes are available. If you require a different size currently we make the maximum width of 113cm and the minimum of 25cm.

SIZE	MEASUREMENTS	EST. WEIGHT
small scarf	30cm x 160cm	52 grams
medium scarf	46cm x 185cm	93 grams
shawl	63cm x 160cm	105 grams
shawl	63cm x 185cm	121 grams
shawl	102cm 175cm	200 grams
shawl	110cm 185cm	277 grams

Ordering Fabric / Clothing

Fabric:

Meter age of fabric can be ordered between
30cm - 113cm

Scarf designs can be made into fabric or you can create your own home wares designs or clothing. Specify what the fabric will be used for to determine the weight of the silk fabric to be made. More detailed designs are priced on application.

Clothing:

Detailed information is required for clothing orders. The following is most useful:

- Sample and / or Pattern of clothing
- Detailed drawing with all measurements and notes
- Colors or design required on silk
- Weight of silk

If no fitting is possible a sample or approved pattern is preferred to directly copy into silk. Consider the weight of silk you want us to make your clothing with. We will let you know the estimated required fabric for your design.

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Bedding



A heavier more durable silk is recommended to make all bedding. Any of the scarf design within our catalogue can be converted into bedding. You can also make your own bedding fabric design.

Our range currently includes:

- Duvet Cover
- Pillow Cases
- Bed Cover
- Comforter

The sizes we use at the moment are:

- King 193 X 203cm
- Queen 205 X 218cm

Your bedding size can also be made to order.

Ordering Home wares

Cushions:

Cushion can be made from our current scarf patterns or you can design your own. Consider asking for the heavier weight silk (used to make bedding) for your cushions as it is more durable.

Current size in stock:

40 x 40cm

Sizes can be made to order, also shapes, square; rectangular, round and bolster can be made to order.

We offer the following finishes:

- Piping
- Padded (additional padding sewn into the cover)
- Tie back
- Button back
- Zipped side

Curtains:

Maximum width of 113cm is available and the curtains can be finished at any length. We currently finish with a fabric hook to slip over your curtain pole. If you require another design, let us know the details.

Ordering Accessories

At Mekong Blue we are keen to grow this area of product and encourage our customers to design some of their own product. Currently we have a small range of bags and belts.

Shipping

Upon receiving an order at SWDC when calculating cost and production time we also establish the estimated weight of your order and shipping costs according to the shipping agent we currently use, **Cambodia Express** service.

We have found their service very good and they ship to a large range of countries. If you require insurance this will be an additional cost. We are happy to use any other carrier that you wish to work with, if they have established agents in Cambodia.

For further up to date details and rates for EMS:

STUNG TRENG WOMEN'S DEVELOPMENT CENTER (SWDC) PO BOX 9500, Stung Treng Province, Cambodia
TEL: +855 12 609 730 E-MAIL: chan@mekongblue.com WEBSITE: www.mekongblue.com



Email seakthorn@linexsolutions.com
Website www.linexsolutions.com

A small example of rates as of 2010:

weight kg	e.g. destination	transit time min - max	cost \$US 2008
0.5	UK, Germany, Switzerland	2 to 3 days	25.00
0.5	USA, Canada	3 to 4 days	28.00
0.5	Japan	1 to 2 days	21.00
1.0	Hong Kong	2 to 3 days	8.00

Please note: Our remote location in Cambodia can at times have a bearing on our communication.
We have found that email is the easiest form of communication with our customers with occasional telephone contact.

Contact us if you require any other details.