



Welcome to one-on-one instruction in my workshop. I look forward to working together to develop your skills, work on projects, or to discussing the business and philosophy of woodworking, metalworking, and design. You are welcome here. Your questions are welcome here. We will start from where you are and walk as far as possible in the direction you want to go. Please feel free to call me in advance with any concerns or questions.

David Orth

Checklist and FAQs

- Contact David early on to discuss your project wishes, skill development plans, and to arrange a schedule. Consult the list of skill and project ideas on the website, but suggest anything you'd like to learn. David will be glad to help you develop a plan.
- Tools are generally provided, but consult David about any special tools that you'll need to bring for certain types of work. Order any special tools required early enough that they will arrive before you need them.
- All consultations by phone or email, any specific advance preparations by David, and any specific follow up efforts by David, will count as instruction time or otherwise be billed accordingly.
- Workdays are up to 8 hours in length, plus an hour for lunch.
- David will be at your side whenever you need instruction, guidance, a helping hand, etc. However, on the whole, you are the builder.
- Some materials and supplies may be available for purchase from Orth Furniture, but otherwise you should plan to acquire materials in advance, or plan with David to visit local lumberyards and suppliers together. Some operations (such as welding) may incur reasonable fees to recover the cost of supplies such as bottled gas or welding wire.
- Sign liability release and bring it on your first day along with a photocopy of your health insurance card. No exceptions. You will be affirming that you are a safe operator of power equipment as applicable.
- Scheduling: Instruction hours might be scheduled as late as the day before, but all scheduling is, of course, subject to David's own schedule limitations. The earlier you can schedule, the more likely your desired schedule will work out. Scheduling is not complete until payment has been made. Once a schedule has been made, the refund and rescheduling limitations below apply.
- Payment: Full payment is required at the time of all scheduling, but payments can be made without scheduling as in the case of a gift certificate or purchase of a block of flex hours. Payments may be made by check up to 10 days in advance of instruction - or by PayPal when time does not allow.

- Refunds and Rescheduling: Full refunds only if cancellations are initiated by Orth Furniture. A 75% refund can be honored up until 10 days after purchase, but not less than 10 days before your first scheduled instruction period. No other refunds are allowed. Scheduled instruction can be rescheduled at no cost up until 10 days before first day of instruction. Rescheduling less than 10 days before a period of instruction, for any reason, will incur a 25% reduction in the rescheduled instruction time, or an equivalent rescheduling fee of 25%.
- Except for the Weeklong Intensives, everyone brings or purchases their lunch. There are several local restaurants and fast food joints we frequent.
- You are on your own for your evening plans and lodging. See suggestions for lodging and local activities on the website. Some of our favorite things to do are events at The Woodstock Opera House (<http://www.woodstockoperahouse.com>), a visit to the Anderson Japanese Gardens in Rockford (<http://andersongardens.org>), sightseeing around Lake Geneva, Wisconsin, and all the wonders available an hour and a half away in Chicago.
- Dress:
 - o General: No sandals or open toes. Wear work clothes that you don't mind getting dirty or permanently spotted. Work aprons are available here.
 - o Summer: Shop is well ventilated, but not air-conditioned. Dress accordingly, but always have with you a pair of long-pants and a long-sleeved shirt for work that requires the extra skin protection.
 - o Winter: Wear insulated boots and plenty of comfortable layers for winter-time instruction.
- Bring your own Protective Gear:
 - o Eye protection: safety glasses or goggles.
 - o Ear protection (For myself, I like the headphone type, but I also keep ear buds available for occasions when the larger headphone type cannot be used).
 - o Work gloves – Light leather gloves are recommended – they are more sensitive than the heavy-duty construction type. Gloves are always removed when using power machinery.
 - o Nuisance dust masks that fit you properly.
 - o Special safety equipment – depending on your chosen field of study
 - Full-face shield – recommended for certain kinds of metalcutting, sandblasting, and wood-lathe work.
 - Breathing masks with filters rated for organic solvents - if your training requires spray finishing.

Please don't hesitate to ask your questions or make special requests. I look forward to spending time with you and working together to advance your craft.

- David Orth