**BLANKET CLEANING AND TACK REPAIR**

Jen Saffron does the blanket cleaning and tack repair for The Horseman’s Exchange. She is able to clean, repair, waterproof and label blankets. She is very handy at fixing many different types of tack.

Jen comes to pick up and drop off blankets and tack repairs every other Wednesday.

Customers pay for blanket cleaning and tack repair when they pick up their items.

HOW TO TAKE IN BLANKETS:

1. Begin by filling out a Slip with the customer’s information.
2. Next each blanket will have a yellow tag placed on the left front buckle and a number written on each yellow tag to correspond with the number on the slip.
3. Blankets are then placed in the Neon green bags and then piled in the basement for Jen to pick up.
4. The white copy of the slips goes to the customer
5. The yellow and pink slips go into the blanket folders.

Taking in tack is the same process.