

Instructions for Filling out Porter Preston's Norman Shutter Order Form

- (A) Room:** Information that will come printed on the boxes of the shutters. Add all you want here to assist you in placing the correct shutters in the right room(s) to facilitate that installation process. Remember that the shutters themselves DO NOT have the rooms in the item #'s on them so only unpack the boxes once you have the shutters in the correct location. "Same Room" should be marked if the shutters are in the same room or can be seen together. This will assure that they will make all attempts to match as closely as possible the sizes of the top and bottom rails.
- (B) Quantity:** Indicate the quantity of shutters desired for these exact specifications.
- (C) Shutter Color:** Mark the desired frame color here. NOTE: Not all colors are available in all programs.
- (D) Hinge Color:** Mark the desired hinge color here. NOTE: Stainless steel hinges are a 3% surcharge for Sussex and 5% surcharge for the other shutter programs. Black hinges are available (no surcharge).
- (E) Louver Size:** Mark the desired louver size here. NOTE: 1 7/8" louvers (Woodlore and Sussex only) and 1 1/4" louvers (Sussex only) are a 10% surcharge. NOTE: Normandy Shutters are only available with 2 1/2", 3 1/2" and 4 1/2" Louvers.
- (F) Frame Type:** The name of the frame as marked on your frame samples. See Frame Key for abbreviates.
- (G) VHS Beside or Behind:** Indicate if you want your Vintage Hang Strips to be located beside or behind the panel.
- (H) Mount Type:** Are you mounting the shutter with an inside or outside mount?
- (I) Frame Extension:** Mark here if extensions are required. A 5% surcharge applies for standard extensions and a 10% surcharge applies for custom frame extensions (please contact Porter Preston to determine applicable surcharge).
- (J) Number of Sides for Frame:** How many sides of the shutter do you want a frame for?
- (K) Number of T-Posts:** Indicate the number of T-Posts required.
- (L) T-Post Size:** Indicate width you want (1" and 1 3/4" are standard sizes – the dimension is the wood facing).
- (M) T-Post Position:** Measure from left side to the center of the T-Post.
- (N) Window Opening/Max Frame to Frame:** Are the measurements you are providing us with the size of the window opening (deductions to be taken) or the maximum frame to frame measurements (no deductions to be taken – you will receive a shutter with the frame measuring exactly this size)?
- (O) Shutter Width:** Indicate width measurement here based on window opening or max frame to frame measurements.
- (P) Shutter Height:** Indicate height measurement here based on window opening or max frame to frame measurements.
- (Q) Total # of Panels:** The total number of shutter panels in this individual shutter.
- (R) Panel Fold Configuration:** How you want the panel(s) to fold [i.e. LR (left, right)' LRTLRL (left, right, T-Post, left, right); LLRR (bi-fold, left, left, right, right)].
- (S) Stile Type:** Choose Astragal or Rabbet Stile for the panel closure.
- (T) Tilt Rod Position:** If tilt rod is desired, indicate standard, off-set or hidden. A 10% surcharge applies for invisible tilt rods and a 5% to off-set tilt rods.
- (U) Divider Rail Position:** If a divider rail is desired or necessary (panels over 72" high) indicate the location desired. Measure from the bottom to the center line of the divider rail. If location is specified as center, the rail will be placed in the center of the panel for both MFF and WO measurements. NOTE: Due to the constraints of the louvers, the center line of the divider rail might vary up to 2" either up or down from the position that you've requested.
- (V) Double Hung Position:** Indicate here the positioning of your double hung panels (if applicable). A 10% surcharge applies for double hung shutters. Sussex, Woodlore (no bi-fold panel) and Normandy shutter options.
- (W) Panel Pulls, Locks (Surcharge):** Recessed Ring Pull, Shutter Lock
- (X) Invisible Hinge (Surcharge):** Hinge mounts on inside.
- (Y) Raised Panel Position (Surcharge):** Solid Wood Raised Panel
- (Z) Custom Color (Surcharge):** Benjamin Moore/Sherwin Williams Color Deck or Customer's Own Color

Account # _____

Purchase Order # _____

Date: _____

Side Mark: _____

Ordered By: _____

Phone: _____

Fax: _____

Shutter Type: ☐ Normandy ☐ Brightwood ☐ Woodbury
☐ Sussex Norman Teak ☐ Woodlore ☐ Woodlore Plus

Shutter Style: ☐ Regular ☐ Café ☐ Specialty*
☐ Bi-Fold Track* ☐ By-Pass Track* ☐ Perfect Tilt

☐ **Check Here for Express Shipping***

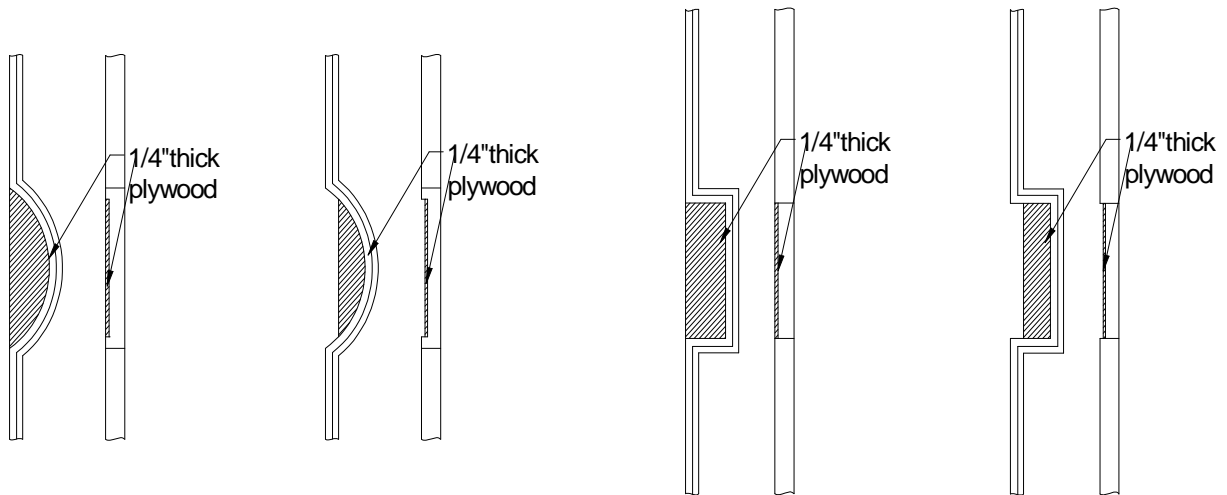
*Surcharge Applies

Bill To:

Ship To:

Item	<u>A</u> Room	<u>B</u> Qty. [exactly alike]	<u>C</u> Shutter Color [see key]	<u>D</u> Hinge Color [surcharge for SS]	<u>E</u> Louver Size [surcharge for 1 ¼" & 1 7/8"]	<u>F</u> Frame Type [See Frame Key- Surcharge for L frame with buildouts]	<u>G</u> VHS Beside or Behind	<u>H</u> Mount Type [IB or OB]	<u>I</u> Frame Ext. [surcharge]	<u>J</u> # of Sides for Frame	<u>K</u> # of T-Posts [if applicable]	<u>L</u> T-Post Size [1" std; 1 ¾" avail]	<u>M</u> T-Post Position ['C' for center]	Special Instructions	
Item	<u>N</u> Window Opening/ Max Frame to Frame	<u>O</u> Shutter Width "inches"	<u>P</u> Shutter Height "inches"	<u>Q</u> Total # of Panels	<u>R</u> Panel Fold Config. [eg: LR, LLTRR]	<u>S</u> Stile Type [Astragal or Rabbit]	<u>T</u> Tilt Rod Position [Surcharge for Offset or Invisible]	<u>U</u> Divider Rail Position [Required over 72"]	<u>V</u> Double Hung Position [surcharge]	<u>W</u> Panel Pulls, Locks [surcharge]	<u>X</u> Invisible Hinge [surcharge]	<u>Y</u> Raised Panel Position [surcharge]	<u>Z</u> Custom Color [surcharge]		
1															
2															
3															
4															
1															
2															
3															
4															

FRENCH DOOR CUTOUT



Type A

Type B

Type C

Type D

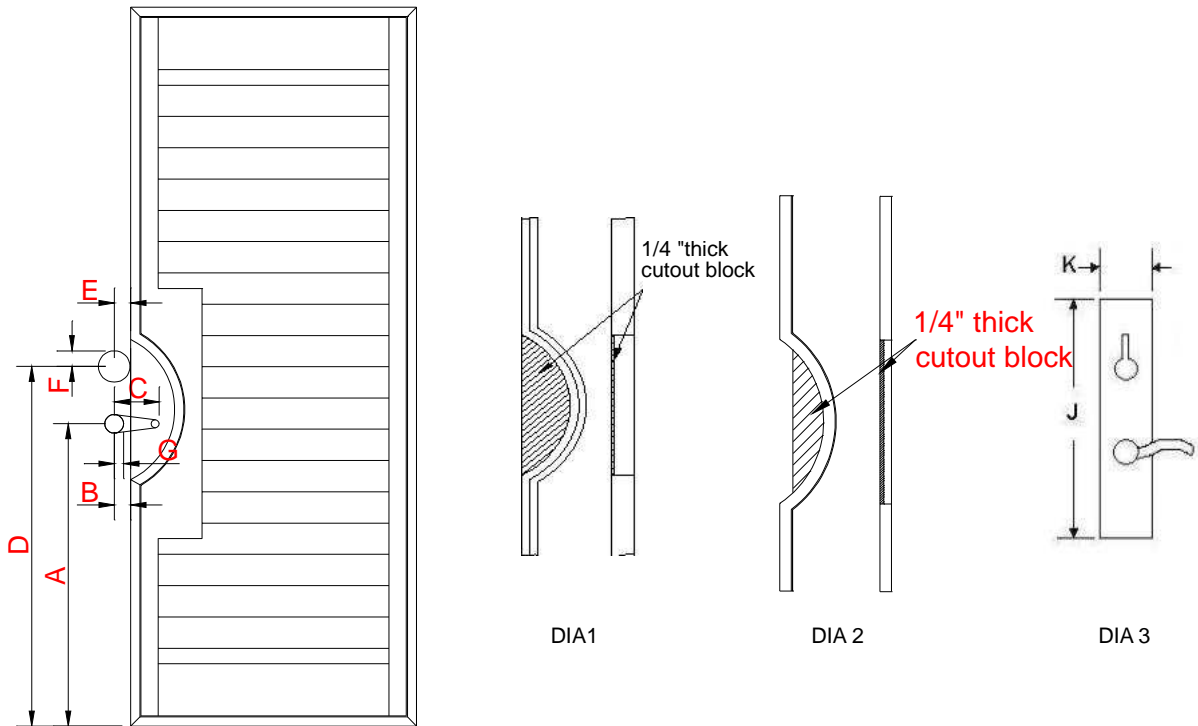
Note:

- Type A and C cutout are flush with frame
- Type B and D cutout are offset to accommodate French Door with trim around the glass.
- Type E and F (not shown above) are cutouts with batten on the back of the panel.

Helpful Tips:

L frame is preferred for French Door Installation. There will be approximately 1" gap between the edge of the handle and cutout for handle or 2.5" gap between edge of knob and cutout for round knob. If cutout will be over glass area then light can come through cutout area. In this case, back of frame will be routed and ¼ " thick plywood will be placed in cutout area. Please provide maximum frame-to-frame measurement for shutter size.

FRENCH DOOR CUTOUT TYPE A CURVE FLUSH CUTOUT- **With Handle and Lock Position**



- A. Bottom of L frame to center of handle pivot. _____
- B. Edge of L frame to center of handle pivot. _____
- C. End of handle to center of handle pivot. _____
- D. Bottom of L frame to center of lock. _____
- E. Edge of L frame to center of lock. _____
- F. Center of Lock to top edge of lock base plate. _____
- G. Center of handle pivot to edge of handle base plate. _____
- H. Is the handle on left or right side of the door? _____
- I. Is frame with cutout-block required? _____

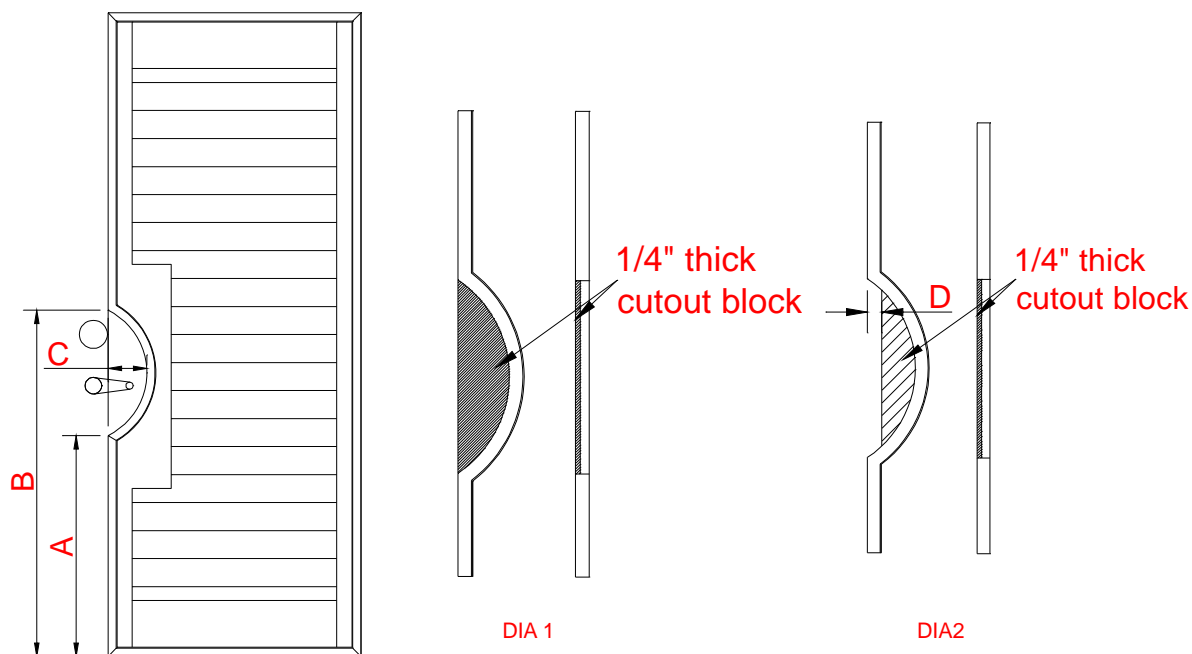
If the base plate is square (see DIA 3), then please provide following information:

- J. Square base plate height. _____
- K. Square base plate width. _____

* If your French door does not have a lock, please write "N/A" on D, E, and F.

* Cutout-block piece will be made according to DIA 2 if handle or lock base plate can hit cutout-block piece, otherwise cutout block piece will be made according to DIA 1.

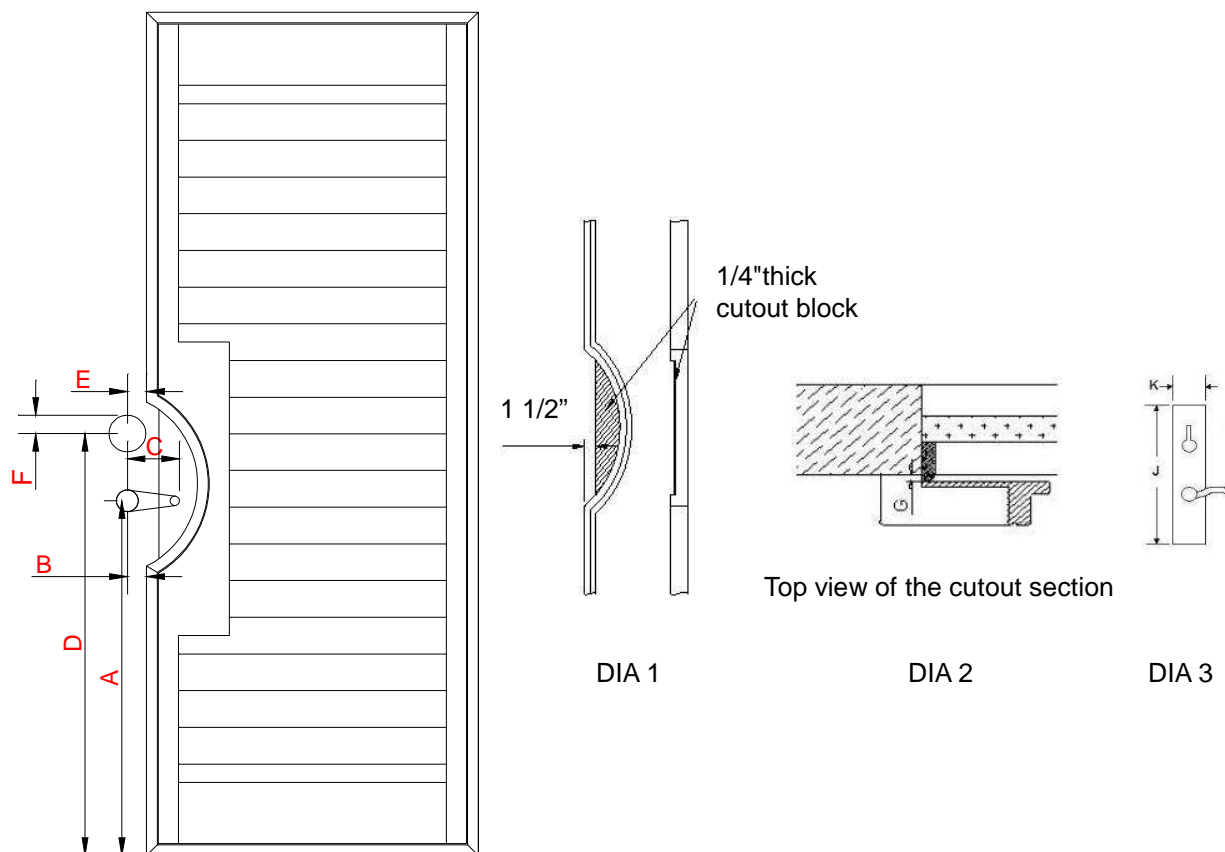
FRENCH DOOR CUTOUT TYPE A CURVE FLUSH CUTOUT-Exact Cutout Position



- A. Bottom of L frame to bottom edge of cutout. _____
- B. Bottom of L frame to top edge of cutout. _____
- C. Depth of cutout. _____
- D. Outside edge of L frame to edge of cutout-block. _____
- E. Is the handle on left or right side of the door? _____
- F. Is frame with cutout-block required? _____

- If cutout-block piece will not hit the handle base plate, the value of D should be zero. (DIA1)
- If cutout-block piece might hit the handle base plate, please provide measurement D. (DIA2)

FRENCH DOOR CUTOUT TYPE B CURVE OFFSET CUTOUT- **With Handle and Lock Position**



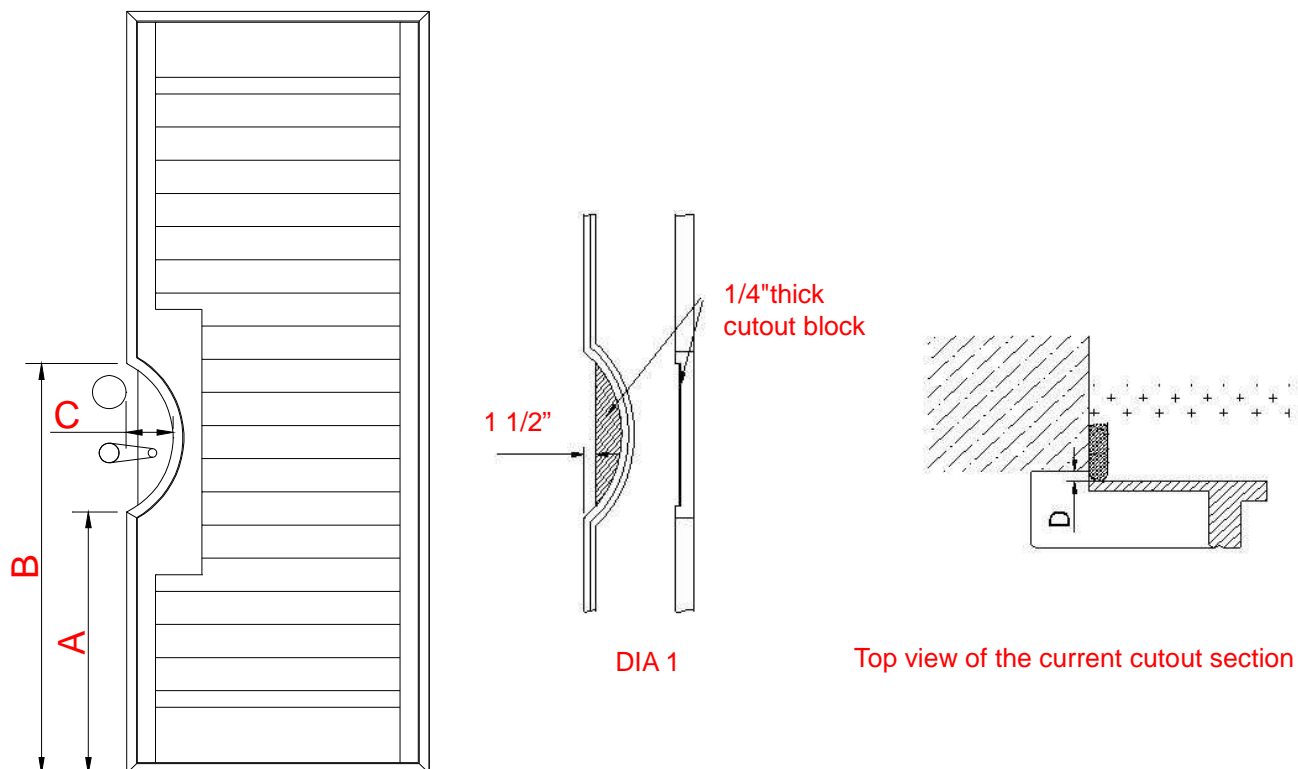
- A. Bottom of L frame to center of handle pivot. _____
- B. Edge of L frame to center of handle pivot. _____
- C. End of handle to center of handle pivot. _____
- D. Bottom of L frame to center of lock. _____
- E. Edge of L frame to center of lock. _____
- F. Center of Lock to top edge of lock base plate. _____
- G. Projection of trim. _____
- H. Is handle on left or right side of the door? _____
- I. Is frame with cutout-blocked required? _____

If the base plate is square (see DIA3), then please provide following information:

- J. Square base plate height. _____
- K. Square base plate width. _____

★Cutout-block piece will not go up to outside edge of L frame. It will go up to inside edge of L frame only. (DIA 1)

FRENCH DOOR CUTOUT TYPE B CURVE OFFSET CUTOUT-Exact Cutout Position



A. Bottom of L frame to bottom edge of cutout. _____

B. Bottom of L frame to top edge of cutout. _____

C. Depth of cutout. _____

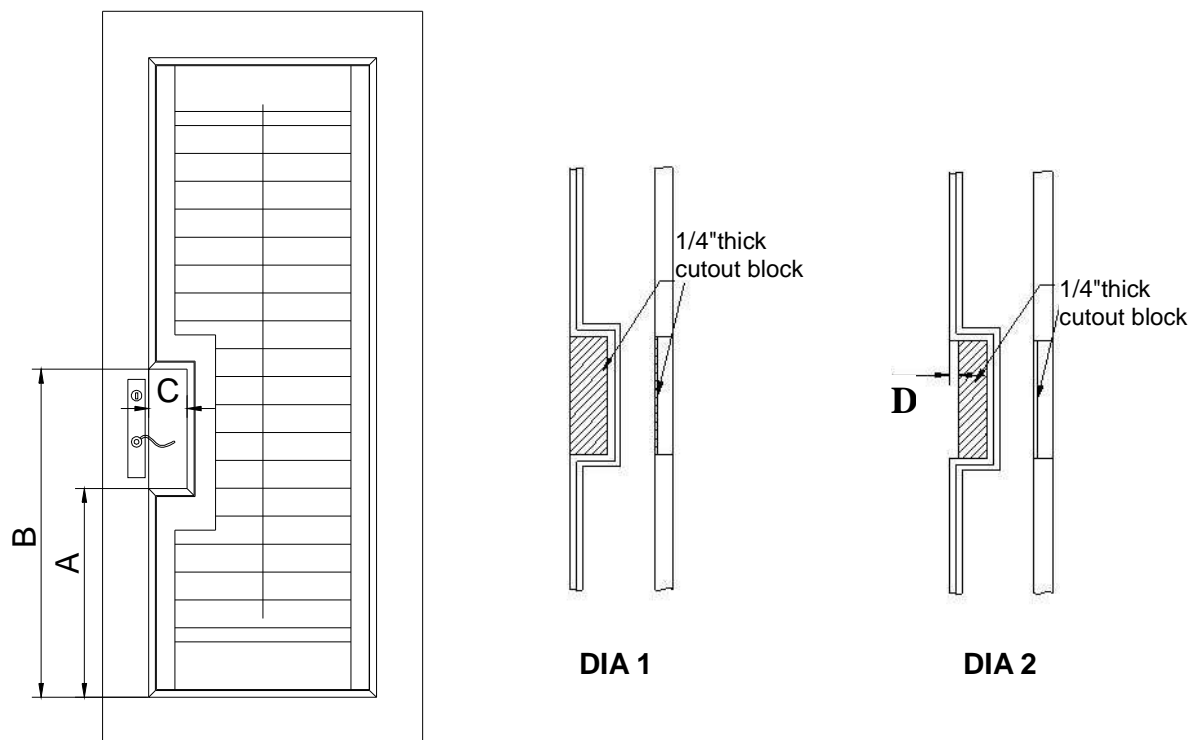
D. Projection of trim. _____

E. Is the handle on left or right side of the door? _____

F. Is frame with cutout-block required? _____

- Cutout-block piece will not go up to outside edge of L frame. It will go up to inside edge of L frame only. (DIA 1)

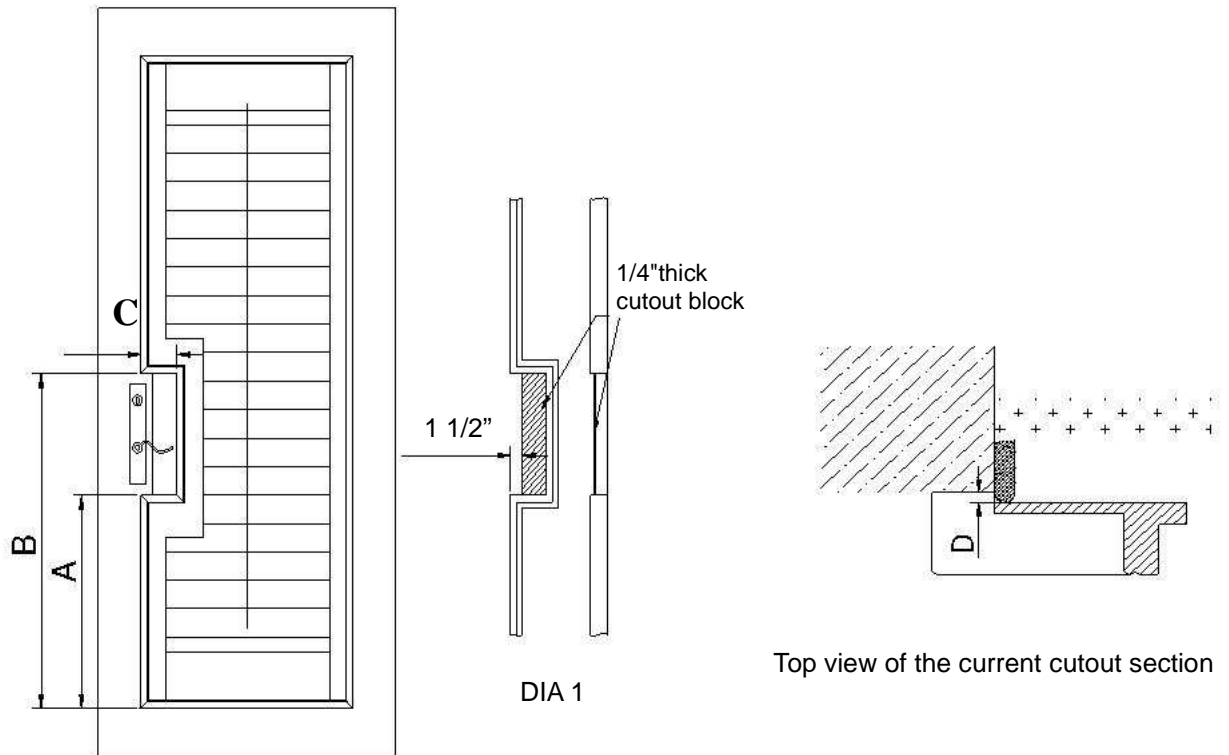
FRENCH DOOR CUTOUT TYPE C RECTANGULAR FLUSH CUTOUT



- A. Bottom of L frame to bottom edge of cutout. _____
- B. Bottom of L frame to top edge of cutout. _____
- C. Depth of cutout. _____
- D. Outside edge of L frame to edge of cutout-block. _____
- E. Is the handle on left or right side of the door? _____
- F. Is frame with cutout-block required? _____

- If cutout-block piece will not hit the handle base plate, the value of D should be zero. (DIA 1)
- If cutout-block piece might hit the handle base plate, please provide measurement D. (DIA 2)

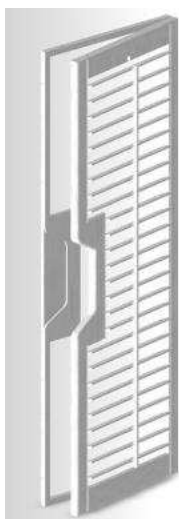
FRENCH DOOR CUTOUT TYPE D RECTANGULAR OFFSET CUTOUT



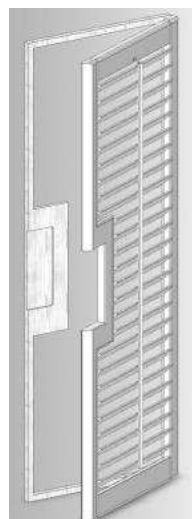
- A. Bottom of L frame to bottom edge of cutout. _____
- B. Bottom of L frame to top edge of cutout. _____
- C. Depth of cutout. _____
- D. Projection of trim. _____
- E. Is the handle on left or right side of the door? _____
- F. Is frame with cutout-block required? _____

● Cutout-block piece will not go up to outside edge of L frame. It will go up to inside edge of L frame only. (DIA 1)

FRENCH DOOR CUTOUT TYPE E & F



Type E



Type F

Type E*: Shutter with 60°angle cutout. Panel sits on batten.

Type F*: Shutter with rectangular cutout. Panel sits on batten.

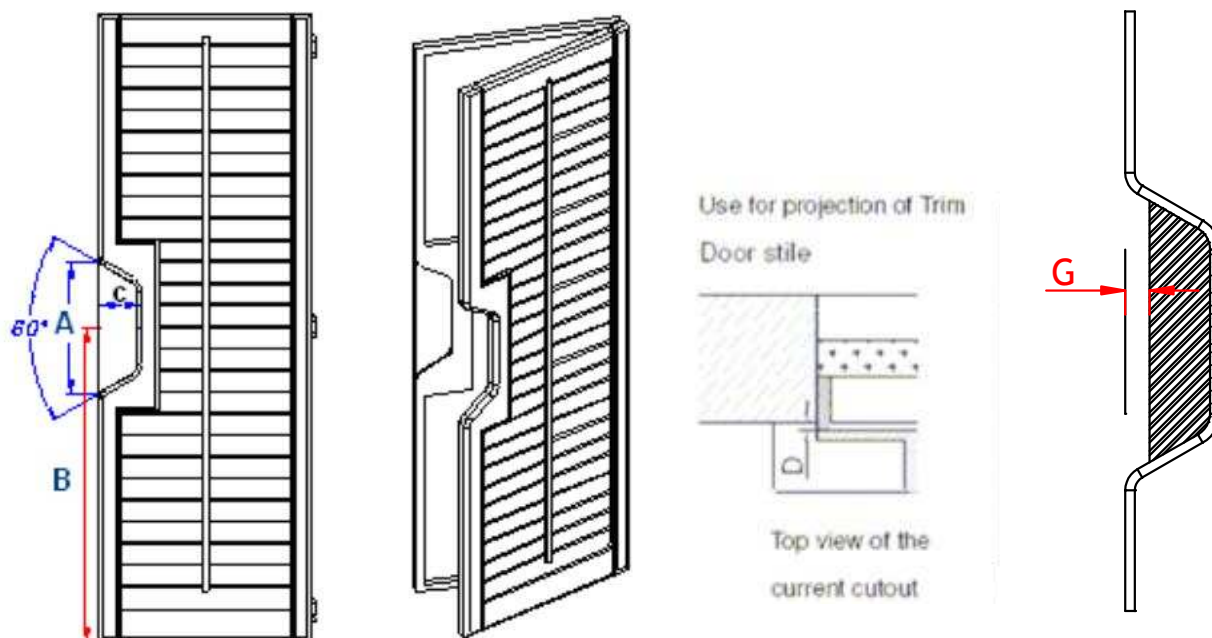
Both Type E and F come with Bullnose edges around stiles and rails.

Batten **Size:**

Louver Size	Batten Projection	Batten Width
1 1/4" 、 1 7/8" 、 2 1/2"	1"	3/4"
3 1/2"	1 3/8"	
4 1/2"	1 7/8"	

- For matching panels without cutout, please specify "Match French Door Cutout Type E / F" in the special instruction. 20% surcharge applies.

FRENCH DOOR TYPE E



Max frame to frame measurement only

Batten **Size:**

Louver Size	Batten Projection	Batten Width
1 1/4" - 1 7/8" - 2 1/2"	1"	3/4"
3 1/2"	1 3/8"	
4 1/2"	1 7/8"	

Type E: height (A) and depth (C) of cutout

A	C
8 1/2"	2 1/2"
9 1/2"	3 1/2"
11"	4 1/2"
12"	3 1/2"
13 1/2"	4 1/2"

A = Height of 60° angle cutout _____

B = Bottom of panel to center of **cutout** _____

C = Depth of cutout _____

D = Projection of trim _____

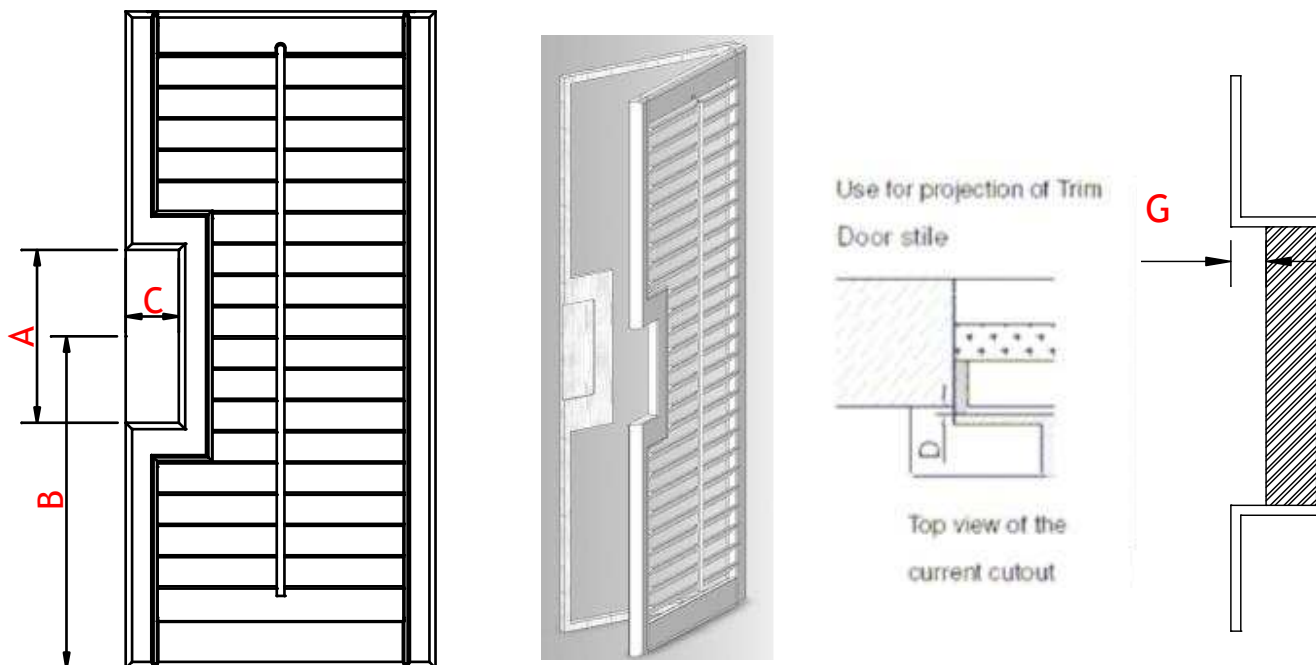
E = Is the handle on the left or right side of the door? _____

F = Batten **Projection** _____

G = Outside edge of Batten to edge of cutout-block _____

- For matching panels without cutout, please specify "Match French Door Cutout Type E / F" under special instruction. 20% surcharge applies.

FRENCH DOOR TYPE F



Max frame to frame measurement only

Batten Size:

Louver Size	Batten Projection	Batten Width
1 1/4" 、 1 7/8" 、 2 1/2"	1"	3/4"
3 1/2"	1 3/8"	
4 1/2"	1 7/8"	

A = Height of rectangular cutout _____

B = Bottom of panel to center of **cutout** _____

C = Depth of cutout _____

D = Projection of trim _____

E = Is the handle on the left or right side of the door? _____

F = Batten **Projection** _____

G = Outside edge of Batten to edge of cutout-block _____

- For matching panels without cutout, please specify "Match French Door Cutout Type E / F" in the special instruction. 20% surcharge applies.

	Woodlore	Woodlore Plus	Brightwood	Normandy	Sussex NormanTeak	Woodbury
Material	Composite	MDF Frame Wood Panels	Composite Frame Wood Panels	Basswood	Teak	Advanced Thermoplastic Material
Paint Color	5	18 Sussex Colors	5	9	21	6
Stain Color	N/A	N/A	N/A	16	29	N/A
Custom Color	No	Classic Black Only	No	No	Yes	No
Primed Available	No	No	No	Yes	Yes	No
Sandblasted Finish	No	No	No	No	Yes	No
Louver Sizes Available*	1 7/8", 2 1/2", 3 1/2" & 4 1/2"	1 7/8", 2 1/2", 3 1/2" & 4 1/2"	1 7/8", 2 1/2", 3 1/2" & 4 1/2"	2 1/2", 3 1/2" & 4 1/2"	1 1/4", 1 7/8", 2 1/2", 3 1/2" & 4 1/2"	1 7/8", 2 1/2", 3 1/2" & 4 1/2"
Louver Shapes	Elliptical	Elliptical	Elliptical	Elliptical	Elliptical	Elliptical
Fixed Louvers Available	Yes	Yes	Yes	Yes	Yes	Yes
Stile Size	1 5/8", 2" & 2 1/4"	1 5/8", 2", & 2 1/4"	1 5/8" & 2"	1 5/8", 2", & 2 1/4"	1 5/8", 2", & 2 1/4"	2"
Double Hung Available*	Yes (no bi-fold double hung)	Yes	Yes	Yes	Yes	Yes
Specialty Shapes Available*	Straight Line Only	Yes	Yes	All Specialty Shapes	All Specialty Shapes	Yes
Perfect Tilt (motorized shutters)	Yes	Yes	Yes	Yes	Yes	Yes
Perfect Tilt Max Panel Height w/o DR	62	62	62	62	62	62
Perfect Tilt Min. Panel Ht**	18	18	18	18	18	18
Horizontal T Post Available 1 & (1 3/4")*	Yes	Yes	Yes	Yes	Yes	Yes
T-Post Extensions*	Yes up to 2"	Yes up to 2"	Yes up to 2"	Yes up to 2"	Yes up to 2"	Yes up to 2"
Custom T-Post Widths*	N/A	N/A	N/A	Yes up to 7 1/2"	N/A	N/A
Custom Frame Extensions*	Yes	Yes	Yes	Yes	Yes	Yes
Raised Panel* & Natural Expressions*	N/A	N/A	N/A	N/A	Yes	N/A
Liberty Arch* & Hand Carve Rail*	N/A	N/A	N/A	N/A	Yes	N/A
Minimum Panel Width	6"	6"	6"	6"	6"	6"

61 Mattatuck Heights Road • Waterbury, CT 06705 • Tel: (866) 753-1113 • Fax: (203) 597-8828
 customerservice@porterpreston.com • www.porterpreston.com (Updated: 1/28/2014)

* surcharge

** minimum height may vary if specialty shape

	Woodlore	Woodlore Plus	Brightwood	Normandy	Sussex NormanTeak	Woodbury
Maximum Panel Width	Varies w/Louver Size: 1 7/8" = 24"; 2 1/2", 3 1/2" & 4 1/2" = 30"/24" Bi-Fold	Varies w/Louver Size: 1 7/8" = 24"; 2 1/2", 3 1/2" & 4 1/2" = 36"	Varies w/Louver Size: 1 7/8" = 30"; 2 1/2" = 36, 3 1/2" & 4 1/2" = 42"	Varies w/Louver Size: 2 1/2" = 36", 3 1/2" & 4 1/2" = 42" Bi-Fold = 26"	Varies w/Louver Size: 1 1/4" = 20", 1 7/8" = 30"; 2 1/2" = 36", 3 1/2" & 4 1/2" = 42", Bi-Fold 1/78", 2 1/2", 3 1/2" & 4 1/2" = 26"	Varies w/Louver Size: 1 7/8" = 24"; 2 1/2" = 31, 3 1/2" & 4 1/2" = 36"
Minimum Panel Height	10"	10"	10"	10"	10"	10"
Maximum Panel Height	133"	133"	133"	133"	133"	133"
Max Panel Height w/o Divider Rail	74"	74"	78"	78"	78"	74"
Max Panel Width For Bypass with Center Stile	48" for 1 7/8" louver; 50" for 2 1/2", 3 1/2", 4 1/2" louver	24" - 48" for 1 7/8" louver. 36"-50" for 2 1/2", 3 1/2", 4 1/2" louver	N/A	36" - 50" for 2 1/2", 3 1/2", 4 1/2" louver	38"-50" for 1 7/8" louver; 36" - 50" for 2 1/2", 3 1/2", 4 1/2" louver	24" - 42" for 1 7/8" louver; 31" - 50" for 2 1/2", 36" - 50" for 3 1/2" & 4 1/2" louver
Max Shutter Width without T-Post	96" plus Frame	96" plus Frame	104" plus Frame	4x single panel width (bifold) + frame	4x single panel width (bifold) + frame	N/A
Max Shutter Width with T-Post	Unlimited (frames will be spliced if over 142")	Unlimited (frames will be spliced if over 142")	Unlimited (frames will be spliced if over 142")	Unlimited (frames will be spliced if over 142")	Unlimited (frames will be spliced if over 142")	Unlimited (frames will be spliced if over 142")
Max Shutter Height	133" Plus Frame	133" Plus Frame	133" Plus Frame	133" Plus Frame	133" Plus Frame	133" Plus Frame
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* surcharge

** minimum height may vary if specialty shape



Shutter Template

COMPANY INFORMATION			
Company Name: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Telephone: _____		Fax: _____	
Contact Person: _____			
SHUTTER TEMPLATE FORM			
Company Name	_____	Norman International Account #	_____
Side Mark	_____	P.O. #	_____

Please indicate which carrier you will be using to send the template(s).

☐ FED EX ☐ UPS ☐ PRIORITY MAIL OTHER _____

Tracking No. _____ Date Sent: _____
(Please provide tracking # given to you by shipping carrier.)

Please include this form in the package being sent to the China factory, and fax a copy to Norman International Company at 866-228-3689.

Factory Address

Attn: Chad (Shutter Factory)
Company Name: Zhao Feng (Dong Guan) Window Fashions Co., Ltd
Address: SongYuan Industrial Park, QiShi Town,
DongGuan City, GuangDong Province
China 523517
Tel: +86 769 86716666

*NOTE

When sending templates to China, please keep in mind that the customer will be responsible for all accessorial fees. Accessorial fees include all duties and taxes.

What value should I declare for my template?

The customer should use their own judgment to decide what the fair market value is for their template. Keep in mind that a 17% tax will be applied to the total amount of the template value and CIF (Cost-Insurance-Freight) combined.

Typically NIC customers will note the following on a customs form under Value for Customs:

PAPER DOCUMENT ENCLOSED (NO VALUE, NOT FOR COMMERCIAL RESALE)
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