VERTICAL BLINDS:
(Check One)

- ◯ Standard Vinyl
- ◯ Fabric
- ◯ S-Curve Vinyl

VERTICAL BLIND ORDER FORM

PORTER PRESTON
Fabricator of Automated & Custom Window Coverings

Account Number: _____

Bill To: _____ Ship To: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

CUSTOMER ORDER NUMBER

DEPARTMENT SIDE-MARK

Phone: _____ Fax: _____ ***Buyer's Signature:*** _____

Porter Preston
PH: 866-753-1113
FX: 203-597-8828

Fax/Email Confirmation
☐ Yes ☐ No

Line #	Qty.	Color #	Color Name	Width	Height	Other Options	Type of Mount (Check One)	S-Curved Only Vane View (Check One)	Position of Control (Check One)	Controls (Check One)	Vane Stack (Check One)	Fabric Vane Options (Check One)	If Inserted Select Color (Check One)
1							◯ Outside ◯ Inside ◯ Ceiling	◯ Left ◯ Right	◯ Left ◯ Right	◯ Metal Bead Chain ◯ Plastic Chain (Optional) ◯ Safety Wand	◯ Left ◯ Right ◯ Split ◯ Center	◯ Free Hanging ◯ Inserted	◯ White ◯ Ivory
2							◯ Outside ◯ Inside ◯ Ceiling	◯ Left ◯ Right	◯ Left ◯ Right	◯ Metal Bead Chain ◯ Plastic Chain (Optional) ◯ Safety Wand	◯ Left ◯ Right ◯ Split ◯ Center	◯ Free Hanging ◯ Inserted	◯ White ◯ Ivory
3							◯ Outside ◯ Inside ◯ Ceiling	◯ Left ◯ Right	◯ Left ◯ Right	◯ Metal Bead Chain ◯ Plastic Chain (Optional) ◯ Safety Wand	◯ Left ◯ Right ◯ Split ◯ Center	◯ Free Hanging ◯ Inserted	◯ White ◯ Ivory

ABOUT YOUR PROGRAM
This is a *customized* program. If your customer requires an alteration to the standard specifications, please call our Customer Service Department. Special quotes are available upon request. Items manufactured outside of the standard specifications may take additional manufacturing time and cancel warranty. We reserve the right to refuse any special request.

CANCELLATION OF ORDERS
Once production has begun (usually within hours after order is received), the order CANNOT be cancelled. If the order has NOT BEEN STARTED, request a "Cancellation Number" and keep that number on file.

SPECIAL INSTRUCTIONS:

_____

_____

_____

_____

_____

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① ② ③ ④ ⑤

Use metal tape when measuring – not cloth. Measure to top of carpet pile – do not press down.

① All "Inside" installations need deductions. Factory will deduct – width 1/4″, height 3/8″.
② CONTROLS: Tilting Chain and Opening Cord controls must be on the same side. These controls can be placed either on the left or right side.
③ The beaded chain tilting control can be metal or plastic. Metal is standard.

Vanes Stack Position: Left Right Split* Center*

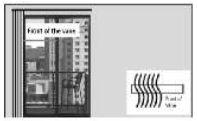
*Split & Center position not available for wand control.

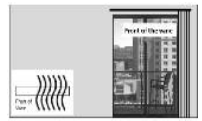
④ FREE HANGING: Vane which is not inserted into a Clear Magic Insert Groover.
⑤ INSERTED: Fabric vane inserted into a Clear Magic Insert Groover. See price list for patterns available with this option.

OPTIONS FOR VERTICAL BLINDS
Please fill in your desired options using the abbreviations below:

BC – Bottom Chain and Keyhole Punch
MC – Multi-Color (List number of vanes per color.)
OH – Offset Headrail (Attach drawing with specific information.)
TC – Tile Cut-Out (Attach drawing with specific information.)
CLO – Cord Length Override _____
TLO – Tilt Length Override _____

VANE VIEW
Direction color and pattern will show when vanes are stacked.


Left stack with vane view right


Right stack with vane view left

Split Stack – standard Vane View Right. One half of the vane will show color & pattern, the other half will show back of vane.