# Motorized Roller Roman Shade with Spools or Clips 

| Company: | Contact: | Order Date: | PO\#: |  |
| :---: | :---: | :---: | :---: | :---: |
| Address: |  | City, State, Zip: |  |  |
| Phone: | Fax: | email: |  |  |
| Ship To (if different) Contact: |  | Ship To Phone: |  |  |
| Ship To Address: |  | Ship To City, State, Zip: |  |  |
| Order Information for assistance call Customer Service at 866-753-1113 or email us at customerservice@porterpreston.com |  |  |  |  |
| Total Number of Boards to be made with these exact specifications Use another order form for boards with different specifications |  | Number of boards to be made: |  |  |
| Shade Weight Include the weight of the fabric, lining, stiffeners and bottom weights. |  | $\square 1-8 \mathrm{lbs} \square^{9-15 \mathrm{lbs}} \square^{16-20 \mathrm{lbs}} \square \square^{21-40 \mathrm{lbs}}$ |  |  |
| Depth of Mounting Board Standard mounting board depths are $21 / 2^{\prime \prime}$. Call customer service if deeper mounting board is required. |  | $\square$ $3^{1 ⁄ 21}$ " Board (necessary over 16lbs) surcharge applies |  |  |
| Exact Shade Dimensions (to closest $1 / 8^{\prime \prime}$ ) <br> Boards wider than $144^{\prime \prime}$ or taller than $120^{\prime \prime}$ are not accepted. Porter Preston will not make any additional deductions. |  | Width-max. 144" Height-max. 120" <br>   |  |  |
| Spools or Clips Specify if spools or clips should be used |  | $\square \text { Spools } \square \text { Clips }$ |  |  |
| Wrap of Mounting Board Specify white, C.O. M. * or None *For C.O.M. send enough fabric to cover the board without piecing $\$ 10$ surcharge per board. |  | $\square$ White $\square$ C.O.M. $\square$ None |  |  |
| Control Position Specify Left or Right |  | $\square \text { Left } \square \text { Right }$ |  |  |
| Cord Color Cords are used for shades less than 10lbs |  | $\square$ White cord $\square$ Vanilla cord |  |  |
| Chain Type and Color All shades over 10 lbs require metal or white plastic bead chain. $\$ 10$ surcharge for other chain colors |  | $\square$ Metal $\square$ White Plastic |  |  |
| Length of Bead Chain |  | Standard Lengths <br> $2^{\prime}$ $\square$ 3' $\square$ $4^{\prime}$ $\square$ 5 $\square$ $6^{\prime}$ $\square$ |  |  |

Indicate the Distance Between Columns of Rings Your mounting board will be built according to the measurements you provide below: Your sketch does not have to be to scale, but the numbers must be accurate to the nearest $1 / 8^{\prime \prime}$. Draw vertical lines to show the columns of rings. Be sure to include every column, including those close to the edges of the board. The first two columns are sketched for you. Write the measurements to indicate the distance between each column of rings and the next. Measurements must be accurate to the nearest $1 / 8^{\prime \prime}$ Porter Preston will not make any additional deductions. CHECK THAT MEASURMENTS ADD UP TO THE EXACT SHADE WIDTH

| $\longleftrightarrow \cdot \longleftrightarrow$ | Total \#of Columns |
| :---: | :---: |
| $\cdots$ |  |
| - . - |  |
| Read Terms of Sale (page 2) and sign | continue your order on page 2 |

Return Completed Order Form via Fax to 203-597-8828 or email to customerservice@porterpreston.com
Porter Preston, 61 Mattatuck Heights Road, Waterbury, CT 06705 USA Customer Service: 866-753-1113 Fax: 203-597-8828
email: customerservice@porterpreston.com www.porterpreston.com

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Warranty Porter Preston will repair or replace at no charge, any lift system that fails due to faulty parts or poor workmanship provided the claim is made within 60 days of purchase. This warranty does not cover systems that have been subject to abuse. Orders for Expressly Yours lift systems are not cancelable or returnable for any reason except warranty repair as described. The buyer verifies that all sizes and specs are correct. The customer will be charged for repairs necessitated by error on their part.

Terms of Sale The price of the mounting board includes all parts, labor and packaging. The price of boards up to $100^{\prime \prime}$ wide includes ground shipping. All mounting boards over $100^{\prime \prime}$ wide are shipped by common carrier, freight collect. All orders ship within 5 business days from receipt of orders with satisfactory payment arrangements. Rush orders received by 12 pm will ship next business day with a $\$ 10$ per board surcharge. Overnight shipping is additional.

Credit Card Information All EY board purchases will be charged to the credit card we have on file. By signing below you authorized Porter Preston to charge your card the amount noted above. I have read, understand and agree to the Terms of Sale.

