

WINDOW SHADINGS ORDER FORM

Account number: _____

Bill To: _____

Address: _____

City: _____ State: _____ Zip: _____

CuSTomer order numBer

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phone: _____ Fax: _____

Ship To: _____

Address: _____

City: _____ State: _____ Zip: _____

depArTmenT Side-mArk

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Buyer's Signature: _____

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

Fax/email Confirmation

Yes no

page ____ of ____

Line #	Qty.	Fabric Style Name	Style #	Width ↔	Height ↑↓	Operating System					Installation Type			OPTIONS								
						Continuous Cord Loop	Retractable Cord	Cordless	RF RemoteLift (Check One)	Tilt Only Operation (Check One)	inside (IB)	outside (OB)	end mount	Other Options	Spacer Blocks 1/2", 1", 1-1/2"	Extension Brackets	Hold-Down Brackets	Fabric Covered Headrail	Remote Control Quantity			
1						<input type="radio"/> Left <input type="radio"/> Rigt	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No											<input type="radio"/> Yes <input type="radio"/> No	
2						<input type="radio"/> Left <input type="radio"/> Rigt	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No											<input type="radio"/> Yes <input type="radio"/> No	
3						<input type="radio"/> Left <input type="radio"/> Rigt	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No											<input type="radio"/> Yes <input type="radio"/> No	
4						<input type="radio"/> Left <input type="radio"/> Rigt	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No											<input type="radio"/> Yes <input type="radio"/> No	
5						<input type="radio"/> Left <input type="radio"/> Rigt	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No											<input type="radio"/> Yes <input type="radio"/> No	

NOTE: The factory will take standard deductions from your measurements to allow operating clearance. Refer to product information guide "finished dimensions."

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:

OPTIONS FOR WINDOW SHADINGS

Please fill in your desired options using the abbreviations below:

- SS – Side by Side (note: shades must be the same height)
- BA – Battery Wand
- SB – Satellite Battery pack (Wire length 4', 10', 15', or 20': _____)
- Tr – Transformer
- BC – Back Cover: Yes no
- dC – dust Cover: Yes no
- dCp – dC power Supply (Wire length 4', 10', 15', or 20': _____)
- dA – daisy Chain Adapter (Wire length 4', 10', 15', or 20' cable: _____)
- HCo – Hardwire Color override: _____
- CLo – Cord Length override: _____

VERTICAL SHADINGS ORDER FORM



Fabricator of Automated & Custom Window Coverings

Account Number: _____

Bill To: _____

Address: _____

City: _____ State: _____ Zip: _____

CUSTOMER ORDER NUMBER

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Phone: _____ Fax: _____

Ship To: _____

Address: _____

City: _____ State: _____ Zip: _____

DEPARTMENT SIDE-MARK

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Buyer's Signature: _____

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Yes No

Page ____ of ____

Line	Qty.	Light Filtering/ Room Darkening (Check One)	Color #	Color Name	Width ←→	Height ↑	Type of Mount	Vane Stack	Wand/Cord Control	Custom Wand/Cord Drop	Custom Moving Wand Drop	Position of Control
							(Check One)	(Check One)	(Check One)	(Check One)	(Check One)	(Check One)
1		<input type="radio"/> LF <input type="radio"/> RD					<input type="radio"/> Outside	<input type="radio"/> Left	<input type="radio"/> Wand/Cord	<input type="radio"/> 24	<input type="radio"/> 23	<input type="radio"/> Left
							<input type="radio"/> Inside	<input type="radio"/> Split	<input type="radio"/> Moving Wand	<input type="radio"/> 36	<input type="radio"/> 30	<input type="radio"/> Right
								<input type="radio"/> Right		<input type="radio"/> 48	<input type="radio"/> 40	
										<input type="radio"/> 60		
										<input type="radio"/> 72		
2		<input type="radio"/> LF <input type="radio"/> RD					<input type="radio"/> Outside	<input type="radio"/> Left	<input type="radio"/> Wand/Cord	<input type="radio"/> 24	<input type="radio"/> 23	<input type="radio"/> Left
							<input type="radio"/> Inside	<input type="radio"/> Split	<input type="radio"/> Moving Wand	<input type="radio"/> 36	<input type="radio"/> 30	<input type="radio"/> Right
								<input type="radio"/> Right		<input type="radio"/> 48	<input type="radio"/> 40	
										<input type="radio"/> 60		
										<input type="radio"/> 72		
3		<input type="radio"/> LF <input type="radio"/> RD					<input type="radio"/> Outside	<input type="radio"/> Left	<input type="radio"/> Wand/Cord	<input type="radio"/> 24	<input type="radio"/> 23	<input type="radio"/> Left
							<input type="radio"/> Inside	<input type="radio"/> Split	<input type="radio"/> Moving Wand	<input type="radio"/> 36	<input type="radio"/> 30	<input type="radio"/> Right
								<input type="radio"/> Right		<input type="radio"/> 48	<input type="radio"/> 40	
										<input type="radio"/> 60		
										<input type="radio"/> 72		
4		<input type="radio"/> LF <input type="radio"/> RD					<input type="radio"/> Outside	<input type="radio"/> Left	<input type="radio"/> Wand/Cord	<input type="radio"/> 24	<input type="radio"/> 23	<input type="radio"/> Left
							<input type="radio"/> Inside	<input type="radio"/> Split	<input type="radio"/> Moving Wand	<input type="radio"/> 36	<input type="radio"/> 30	<input type="radio"/> Right
								<input type="radio"/> Right		<input type="radio"/> 48	<input type="radio"/> 40	
										<input type="radio"/> 60		
										<input type="radio"/> 72		

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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.

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

NOTE: Vertical Shadings are **NOT** recommended as inside (IB) mounts due to light gaps that occur on the sides of the sheer when vanes are closed.

- ① Inside mount deductions: fabric -1/4", headrail width side stack -1 1/2", headrail width split stack -1 1/4".
Outside mount deductions: fabric - ordered width, headrail width side stack -1 1/4", headrail width split stack -1".
- ② Moving wand is only available with OB mount, side stack.

SPECIAL INSTRUCTIONS:
