

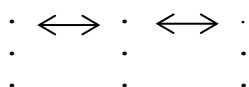
Manual Roller Roman Shade with Spools or Clips

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 # of Boards to be made with these exact specifications. Use another order form for boards with different specifications.	<input type="text"/> # of Boards
Shade Weight Include the weight of the fabric, lining, stiffeners and bottom weights.	<input type="checkbox"/> 1-8 lbs. <input type="checkbox"/> 9-15lbs. <input type="checkbox"/> 16-20 lbs. <input type="checkbox"/> 21-40 lbs.
Depth of Mounting Board Standard mounting board depths are 2 1/2". Call customer service if a deeper mounting board is required.	<input type="checkbox"/> 2 1/2" Board <input type="checkbox"/> 3 1/2" Board (necessary over 16lbs) surcharge applies
Exact Shade Dimensions (to closest 1/8") Boards wider than 144" or taller than 120" are not accepted. Porter Preston will not make any additional deductions.	Width-max. 144" <input type="text"/> Height-max. 120" <input type="text"/>
Spools or Clips Specify if spools or clips should be used.	<input type="checkbox"/> Spools <input type="checkbox"/> 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.	<input type="checkbox"/> White <input type="checkbox"/> C.O.M.* <input type="checkbox"/> None
Control Position <input type="checkbox"/> Left <input type="checkbox"/> Right.	Roll Type <input type="checkbox"/> Standard Roll <input type="checkbox"/> Waterfall
Select Child Safety System	<input type="checkbox"/> Safety Ring Lock System & Number of Horizontal Rows on face fabric _____ <input type="checkbox"/> Safety Shroud
Cord Color Cords are used for shades less than 10lbs.	<input type="checkbox"/> White Cord <input type="checkbox"/> Vanilla Cord <input type="checkbox"/> Chain Finish Upgrade
Chain Type and Color All shades over 10 lbs. require metal or white plastic bead chain. \$10 surcharge for other chain colors.	<input type="checkbox"/> Metal <input type="checkbox"/> White Plastic
Length of Bead Chain	Standard Lengths <input type="checkbox"/> 2' <input type="checkbox"/> 3' <input type="checkbox"/> 4' <input type="checkbox"/> 5' <input type="checkbox"/> 6'

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". 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". We will not make any additional deductions. **CHECK THAT MEASUREMENTS ADD UP TO THE EXACT SHADE WIDTH**



Total #of Columns

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

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www.porterpreston.com



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Item	Width	Price	Qty.	Total	Item	Part #	List Price	Quantity	Total
EYRR30	30"	\$96.60		\$	Safety Ring Lock – Short Stack (100 Pack)	STSRL	\$115.00		
EYRR48	48"	\$104.40		\$					
EYRR66	66"	\$112.00		\$	Safety Ring Lock 0.9mm Cord (100 Pack)	STSRL09	\$115.00		
					Forever Ring (100 Pack)	STSFR	\$23.00		
EYRR72	72"	\$121.10		\$	Level Lock Insert (100 Pack)	STSLILP	\$11.50		
EYRR90	90"	\$130.20		\$					
EYRR104	104"	\$139.10		\$	Orbs (100 Pack)	Clear <input type="checkbox"/>	\$19.99		
EYRR120	120"	\$146.80		\$		Black <input type="checkbox"/>			
EYRR144	144"	\$151.90		\$	Description		Price	Quantity	Total
				Subtotal	\$	C.O.M.	\$10.00		\$
						Rush Order	\$10.00		\$
						LTL Shipment	\$125.00		\$
						Chain Finish Upgrade	\$10.00		\$
						3 1/2" Board	\$10.00		\$
						Subtotal		\$	
						Grand Total		\$	

Note: 3 1/2" board requires a Galaxy Clutch \$24.00 Surcharge

UPS Ground used when shipping shades < 102" ordered item width

- \$5.00 per unit with a minimum charge of \$15 for units ≤ 90" ordered item width*
- Additional \$50 oversized surcharge per package for > 90" < 102" ordered item width (calculated at 3 shades per package) Note: Fascia is packaged separately from shades resulting in additional surcharge(s)
- Additional Shipping Upgrades available \$30 Next Day per Unit, \$25 2nd day per Unit, \$20 3rd day per Unit

Common Carrier used when shipping shades ≥ 102" ordered item width

- \$125.00 per shipment ≥ 102" ordered item width within Continental US
- Additional \$55 NYC/DC Surcharge per order, Additional \$75 Residential Surcharge per order, FOB Waterbury, CT – all items shipped outside the cont US

Payment Information

Terms of Sale The price of the track includes all parts, labor and packaging. All orders ship within 5 business days from receipt with satisfactory payment arrangements. Rush orders received by 12pm will ship next business day with a \$10 per board surcharge. Overnight shipping is additional.

Credit Card Information All SS38 track purchases will be charged to the credit card on file. By signing below you authorize Porter Preston to charge your card the amount noted above. I have read, understand and agree to the Terms of Sale.

Card Holder Signature: _____

Date: _____

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