



Quality Wholesale Window Coverings  
Contract • Hospitality • Health-care • Residential

**EXPRESSLY YOURS**

**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](mailto:customerservice@porterpreston.com)

<b>Total # of Boards</b> to be made with these exact specifications. Use another order form for boards with different specifications.	<input type="checkbox"/> # of Boards
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<b>Shade Weight Include</b> 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.
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<b>Depth of Mounting Board Standard</b> 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) <b>Surcharge applies \$20- per board</b>
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<b>Exact Shade Dimensions (to closest 1/8")</b> Boards wider than <b>144"</b> or taller than <b>120"</b> are not accepted. Porter Preston will not make any additional deductions.	<b>Width-max. 144"</b> <input type="text"/> <b>Height-max. 120"</b> <input type="text"/>
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<b>Spools or Clips Specify</b> if spools or clips should be used.	<input type="checkbox"/> Spools <input type="checkbox"/> Clips
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<b>Wrap of Mounting Board</b> Specify white, C.O. M. * or None *For C.O.M. send enough fabric to cover the board without piecing \$14 surcharge per board.	<input type="checkbox"/> White <input type="checkbox"/> C.O.M.* <input type="checkbox"/> None
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<b>Control Position</b> <input type="checkbox"/> Left <input type="checkbox"/> Right.	<b>Roll Type</b> <input type="checkbox"/> <b>Fabric rolls off front</b> <input type="checkbox"/> <b>Fabric will roll off back</b>
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<b>FOR OFFICE USE ONLY TUBE SIZE USED</b> _____	<input type="checkbox"/> <b>Safety Ring Lock System</b> <input type="checkbox"/> <b>Safety Shroud</b>
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<b>Cord Color</b> Cords are used for shades less than 10lbs.	<input type="checkbox"/> White Cord <input type="checkbox"/> Vanilla Cord
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<b>Chain Type and Color All</b> shades over 10 lbs. require metal or white plastic bead chain. <b>\$12 surcharge for other chain finishes.</b>	<input type="checkbox"/> NPS <input type="checkbox"/> White Plastic <input type="checkbox"/> <b>Metal Chain Finish</b> _____
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<b>Length of Bead Chain</b>	Standard Lengths <input type="checkbox"/> 2' <input type="checkbox"/> 3' <input type="checkbox"/> 4' <input type="checkbox"/> 5' <input type="checkbox"/> 6'
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**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 <input type="text"/>
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Fabricator of Automated & Custom Window Coverings

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Item	Width	Price	Qty.	Total	Item	Part #	List Price	Quantity	Total
EYRR30	30"	\$108.00		\$	Safety Ring Lock – Short Stack (1000 Pack)	STSRL	\$129.00		
EYRR48	48"	\$117.00		\$		Safety Ring Lock 0.9mm Cord (1000 Pack)	STSRL09	\$129.00	
EYRR66	66"	\$125.00		\$	Forever Ring (1000 Pack)	STSFR	\$26.00		
EYRR72	72"	\$136.00		\$	Level Lock Insert (100 Pack)	STSLILP	\$13.00		
EYRR90	90"	\$148.00		\$		Orbs (100 Pack)	Clear <input type="checkbox"/> Black <input type="checkbox"/>	\$23.00	
EYRR104	104"	\$160.00		\$	COM	\$14 ea.	3 1/2" Board		\$20 ea.
EYRR120	120"	\$176.00		\$	Chain Upgrade	\$12 ea.			
EYRR144	144"	\$194.00		\$	Rush Order	\$15 ea.			

**Warranty** Porter Preston will repair or replace at no charge, a lift system that fails due to faulty parts or poor workmanship provided the claim is made within 60 days of purchase.

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.

**Shipping**

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

- \$6.00 per unit with a minimum charge of \$18 for units ≤ 90" ordered item width\*
- Additional \$60.00 oversized surcharge per package for > 90" < 102" ordered item width (calculated at 3 shades per package)
- Additional Shipping Upgrades available o \$34 Next Day per Unit, \$28 2nd day per Unit, \$22 3rd day per Unit

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

- \$148.00 per shipment ≥102" ordered item width within Continental US
- Additional \$60 NYC/DC Surcharge per order • Additional \$80 Residential Surcharge per order

**Payment Information**

**Terms of Sale** The price of the mounting board 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 \$15 per board surcharge. PRIOR AUTHORIZATION REQUIRED. Overnight shipping is additional. See above.

**Credit Card Information** All EY board 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 and agree to the Terms of Sale.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Completed Order Form via Fax to 203-597-8828 or email to customerservice@porterpreston.com**