WINDOW SHADINGS ORDER FORM

PORTER PRESTON
Quality Wholesale Window Coverings
Contract • Hospitality • Residential

Account number: _____

Bill To: _____

Address: _____

City: _____ State: _____ Zip: _____

CuSTomer order numBer

phone: _____ Fax: _____

Ship To: _____

Address: _____

City: _____ State: _____ Zip: _____

depArTmenT Side-mArk

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						○ Left ○ Rigt	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No								○ Yes ○ No	
2						○ Left ○ Rigt	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No								○ Yes ○ No	
3						○ Left ○ Rigt	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No								○ Yes ○ No	
4						○ Left ○ Rigt	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No								○ Yes ○ No	
5						○ Left ○ Rigt	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No								○ Yes ○ 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: _____