

**VERTICAL BLINDS:**  
(Check One)

- Standard Vinyl  
 Fabric  
 S-Curve Vinyl

# VERTICAL BLIND ORDER FORM

Account Number: \_\_\_\_\_  
 Bill To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ship To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

CUSTOMER ORDER NUMBER

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DEPARTMENT SIDE-MARK

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Fax/Email Confirmation  
 Yes  No  
 Page \_\_\_ of \_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Buyer's Signature:** \_\_\_\_\_

Line #	Qty.	Color #	Color Name	Width	Height	Other Options	Type of Mount (Check One)	S-Curved Only Vane View (Check One)	Position of Control (Check One)	Controls (Check One)	Vane Stack (Check One)	Fabric Vane Options (Check One)	If Inserted Select Color (Check One)
1							<input type="radio"/> Outside <input type="radio"/> Inside <input type="radio"/> Ceiling	<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Metal Bead Chain <input type="radio"/> Plastic Chain (Optional) <input type="radio"/> Safety Wand	<input type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Split <input type="radio"/> Center	<input type="radio"/> Free Hanging <input type="radio"/> Inserted	<input type="radio"/> White <input type="radio"/> Ivory
2							<input type="radio"/> Outside <input type="radio"/> Inside <input type="radio"/> Ceiling	<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Metal Bead Chain <input type="radio"/> Plastic Chain (Optional) <input type="radio"/> Safety Wand	<input type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Split <input type="radio"/> Center	<input type="radio"/> Free Hanging <input type="radio"/> Inserted	<input type="radio"/> White <input type="radio"/> Ivory
3							<input type="radio"/> Outside <input type="radio"/> Inside <input type="radio"/> Ceiling	<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Metal Bead Chain <input type="radio"/> Plastic Chain (Optional) <input type="radio"/> Safety Wand	<input type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Split <input type="radio"/> Center	<input type="radio"/> Free Hanging <input type="radio"/> Inserted	<input type="radio"/> White <input type="radio"/> Ivory

**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:**

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

① All "Inside" installations need deductions. Factory will deduct – width 1/4", height 3/8".

② CONTROLS: Tilting Chain and Opening Cord controls must be on the same side. These controls can be placed either on the left or right side.

③ The beaded chain tilting control can be metal or plastic. Metal is standard.

Vanes Stack Position: Left  Right  Split\*  Center\* 

\* Split & Center position not available for wand control.

④ FREE HANGING: Vane which is not inserted into a Clear Magic Insert Groover.

⑤ INSERTED: Fabric vane inserted into a Clear Magic Insert Groover. See price list for patterns available with this option.

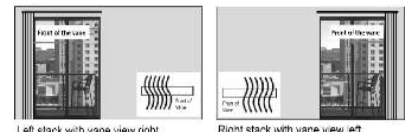
**OPTIONS FOR VERTICAL BLINDS**

Please fill in your desired options using the abbreviations below:

- BC – Bottom Chain and Keyhole Punch
- MC – Multi-Color (List number of vanes per color.)
- OH – Offset Headrail (Attach drawing with specific information.)
- TC – Tile Cut-Out (Attach drawing with specific information.)
- CLO – Cord Length Override \_\_\_\_\_
- TLO – Tilt Length Override \_\_\_\_\_

**VANE VIEW**

Direction color and pattern will show when vanes are stacked.



Left stack with vane view right      Right stack with vane view left

Split Stack – standard Vane View Right. One half of the vane will show color & pattern, the other half will show back of vane.