



Quality Wholesale Window Coverings
Contract • Hospitality • Healthcare • Residential

EXPRESSLY YOURS

Workroom Traversing Shaft System

Company:	Contact Name:	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 number of boards to be made with these exact specifications. Use another order form for boards with different specifications.	Qty:
Choose Mounting Board & System Standard mounting board depths are 1 1/2" or 2 1/2". Shades weighing over 10 lbs. must use a 2 1/2" board with standard clutch system. Shades on a 1 1/2" board will default to the slim clutch system.	Under 10 lbs. (2 spears): <input type="checkbox"/> 1 1/2" Board <input type="checkbox"/> 2 1/2" Board Over 10lbs (4 spears): <input type="checkbox"/> 2 1/2" Board <input type="checkbox"/> 3 1/2" Board
Exact Shade Dimensions (to closest 1/8") Orders for boards wider than 168" or a height greater than 144" are not accepted. We will not make any additional deductions.	Width (max. 168"): _____ Height (max. 144"): _____ <p style="text-align: right;">Maximum Weight 30LBS</p>
Wrap of Mounting Board 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

ROLL DIRECTION Fabric Rolls Off the back Fabric Rolls Off the front

Select Child Safety System Safety Shroud Safety Ring Lock System

Clutch side	<input type="checkbox"/> Left <input type="checkbox"/> Right
Cord Color Cords are used for shades less than 10lbs	<input type="checkbox"/> White cord <input type="checkbox"/> Vanilla cord
Chain Type and Color All shades over 10 lbs. require metal or white plastic bead chain.	<input type="checkbox"/> Metal Upgrade \$12 <input type="checkbox"/> White Plastic No Charge <input type="checkbox"/> NPS Chain Finish No Charge
Upgraded Chain Finish _____	Standard Lengths <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Chain Length 2' 3' 4' 5' 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:

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· : · : ·
· : · : ·

Stop Brackets Installed at no charge and placed at our discretion. Minimum of 2 brackets **Yes** _____ **No** _____



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Item	Width (up to)	Price	Qty	Total	Item	Part #	List Price	QTY	Total	
EYCH30	30"	\$107.00		\$	Safety Ring Lock – Short Stack (1000 Pack)	STSRL	\$129.00			
EYCH48	48"	\$115.00		\$		Safety Ring Lock 0.9mm Cord (1000 Pack)	STSRL09	\$129.00		
EYCH66	66"	\$124.00		\$			STSFR	\$26.00		
EYCH72	72"	\$134.00		\$		Level Lock Insert (1000 Pack)	STSLILP	\$13.00		
EYCH90	90"	\$144.00		\$	Orbs (100 Pack)	Clear <input type="checkbox"/> Black <input type="checkbox"/>	\$23.00			
EYCH104	104"	\$152.00		\$						
EYCH120	120"	\$170.00		\$						
EYCH168	168"	\$190.00		\$	Description			Price	Qty	Total
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.					C.O.M.			\$14.00 ea.		\$
					Rush Order			\$15.00 ea.		\$
					Chain Upgrade			\$12.00 ea.		\$
					3 ½" Board			\$20.00 ea.		\$
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: \$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 • FOB Waterbury, CT								Shipping		\$
								Total		

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.

Card Holder Signature: _____ Date: _____