



*Fabricator of Automated & Custom Window Coverings*

### Instructions for Filling out Porter Preston's Norman Shutter Order Form

- (A) Room:** Information that will come printed on the boxes of the shutters. Add all you want here to assist you in placing the correct shutters in the right room(s) to facilitate that installation process. Remember that the shutters themselves DO NOT have the rooms in the item #'s on them so only unpack the boxes once you have the shutters in the correct location. "Same Room" should be marked if the shutters are in the same room or can be seen together. This will assure that they will make all attempts to match as closely as possible the sizes of the top and bottom rails.
- (B) Quantity:** Indicate the quantity of shutters desired for these exact specifications.
- (C) Shutter Color:** Mark the desired frame color here. NOTE: Not all colors are available in all programs.
- (D) Hinge Color:** Mark the desired hinge color here. NOTE: Stainless steel hinges are a 3% surcharge for Sussex and 5% surcharge for the other shutter programs. Black hinges are available (no surcharge).
- (E) Louver Size:** Mark the desired louver size here. NOTE: 1 7/8" louvers (Woodlore and Sussex only) and 1 1/4" louvers (Sussex only) are a 10% surcharge. NOTE: Normandy Shutters are only available with 2 1/2", 3 1/2" and 4 1/2" Louvers.
- (F) Frame Type:** The name of the frame as marked on your frame samples. See Frame Key for abbreviates.
- (G) VHS Beside or Behind:** Indicate if you want your Vintage Hang Strips to be located beside or behind the panel.
- (H) Mount Type:** Are you mounting the shutter with an inside or outside mount?
- (I) Frame Extension:** Mark here if extensions are required. A 5% surcharge applies for standard extensions and a 10% surcharge applies for custom frame extensions (please contact Porter Preston to determine applicable surcharge).
- (J) Number of Sides for Frame:** How many sides of the shutter do you want a frame for?
- (K) Number of T-Posts:** Indicate the number of T-Posts required.
- (L) T-Post Size:** Indicate width you want (1" and 1 3/4" are standard sizes – the dimension is the wood facing).
- (M) T-Post Position:** Measure from left side to the center of the T-Post.
- (N) Window Opening/Max Frame to Frame:** Are the measurements you are providing us with the size of the window opening (deductions to be taken) or the maximum frame to frame measurements (no deductions to be taken – you will receive a shutter with the frame measuring exactly this size)?
- (O) Shutter Width:** Indicate width measurement here based on window opening or max frame to frame measurements.
- (P) Shutter Height:** Indicate height measurement here based on window opening or max frame to frame measurements.
- (Q) Total # of Panels:** The total number of shutter panels in this individual shutter.
- (R) Panel Fold Configuration:** How you want the panel(s) to fold [i.e. LR (left, right)' LRTLRL (left, right, T-Post, left, right); LLRR (bi-fold, left, left, right, right)].
- (S) Stile Type:** Choose Astragal or Rabbet Stile for the panel closure.
- (T) Tilt Rod Position:** If tilt rod is desired, indicate standard, off-set or hidden. A 10% surcharge applies for invisible tilt rods and a 5% to off-set tilt rods.
- (U) Divider Rail Position:** If a divider rail is desired or necessary (panels over 72" high) indicate the location desired. Measure from the bottom to the center line of the divider rail. If location is specified as center, the rail will be placed in the center of the panel for both MFF and WO measurements. NOTE: Due to the constraints of the louvers, the center line of the divider rail might vary up to 2" either up or down from the position that you've requested.
- (V) Double Hung Position:** Indicate here the positioning of your double hung panels (if applicable). A 10% surcharge applies for double hung shutters. Sussex, Woodlore (no bi-fold panel) and Normandy shutter options.
- (W) Panel Pulls, Locks (Surcharge):** Recessed Ring Pull, Shutter Lock
- (X) Invisible Hinge (Surcharge):** Hinge mounts on inside.
- (Y) Raised Panel Position (Surcharge):** Solid Wood Raised Panel
- (Z) Custom Color (Surcharge):** Benjamin Moore/Sherwin Williams Color Deck or Customer's Own Color