

# DECORATIVE DRAPERY HARDWARE ORDER FORM

fax to Porter Preston 203-597-8828

**IMPORTANT INFORMATION:** Please read the following carefully before utilizing this form:

- This order form is to be used to order ➤ Finials ➤ Eclectic Finials ➤ Tie Backs ➤ Batons ➤ Brackets ➤ Accessories ➤ Rings ➤ Rods ➤ Swing Arms ➤ Unique Collection ➤ Fina Collection ➤ Italian Collection ➤ Tropical Collection (except 9040S & 9040D Cornices) ➤ Milano Collection ➤ Rosina Collection ➤ New York Wood Collection ➤ Wood Craft Collection ➤ Wood Poles and Accessories ➤ Promotional Items for Designers
- Utilize Special Instructions area to elaborate items that require special processing. Use additional forms/sheets if space is inadequate.

CUSTOMER INFORMATION					
Company Name:			Page ____ of ____		
Ordered By (Name):			Order Date:		
Side Mark:			Account#:		
Phone:			PO#:		
Ship to:			Drawing/Template: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Street:			Order Type: Reg: <input type="checkbox"/> Rush: <input type="checkbox"/> Hot Rush: <input type="checkbox"/>		
City:		State:	Zip:		Delivery Location: Business: <input type="checkbox"/> Residential: <input type="checkbox"/>
Ship Via:	FedEx Ground: <input type="checkbox"/>	3 Day: <input type="checkbox"/>	2 Day: <input type="checkbox"/>	Overnight: <input type="checkbox"/>	Truck: <input type="checkbox"/> Will Call: <input type="checkbox"/> Other:

IRON RODS • ITALIAN RODS • WOOD POLES								
Qty.	Rod Type / Rod #	Rod Style (Round, Twist, Etc.)	Rod Dia. (Inches)	Rod Length (In.) (Not Including Finials)	Splice Yes/No	Finish		Room
						Name	Number	

Special Instructions:

FINIALS • ECLECTIC FINIALS								
Qty.	Product #	Rod Style (Round, Twist, Etc.)	To Fit Rod Dia. (Inches)	Finial Fit (Interior / Exterior)	Left / Right (Where Applicable)	Finish		Room
						Name	Number	

Special Instructions:

BRACKETS • DECORATIVE BRACKETS							
Qty.	Product #	Rod Style (Round, Twist, Etc.)	To Fit Rod Dia. (Inches)	Projection (Inches)	Finish		Room
					Name	Number	

Special Instructions:

RINGS							
Qty.	Product #	Ring Size Inside Diameter (Inches)	To Fit Rod Diameter (Inches)	Finish		Room	
				Name	Number		

Special Instructions:

ACCESSORIES							
Qty.	Product #	Rod Style (Round, Twist, Etc.)	To Fit Rod Dia. (Inches)	Fit (Interior / Exterior)	Finish		Room
					Name	Number	

Special Instructions:

TIE BACKS AND SWAG HOLDERS							
Qty.	Product #	Tie Back Style		Left / Right (Where Applicable)	Finish		Room
		Post Projection	"U" Bend Shape		Name	Number	

Special Instructions:

BATONS							
Qty.	Product #	Length in Inches (Tip to Tip)	Clip or Ring	Ring Size Inside Diameter (Inches)	Finish		Room
					Name	Number	

Special Instructions:

SWING ARMS								
Qty.	Product #	Length (In.) (Including Finials)	Left / Right (Where Applicable)	Bracket # (If 3" or 6" Projection)	Mounting Plate (R1, R2, D3)	Finish		Room
						Name	Number	

Special Instructions:

OASIS COLLECTION							
Qty.	Product #	Length (S, M, L, XL)	Ring		Finish		Room
			Number	Quantity	Name	Number	

Special Instructions:

PROMOTIONAL ITEMS FOR DESIGNERS							
Product #	8000	8001	8002	8003	8004	8005	8006
Quantity							
Product #	8008	8009	8010	8011	8014	8015	8016
Quantity							

Additional Information:

# EXCLUSIVE COLLECTIONS ORDER FORM

**IMPORTANT INFORMATION:** Please read the following carefully before utilizing this form:

1. This order form is to be used to order ♦ Tuscany Cornice Collection ♦ Tropical Collection (9040S & 9040D Cornices) ♦ Burgundy Collection ♦ Mediterranean Collection ♦ Renaissance Collection ♦ Vienna Collection
2. Utilize Special Instructions area to elaborate items that require special processing. Use additional forms/sheets if space is inadequate.

CUSTOMER INFORMATION							
Company Name:				Page ____ of ____			
Ordered By (Name):				Order Date:			
Side Mark:				Account#:			
Phone:				PO#:			
Ship to:				Drawing/Template: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Street:				Order Type: Reg: <input type="checkbox"/> Rush: <input type="checkbox"/> Hot Rush: <input type="checkbox"/>			
City:		State:		Zip:		Delivery Location: Business: <input type="checkbox"/> Residential: <input type="checkbox"/>	
Ship Via:	FedEx Ground: <input type="checkbox"/>	3 Day: <input type="checkbox"/>	2 Day: <input type="checkbox"/>	Overnight: <input type="checkbox"/>	Truck: <input type="checkbox"/>	Will Call: <input type="checkbox"/>	Other:

## TUSCANY CORNICE COLLECTION • TROPICAL COLLECTION (#9040S/9040D)\*

Qty.	Product #	Length (Inches)	Return Projection (Inches)	Wood Duster Yes/No	Return Only Left / Right (Where Applicable)	Finish		Room
						Name	Number	

Special Instructions:

## BURGUNDY COLLECTION / ROD WITH RETURN (#264/7007)

Qty.	Product #	Template Yes/No	Rod Dia. (Inches)	Rod Length (In.) (Not Including Finials)	Return Projection (Rod with Return #264 & #7007)	Finish		Room
						Name	Number	

Special Instructions:

## MEDITERRANEAN COLLECTION • RENAISSANCE COLLECTION

Qty.	Product #	Renaissance		Return Only Left / Right (Where Applicable)	Mounting Plate Type	Finish		Room
		Length (Inches)	Return Proj. (In.)			Name	Number	

Special Instructions:

## VIENNA COLLECTION

Qty.	Product #	Length (Inches) (Tip to Tip)	Left / Right (Where Applicable)	Proj. (3" or 6")	Knobs (Front or Back Includes 5)	Addl Knobs	Finish		Room
							Name	Number	

Special Instructions:

\*Note: If used with traversing, please give ordering details with the Manual Traversing or Traversing with Somfy Motorization order forms.