VERTICAL 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.	Light Filtering/ Room Darkening (Check One)	Color #	Color Name	Width ↔	Height ↕	Type of Mount (Check One)	Vane Stack (Check One)	Wand/Cord Control (Check One)	Custom Wand/Cord Drop (Check One)	Custom Moving Wand Drop (Check One)	Position of Control (Check One)
1		○ LF ○ RD					○ Outside ○ Inside	○ Left ○ Split ○ Right	○ Wand/Cord ○ Moving Wand	○ 24 ○ 36 ○ 48 ○ 60 ○ 72	○ 23 ○ 30 ○ 40	○ Left ○ Right
2		○ LF ○ RD					○ Outside ○ Inside	○ Left ○ Split ○ Right	○ Wand/Cord ○ Moving Wand	○ 24 ○ 36 ○ 48 ○ 60 ○ 72	○ 23 ○ 30 ○ 40	○ Left ○ Right
3		○ LF ○ RD					○ Outside ○ Inside	○ Left ○ Split ○ Right	○ Wand/Cord ○ Moving Wand	○ 24 ○ 36 ○ 48 ○ 60 ○ 72	○ 23 ○ 30 ○ 40	○ Left ○ Right
4		○ LF ○ RD					○ Outside ○ Inside	○ Left ○ Split ○ Right	○ Wand/Cord ○ Moving Wand	○ 24 ○ 36 ○ 48 ○ 60 ○ 72	○ 23 ○ 30 ○ 40	○ Left ○ Right
							①		②			

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.

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

NOTE: Vertical Shadings are **NOT** recommended as inside (IB) mounts due to light gaps that occur on the sides of the sheer when vanes are closed.

① Inside mount deductions: fabric -1/4", headrail width side stack -1 1/2", headrail width split stack -1 1/4".
Outside mount deductions: fabric - ordered width, headrail width side stack -1 1/4", headrail width split stack -1".

② Moving wand is only available with OB mount, side stack.

SPECIAL INSTRUCTIONS:

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