

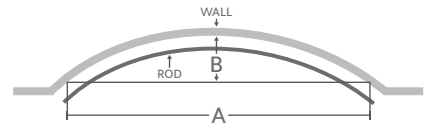
# How to Make a Template

Please follow the guidelines below when creating a custom rod template.

## Terminology

### Concave

The most common bowed window type, a Concave Rod bends with the window, away from the room. In general, they are used with bays of 5+ windows and come in a smooth, continuous piece. They could be used in smaller settings but keep in mind that the tighter the angle, the tighter the curve or larger the gap between the rod and corner. If you want a bent and/or segmented window, see the following Bay Window section.

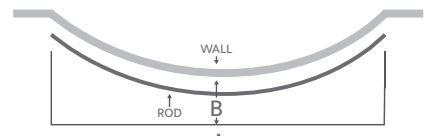


#### Features

- Most common bowed window type
- Bends with the window -away from the room
- Come in a smooth, and continuous piece.
- Best use for bays of 5+ windows

### Convex

Convex Rods bend outward into the room, away from the window. It can be used to create cozy spaces that can be separated from the rest of the room by the drape. These rods will require at least one ceiling mounted center support since, regardless of their length, the inside mount brackets at each end will not support the rod alone\*.



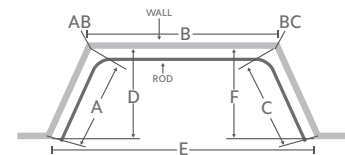
#### Features

- The Convex Rod is best for outward into the room
- Requires one ceiling mount in the center
- Length and weight are not supported by inside mounts only

\* Convex bends only available in non-corded applications.

### Bay Window

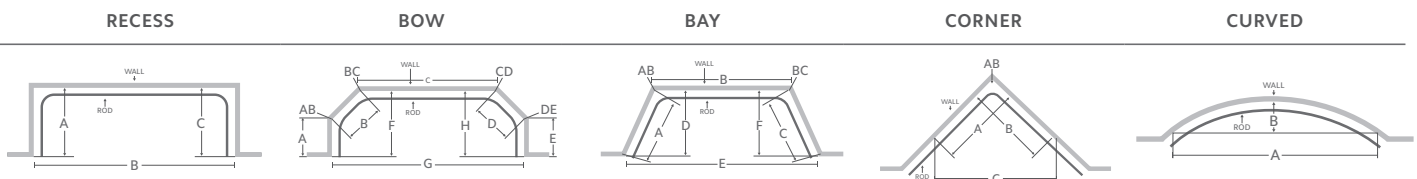
A Bay Window is a popular window treatment that generally consists of 3 to 4 rods connected via bends or elbows. It creates an angled and segmented rod that fits closely to the window.



#### Features

- Most popular rod
- 3 to 4 connections
- Angled to provide close window fitting








As seen here, there are different window configurations that consist of 2 to 5 windows. The Corner Window does not need a template if it is a 90-degree angle.



# How to Make a Template

## Supplies

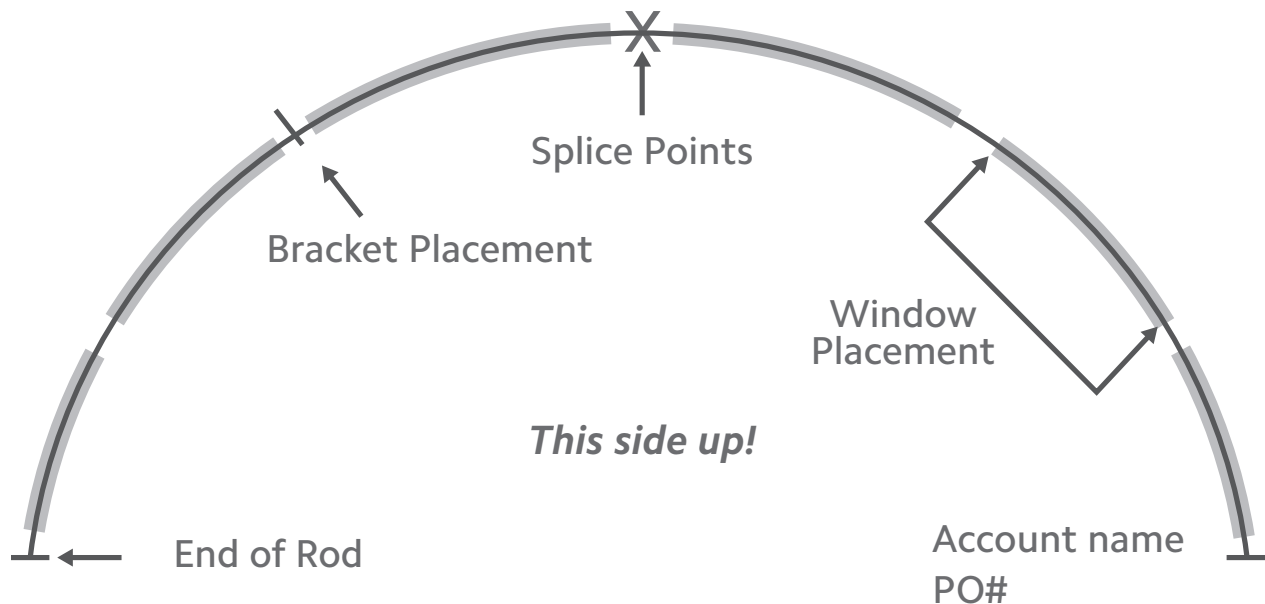
All-important notes, such as the company info (account name & purchase order#) and important sections, should be written clearly in thick, dark marker (measurements and angles). A Sharpie works best but any dark marker should do. Avoid pens and highlighters as they are not thick or dark enough. The pencil should only be used to mark the curve of the window or other non-permanent notes.

	<p>Staples® Kraft Paper Roll Item Number 946274 Model Number KP2060 60-lb, 20 in x 600 ft, low cost, all-purpose material, 100% recycled</p> <p>Home Depot® Fortifiber 3 ft x 167 ft AQUA "B" Tile and Flooring Underlayment, Item Number 202592567, 500 sq ft roll</p> <p>Walmart® Duck® Brand Brown Kraft Paper Item Number 280742, with dimension</p>
	<p>Packing Tape Strong adhesive backing for large templates and shipping</p>
	<p>Masking Tape Weaker adhesive for marking section where rings, end of rod and splice points. Also use to pack rolled template.</p>
	<p>Tape Measure</p>
	<p>Sharpie Marker</p>
	<p>Pencil</p>
	<p>Scissors Scotch Precision Scissors, will cut stock paper giving clean lines - Item number 1448</p>

# How to Make a Template

## Step by Step Instructions

The following steps are intended for use with Convex, Concave, and Bay windows.



### Step 1

Cut strips of paper (minimum 20" deep) and use packing tape to tape the pieces securely together into a piece large enough to cover (or fill) the area.

### Step 2

Lay paper into the bowed area and use masking tape to hold the paper in place along the straight edge of the bow. Starting in the center, smooth and crease the paper along the base of the wall.

### Step 3

Use the pencil to define the crease so you can cut the curve out along the line.

### Step 4

Cut the template out and let it fall back into the bowed area to check the accuracy of the template. Verify the measurements and angles for accuracy against order form. Make any necessary corrections.

### Step 5

Using a marker, write the following information on your template: your company name, purchase order, and the side mark of your order. If multiple rooms are being ordered, specify the room on each template. Also, write which side is up.

### Step 6

Fill out the Architrac or Cut to Measure order form and send the order form with your template. Make sure to fill all the fields.

### Step 7

You **MUST** mark on the template where the ends of the rod are to be. Failure to do so will result in the template being returned for revision.

## How to Make a Template

### Helpful Hints

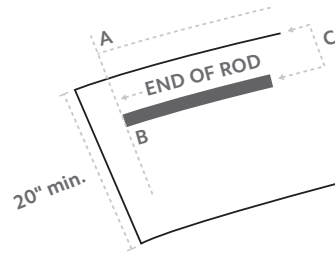
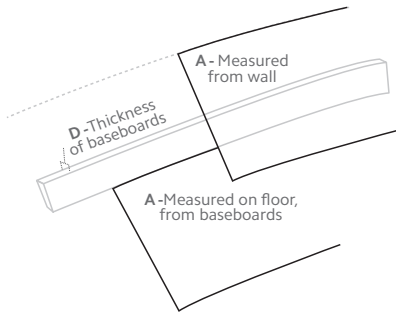
When creating your template and filling out your Custom Rod Order Form, ask yourself the following questions:

**Is there a baseboard at the spot you are making your template? If so, how thick is it (D)?**

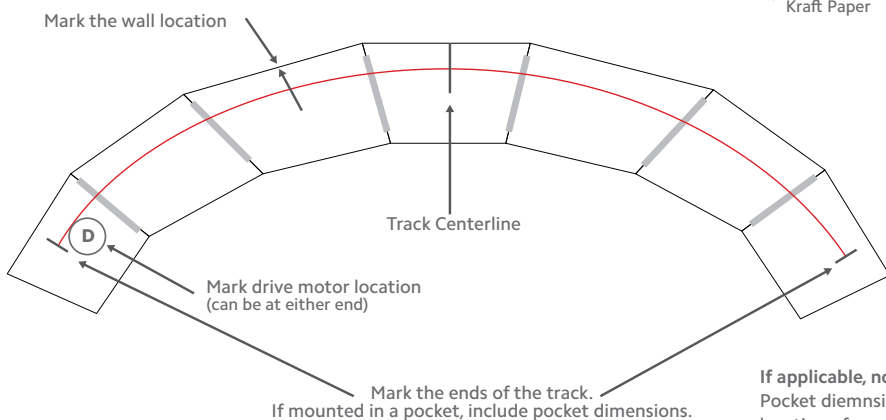
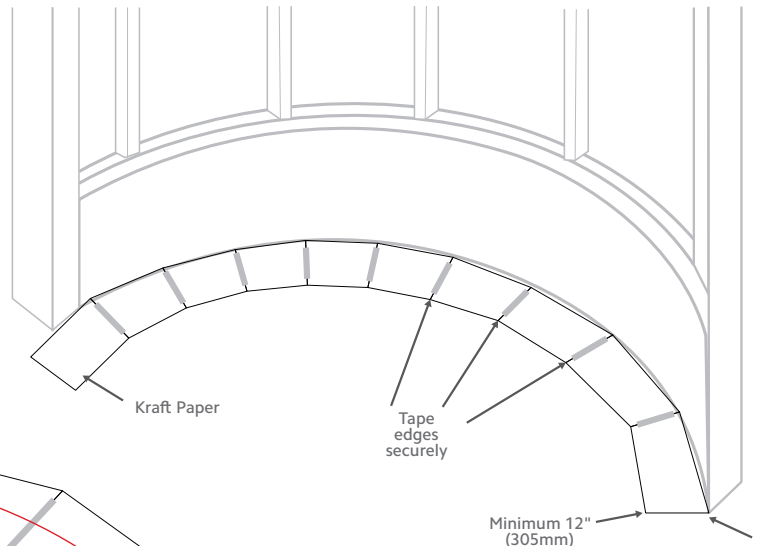
The rod will hang on the wall behind the baseboard, so the depth of the wood does make a difference in your clearance and return dimensions.

**What clearance (C) do you want for your treatment?**

As the diagram on the left illustrates, the finished length of your rod will differ slightly from the wall measurement. This is because of the deduction that must be taken to allow for the clearance.



With the template lying on the floor and the writing facing up, indicate whether the track was made lying on the template with the carriers facing up or facing down.



If applicable, note:  
Pocket dimensions  
location of any obstacles

# How to Make a Template

## Step by Step Instructions

Once your template is made, please do the following:

### Step 1

Download the Architrac or Cut to Measure Order Form. The form has been formatted to be fillable on a computer, so either fill each of them out and print them off or fill them out after printing. We recommend filling them out before printing as handwritten instructions can be difficult to read and errors can occur.

### Step 2

**Roll up** the template and secure the ends and sides with Masking Tape. Using Masking Tape will ensure the template does not rip during unpacking.

### Step 3

Put the order form and the template into a shipping tube. We suggest shipping templates in a tube to ensure creases do not cause issues during fabrication. Please mark the return address on the mailing tube.

### Step 4

Ship the template to:  
Kirsch® Drapery Hardware  
Attn: Template Department  
1750 Satellite Boulevard, Suite100  
Buford, GA 30518

Date:	_____
Company:	_____
Contact Name:	_____
P.O. #:	_____
Notes:	_____ _____ _____
Title:	_____
Date:	_____
Print Name:	_____
Signature:	_____