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Production time begins when the order form is fully completed.

PANEL TRACK & MOTORIZED DRAPERY ORDER FORM

page _____ of _____

Order Date: _____

Invoice To:
Company:
Phone:
Contact:

Ship To:
Address:
Ship Via:
 P/U SG Install Ship Via:

Tag/PO _____

Quote # _____

WO # _____

Target Date: _____

office use

Room	QTY	Width Measure to 1/16"	Length Measure to 1/16"	Meas. T=tight F=finish	Fabric Style & Colour See Fabric Catalogue	Control			# of Panels	Stack L=Left R=Right CS= Center Split	#4 Valance Type see below	Hem		Mount C=ceiling	#7 Options Use this section for Options
						Drive L=left R=right	#1 Type see below	#2 Option see below				#3 Finish see below	#5 Type see below		
1															
2															
3															
4															
5															
6															
7															
8															
9															

Special Instructions: _____

#1 Control Type	#2 Control Options	#3 Control Finishes	#4 Valance Type	#5 Hem Type	#6 Hem Finish	#7 Options	Notes:
GTR35 GTR60	Automation: For order codes & configurations refer to the current Retail Price Guide	F = Fabric Valance P = PVC Valance R = With Returns (for Fabric, and PVC valances)	AB = Accubar WA = Wrapped Accubar AC = Accurail PH = Plain Hem PHS = Plain Hem w Stitched Sides	W = White AN = Anodized BK = Black CR = Linen	W, AN, DBR, LBR, BK, LN W, AN, DBR, LBR, BK, LN W, DBR, LBR, BK, LN	Stationary panels are at the back for center split configurations. For one way please specify. SR = Stationary Panel at rear SF = Stationary Panel at front RM = Roman Shade Style PPT = Pinch Pleated Track MPT = Motorized Panel Track BT45 = 45 Bent Track BT90 = 90 Bent Track RF8 = 80% Fullness Drapery RF10 = 100% Fullness Drapery RF12 = 120% Fullness Drapery	Measurements: T = Tight – Provide Tightest dimensions. The factory will deduct 1/8" from width and 1/2" from height. F = Finish – Provide finished dimensions including the track width. No deductions will be taken. Recommendations: Please see Retail Price Guide for recommend panel configurations.

CD = Cord w/ Weight
WA = Wand (white only)

Sun Glow does not recommend returns for fabric valances. Alterations to such will be charged.

Finishes Defined

DBR = Dark Bronze
LN = Linen