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# ROLLER SHADE ORDER FORM

page \_\_\_\_\_ of \_\_\_\_\_

Order Date: \_\_\_\_\_  
 Tag/PO \_\_\_\_\_  
 Quote # \_\_\_\_\_  
 WO # \_\_\_\_\_  
 Target Date: \_\_\_\_\_

**Invoice To:**  
 Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_

**Ship To:**  
 Address: \_\_\_\_\_  
 Ship Via:  
 P/U    SG Install    Ship Via:

**Production time begins when the order form is fully completed.**

Room	QTY	Width Measure to 1/16"	Length Measure to 1/16"	#1 Meas. T=tight F=finish C=cloth	Fabric Style & Colour See Fabric Catalogue	Control			Valance		Hem		#8 Mount C=ceiling W=wall L=lateral	#9 Options Use this section for Options or finishes
						Drive L=left R=right	#2 Type see below	#3 Option see below	#4 Type see below	#5 Finish see below	#6 Type see below	#7 Finish see below		
1														
2														
3														
4														
5														
6														
7														
8														
9														

Special Instructions: \_\_\_\_\_

#1 Measure	#2 Control Type	#3 Control Options	#4 Valance Type	#5 Valance Finishes	#6 Hem Type	#7 Hem Finish	#9 Options	#10 Side and Bottom Blackout Channels:
T = Tight Provide Tightest dimensions. The factory will deduct 1/8" from width.	FX = Fixed	TR = Tension Rod VB = Velcro Angle w/ bottom bar V = Velcro Panel	SF3 = 3" Sq. Fascia..... SF4 = 4" Sq. Fascia..... D8 = Decora 8..... D12 = Decora 12..... D16 = Decora 16..... CBX = Cassette Box (square)	W, AN, DBR, LBR, BK, LN W, AN, DBR, LBR, BK, LN W, AN, DBR, BK, LN W, AN, DBR, BK, LN W, AN, DBR, BK, LN AN *custom on request, ask for details*	AB = Accubar..... WA = Front Wrapped Accubar (see AB options) AC = Accurail..... SB = Slim Bar..... PH = Plain Hem PHS = Plain Hem w Stitched Sides PHG = Plain Hem w Gimp PHDG = Decorative Hem w Gimp PHDG1 = Decorative Hem w Gimp & 1" Loop PHDG2 = Decorative Hem w Gimp & 2" Chain	W, AN, DBR, LBR, BK, LN W, AN, DBR, LBR, BK, LN W, AN, DBR, BK, LN	LAM = Lift Assist Mechanism ..... W, BK SK = Skyline System BC = Black Clutch WB = White Bracket BB = Black Bracket RV = Reverse Roll RR = Railroad SHD = Safety Hold Down (spring loaded) HDB = Hold Down Brackets (bottom bar) ML = Multiband Left MC = Multiband Center MR = Multiband Right Accessory Braid and Pull (see Accessory Deck)	Pick One: Side Channels Only = SC Side and Bottom Channels = SBC Pick One: Lateral Mount = LM Face Mount = FM Pick One: Channel Finishes: W, AN, DBR, BK
F = Finish Provide finished dimensions including brackets. No deductions will be taken.	NE = Neo	SS = Stainless Steel PC = Poly Clear PW = Poly White PL = Poly Linen PBR = Poly Brown PG = Poly Grey PB = Poly Black	F = Fabric Valance P = PVC Valance	<b>Hanger &amp; Closures (available in W, AN)</b> HC4 = Hanger and Closure with Brush for 4"-5" Pocket HCC4 = Hanger and Closure with Cover and Brush for 4"-5" Pocket HC5 = Hanger and Closure for ≥5" Pocket HCC5 = Hanger and Closure with Cover for ≥5" Pocket				<b>Limitations:</b> If width to height ratio exceeds 1:2.5 the shade may track to one side and potentially damage the fabric. In these situations the fabric will not be covered by the Sun Glow warrantee and you will be asked to sign an acknowledgment of no warranty.  If the shade width exceeds the width of the fabric railroading is required; However, some fabrics are not suitable for railroading. If an order is placed where railroading is requested or required, and the fabric is unsuitable for railroading, the shade will not be covered by the Sun Glow warrantee and you will be asked to sign an acknowledgment of no warranty.
C = Cloth Net width of cloth (all bracket requirements will be added to this measurement)	CH = Chain with Hold Down						<b>Finishes Defined</b> W = White      DBR = Dark Bronze AN = Anodized      LBR = Light Bronze BK = Black      BR = Brown LN = Linen	
Automation: For order codes & configurations refer to the current Retail Price Guide				<b>Sun Glow does not recommend returns for fabric valances. Alterations to such will be charged.</b>				
					When ordering laterally mounted shades, finished measurements MUST be provided. Light gap will increase on cassette systems that are laterally mounted.			