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FLAT ROMAN SHADE ORDER FORM

page _____ of _____

Order Date: _____
 Tag/PO: _____
 Quote #: _____
 WO #: _____
 Target Date: _____

Production time begins when the order form is fully completed.

Invoice To:
 Company: _____
 Phone: _____
 Contact: _____

Ship To:
 Address: _____
 Ship Via:
 P/U Ship Via:

office use

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

Special Instructions: _____

#1 Control Type	#2 Control Options	#3 Control Finishes	#4 Hem Type	#5 Hem Finish	#6 Options	Notes:
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CD = Cord w/ Weight

Automation: For order codes & configurations refer to the current Retail Price Guide

PH = Plain Hem
 PHS = Plain Hem w/ Stitched Sides
 AB = Accubar W, AN, DBR, LBR, BK, LN
 WA = Wrapped Accubar

SHD = Safety Hold Down (spring loaded)
 HDB = Hold Down Brackets (bottom bar)

Accessory Braid and Pull
 (see Accessory Deck)

Measurements:
 T = Tight – Provide Tightest dimensions. The factory will deduct 1/8"

F = Finish – Provide finished dimensions of 1.5" headrail. No deductions will be taken.

Limitations:
 Shades must be railroaded if the width exceeds the width of the fabric – see retail price guide.

Lateral Mounts:

When ordering laterally mounted shades, finished measurements MUST be provided. Light gap will increase on cassette systems that are laterally mounted.

Finishes Defined	
W = White	DBR = Dark Bronze
AN = Anodized	LBR = Light Bronze
BK = Black	LN = Linen
CR = Linen	