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CHECK ONLY ONE PRODUCT PER ORDER  
FORM

Use a separate form for each  
different product ordered.  
Use as many forms as you need  
to complete your order.

SEE OTHER SIDE FOR "HOW TO MEASURE"

Account #
Account Name
Address
City, State, Zip
Phone Number
Fax Number

SHIP TO INFORMATION

Name
Address
City, State, Zip
Phone
Special Instructions

DATE
SIDEMARK
P.O. #
ORDERED BY
DATE NEEDED

PAGE \_\_\_\_\_ OF \_\_\_\_\_

CHECK FROM WHICH SAMPLE BOOK  
OR COLLECTION YOU ARE ORDERING:

- Vinyl/PVC Vertical Blinds
- Fabric Vertical Blinds
- Vert-A-Sheer

OPTIONS

VALANCE OPTIONS

VERTICAL BLINDS	QTY	WIDTH (INCHES)	HEIGHT (INCHES)	VANE STYLE	COLOR NAME	COLOR NUMBER	OPTIONS										VALANCE OPTIONS		RETURNS (inches)	
							GROOVER INSERT OPTION	FREE HANG FABRIC WEIGHTS	WAND OPTION	TYPE OF MOUNT IB   OB	EXTENSION BRACKETS	STACK POSITION OW   SD	CONTROLS L   R	STYLE STD   EXE	TRIM COLOR					
															NAME	NO.				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				

ADDITIONAL INSTRUCTIONS:

**ORDER FORM** **VERTICAL BLINDS**

KEY CODES: IB - INSIDE MOUNT    L - LEFT    STD - STANDARD VALANCE  
OB - OUTSIDE MOUNT    R - RIGHT    EXE - EXECUTIVE VALANCE

# MEASURING GUIDELINES

**FOR ACCURATE MEASUREMENTS:** For best accuracy use only a hard-edged ruler or steel tape measure, never a cloth tape. Measurements should be rounded down to the nearest 1/8 inch for inside mounts to ensure that the blinds fit properly within the window casing.

## INSIDE MOUNTING

### FOR WIDTH (A)

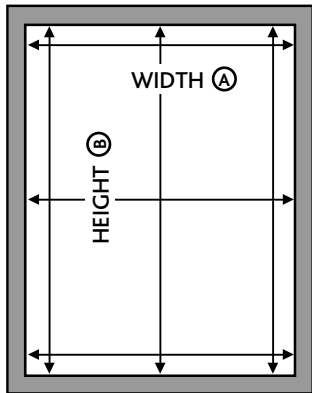
Measure across the window casing from one inside edge to the other in three places: top, middle, and bottom. Record the **smallest** width rounded **down** to the nearest 1/8 inch.

### FOR THE HEIGHT (B)

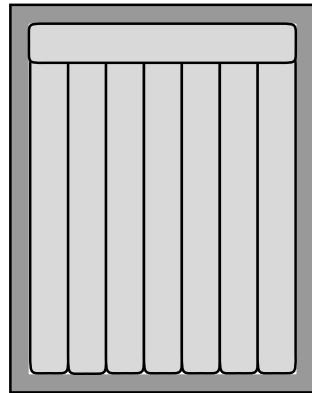
Measure inside the window casing from the top inside edge down to the top of the sill in three places: left, middle and right. Record the **shortest** height rounded **down** to the nearest 1/8 inch.

Make **NO** allowance for inside mounting.  
All deductions will be made by the factory.

**Note:** For flush mounts inside a window, a depth of 4<sup>3</sup>/<sub>4</sub>" is required.



Measure to find smallest width and height



Accurate measurements ensure a proper fit

## OUTSIDE MOUNTING

To mount **directly to the window frame**, measure its exact width from left outside edge to right outside edge; and its exact height from the top edge to the bottom edge of the frame.

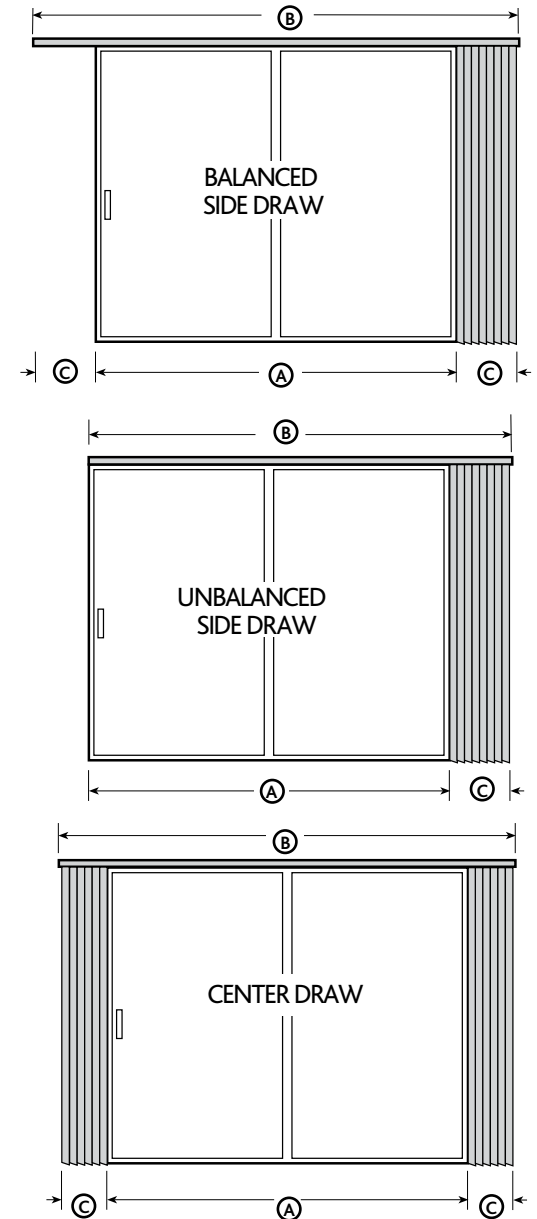
To mount **above and beyond the window frame**, add 6 to 8 inches to the width measurements and 2 inches to the height measurement.

Pull cords can be placed right or left and can draw from right to left, left to right or split in the center.

### STACKING OPTIONS

The vanes can be stacked in one of three ways, shown at right. Choose the stacking configuration that best fits with adjacent corners or other room features.

- Ⓐ Width of window opening - to be measured as described above
- Ⓑ Width of track - to be determined using stacking charts in reference guide for configuration selected
- Ⓒ Width of stacked vanes - should clear window opening when fully stacked



Record measurements on other side ▶