



PO Box 46945  
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CHECK ONLY ONE SAMPLE BOOK OR  
COLLECTION 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 _____

- |  |  |
|--|--|
| <input type="checkbox"/> 2" Wood/Premium     | <input type="checkbox"/> 1/2" Micro Aluminum |
| <input type="checkbox"/> 2" Wood/Traditional | <input type="checkbox"/> 1" Aluminum         |
| <input type="checkbox"/> 2" Timber Lux       | <input type="checkbox"/> 2" Aluminum         |
| <input type="checkbox"/> 2" Faux Wood        | <input type="checkbox"/> 2" Vinyl/PVC        |

- OPTIONS:  Striping  Cut-Outs†  Wand Tilt  Cord Tilt  
 2-on-1 Headrail\*  3-on-1 Headrail\*

† For Cut-Outs, include diagram with all measurements noted.

\* For 2 or 3 blinds-on-one headrail - enter width of each blind in SPECIAL INSTRUCTIONS.  
 Also specify blind position ... left, right or middle.

**CHECK WHICH  
PRODUCT  
YOU ARE  
ORDERING:**

**CIRCLE OPTIONS**

QTY	WIDTH (inches)	HEIGHT (inches)	SLAT COLOR	COLOR NUMBER	CONTROL LOCATIONS		TYPE OF MOUNT <small>CIRCLE ONE</small>	FASHION TAPE OPTION • 2-IN. BLINDS ONLY		
					TILT	LIFT CORD		TYPE	COLOR NAME	COLOR NO.
1					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
2					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
3					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
4					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
5					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
6					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
7					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
8					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		
9					LEFT RIGHT	LEFT RIGHT	IN OUT	COTTON DECORATIVE		

ADDITIONAL INSTRUCTIONS: \_\_\_\_\_

**ORDER  
FORM**

**HORIZONTAL BLINDS • Wood • Alternative Wood • Aluminum • Vinyl/PVC**

# 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

Blind or shade hangs inside the window frame and provides a flush look.

### FOR WIDTH (A)

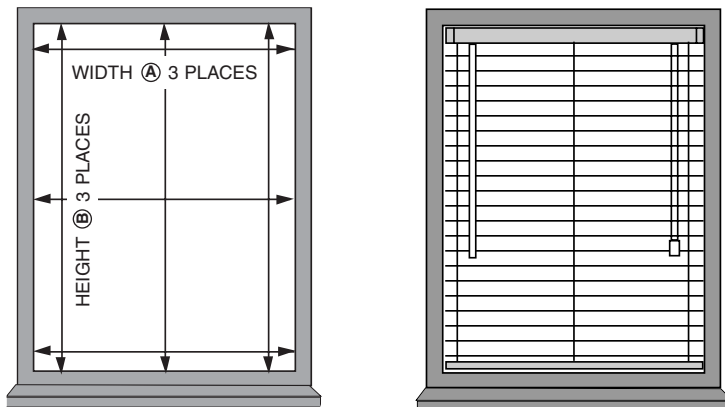
Measure across the window casing from one inside edge to the other in three places: top, middle, and bottom. Record the **smallest** width rounded **down** to the nearest 1/8 inch.

### 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:** When ordering, be sure to account for mounting surface required. Consult the reference guide for specifics on minimum depths for mounting brackets, and depths needed for flush inside mounts.

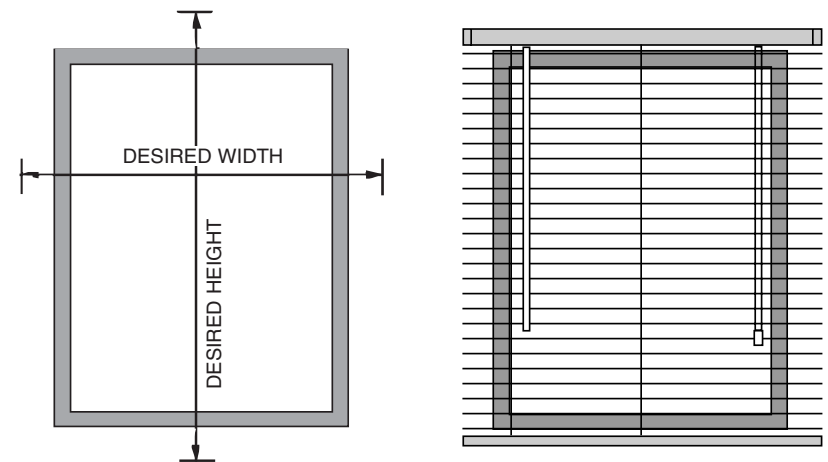


## OUTSIDE MOUNTING

Blind or shade hangs outside the window opening on the wood frame itself, or on the wall above the frame, extending beyond the sides of the frame to make the window appear longer and wider, or to hide an unattractive window.

For mounting your horizontal blinds **directly to the wood frame**, measure the exact width and height of the wood frame itself from outer edge to outer edge. Keep in mind that the mounting brackets require a minimum flat surface (see reference guide).

To mount **above and beyond the wood frame** add 2 to 3 inches to each side of the window to minimize light gap (as long as you have enough room). The height above the window must account for the mounting brackets.



Record measurements on other side ►