

How to Fill Out the Order Form



Due to the amount of information that is being requested on the order form, here are some instructions to assist you in answering all of the questions to obtain a quote for exactly what you want.

Basic Contact Information

NAME: _____ DATE: _____

ADDRESS: _____ SHIP TO ADDRESS (IF DIFFERENT): _____

CITY: _____ STATE: _____ ZIP CODE: _____ ADDRESS: _____

PHONE: _____ CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____

Type of Shutter: Victorian Louvered Plantation Louvered Caribbean Louvered Raised/Flat Panel Brownstone Pocket Shutter Rolling Shutter

Hardware: _____

Room/Descriptor	Qty	Opening Dimension		For Double Hung ONLY		Lockrail Location (if applicable)	Total Panels in Width	Fold Direction	Paint or Stain	Color Information (Please provide dry stain sample or color name/number to match)	Hanging System						
		Width	Height	Top	Bottom						Hanging Stops (no additional charge)	Butt Hinges	Outside Mount Frame				
											Y/N	Height	Y/N	Type (standard or Low-Profile)	3-sided	4-sided	

The **frame** can surround the window or be open on the top or bottom

See page 2 for additional information on these two types of **frames**

No hanging system; **direct mount**

This can either be the full height of the window (to stop any light or the reduced height for our allowances)

See page 2 for additional information on hanging systems

Hanging Stops are the most commonly used

Color information, including the brand of paint, color name, color number, and finish (semi-gloss, satin, etc.)

Finish information

This shows **fold direction** for multiple panels (see page 2 for examples)

Partially based upon the width of the window, this shows the **number of panels** are to be placed across the window (see page 2 for examples)

See page 2 for descriptions

Hardware is knobs & hinges

Include an easy **naming convention** that works for you, e.g., BR1 for Bedroom 1

Actual number of units needed

Single Hung

Actual **width** of window area (see measuring guide for instructions)

Double Hung

Actual **height** of window area (see measuring guide for instructions)

Café (Bottom Half)

If this is a Single Hung shutter, a **lockrail** makes it appear more like a Double Hung

If you want a **Double Hung** shutter, the number above the line would be the top height and the number below the line is the bottom height. You can list both or just one.

Types of Shutters

Victorian Louvered Shutter

1-7/8" wide louver
 13/16" thick
 1-5/8" wide stile

Plantation Louvered Shutter

2-1/2" wide louver
 1" thick
 2" wide stile

Caribbean Louvered Shutter

3-1/2" wide louver
 1" thick
 2" wide stile

Raised Panel/Flat Panel Shutter

13/16" thick (Panel is 3/4" thick)
 1-3/4" wide stile

Brownstone Shutter

Flanking Raised Panel with Inner Louvered Panel
 13/16" thick
 Stiles to match type of panel

Pocket (Embrasured) Shutter

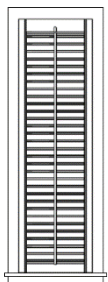
Louvered or Raised/Flat Panels or Brownstone
 13/16" thick
 Stiles to match type of panel

Rolling Shutter

Plantation or Caribbean louvers
 1" thick
 2" wide stile

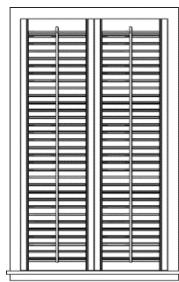
Panel Configurations

1-Panel



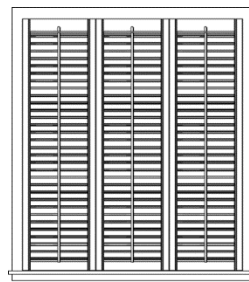
Can open left or right

2-Panel



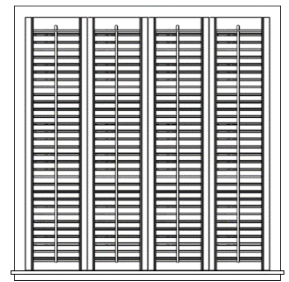
Can open each to one side OR can open both to one side (bi-fold)

3-Panel



Can open bi-fold to either side

4-Panel



Opens as bi-fold both left and right

Fold Direction

Open left: 1/0
 Open right: 0/1

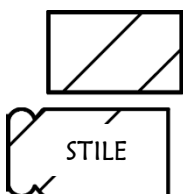
Open each side: 1/1
 Left bi-fold: 2/0
 Right bi-fold: 0/2

Left bi-fold: 2/1
 Right bi-fold: 1/2

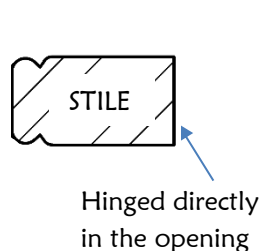
Bi-fold both left and right: 2/2

Hanging System

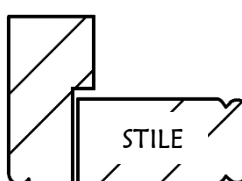
Hanging Stops



Butt Hinges



Standard Profile Frame



Low-Profile Frame

