



SHUTTERS ORDER FORM

CUSTOMER: _____

ADDRESS: _____

PHONE NUMBER: _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
LINE	ROOM	SIZE	COLOR	MOUNT	CONTROL TYPE	LOUVER SIZE	HINGE COLOR	FRAME OPTIONS	FRAME CONFIG.	TRIM FOR SILL BOTTOM	PANEL CONFIGURATION	L FRAME EXTENSIONS	DIVIDER RAIL	1 ST DIVIDER RAIL LOCATION	2 ND DIVIDER RAIL LOCATION
	Example: Kitchen	Width x Height	White Ivory Vanilla	IM=Inside Mount OM=Outside Mount	Tilt=Tilt Bar GS=Gear Closure System M=Motorized	2 1/2-in. 3 1/2-in. 4 1/2-in.	Color Coordinated or Stainless Steel	M=Mounting Strip Z=Z Frame L=L Frame D=Décor Trim Frame B=Bullnose Frame T=Trim Frame C=Casing Frame	4 <input type="checkbox"/> 3T <input type="checkbox"/>	Yes or No	P1-L, P1-R P2-LL, P2RR P2-LR, P3-LLR P3-LRR, P4-LLRR	1= 1/2-in 2=1-in	No 1 2	Required on shutters 66-in or taller Measure from bottom to center of divider rail	Required on shutters 90-in or taller Measure from bottom to center of divider rail
1		x													
2		x													
3		x													
4		x													
5		x													

LINE	17	1 ST T-POST	2 ND T-POST

18 REMOTE TYPE & QUANTITY (Motorized Tilt only) Specify remote type and quantity or 0 (zero) if not needed Remote (type and quantity) on this form will be in addition to any remote quantity ordered with any other shutter order.	Remote Type	Remote Quantity
19 SPECIAL INSTRUCTIONS		

GUIDELINES FOR FILLING OUT THE SHUTTERS ORDER FORM

1 LINE

The line number is shown on all product labels to make installation easier.

2 ROOM

Indicate the room location.

3 SIZE

Always indicate width first, height second. Width and height should be in $\frac{1}{8}$ in. increments. For inside mount, always use the smallest measurement and for outside mount use the largest measurement. 36 in. wide maximum panel size for single panels. 48 in. wide maximum panel size when 2 panels are bi-folded. 120 in. maximum panel height.

4 COLOR

Choose between white, ivory and vanilla.

5 MOUNT

Enter "IM" for inside mount (inside the window) or "OM" for outside mount (outside the window).

6 CONTROL TYPE

Select between Tilt Bar, Gear Closure System, and Motorized Tilt.

NOTE: Motorized Tilt can be ordered with a tilt bar for aesthetics. If tilt bar is desired please note in special instructions. If not, the motorized default option is no tilt bar.

7 LOUVER SIZE

3 sizes are offered 2 $\frac{1}{2}$ in., 3 $\frac{1}{2}$ in., and 4 $\frac{1}{2}$ in.

8 HINGES

Available in color coordinating or stainless steel. Stainless steel is recommended for high moisture environments.

9 FRAME OPTIONS

Indicate which frame will be used for the opening. The mounting strip, L frame, Z frame, trim frame, décor trim frame and bullnose frame are inside mount options. The L frame and casing frame are outside mount options.

10 FRAME CONFIGURATION

4-Sided (no sill): Chosen frame style will be on all 4 sides of opening. Recommended for most windows.

3-Sided (3T): Chosen frame style will be across the top and sides. For windows with a bottom sill where you do not want to drill a sill frame into the window sill. Will leave a light gap at the bottom of $\frac{3}{8}$ in.

NOTE: Motorized Tilt options must be 4-sided frames.

11 TRIM FOR SILL

Available for the 4-sided trim, Z frame, bullnose, and décor trim frame. This option allows you to have a bottom piece of sill frame for lightblock when mounting inside your opening with an existing sill.

4-Sided (with sill): Chosen frame style will be across the top and sides plus sill frame on bottom.

12 PANEL CONFIGURATION

This option allows you to choose how many panels you would like for your opening and how they are going to be hinged. For example, if you want one panel to open to the left, you would write P1-L. Options include: P1-L, P1-R, P2-LR, P2-LL, P2-RR, P3-LLR, P3-LRR, P4-LLRR.

13 L FRAME EXTENSION

L Frame extensions are used to project the shutter out and off the wall to clear anything that might interfere with louver operation like molding or crank handles. Refer to minimum Depth Clearance By Frame.

14 DIVIDER RAIL

The divider rail is a horizontal piece used to give you independent control of the top and bottom louver sections. A divider rail is required on any shutter over 66-inches in height. A second divider rail is required for heights 90-inches or greater.

15 1st DIVIDER RAIL LOCATION

Indicate in this box the number of inches up from the bottom of the shutter to the center of the rail. If you want it centered in the shutter, you will divide the height in half and record that location.

16 2nd DIVIDER LOCATION

If a second divider is required, you can indicate in this box the location required. 2nd divider rail is required for heights 90-inches or greater.

NOTE: If two divider rails are selected for a Motorized Tilt option the middle section of louvers must operate with the top or bottom section of louvers, it cannot operate independently. Please note in special instructions preferred middle louvers operation, with the top or bottom louvers.

17 T-POST

Measure from the left side of the window to the center of each T-post and record the location for each T-post. Maximum of two T-posts.

18 REMOTE TYPE & QUANTITY (Motorized Tilt Only)
Specify type and quantity (3-Channel or 6-Channel) or 0 (zero) if not needed.

Remote quantity on this form will be in addition to any remote quantity ordered with any other shutter order.

19 SPECIAL INSTRUCTIONS

Enter the special instructions that need to be added specific to the order.

20 SUBMIT FRENCH DOOR FORM AND SHUTTER ORDER FORM TOGETHER

****CAUTION! Reversing width and height measurements is the most common ordering mistake. List width first, then height.**