

SHUTTER.SPC.OF.0920

Date _____	PO/Tag Name _____	Pick Up <input type="checkbox"/>
Store Name _____	Store # _____	Delivery/Courier <input type="checkbox"/>
Phone # _____	Fax # _____	Check Measure <input type="checkbox"/>
	Decorator Name _____	Installation <input type="checkbox"/>

Shape Type	Width Ordered to 1/16"	X	Height Ordered to 1/16"	No of Vertical Supports	Colour	Mount Type	Control Type	Tilt Bar Options	Cor L Frame Extension	Louver Size	Hinge Colour	Frame Type	Sill Frame Location	Room Location	Line
Templates required for: Imperfect Half Circle Elliptical Quarter Circle Gothic Multi-Radius	Inside Mount = Smallest Opening Size Outside Mount = Largest Frame Size			0 1 2 3	SW W S V	IM Inside OM Outside	TB or CT	C-F C-R OF-F OF-R	Y N Maximum 1 Extension	2 1/2" 3 1/2"	P SS B	Decor Trim Trim Z L Casing Bullnose	None T B T,B T,B,L etc.		
		X													

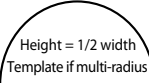

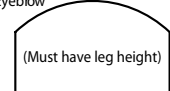

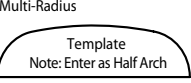
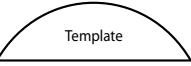
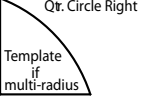
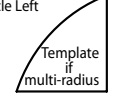
Notes:

 Template attached ★ Shapes and Regular Orders have different due dates.

Line up with shutter below on Sales Order

Line

Round Top Shapes (required templates indicated)

Half Circle  Height = 1/2 width Template if multi-radius	Gothic  Template	Eyebrow  (Must have leg height)	Tunnel (Must have leg height) 
Multi-Radius  Template Note: Enter as Half Arch	Elliptical  Template	Qtr. Circle Right  Template if multi-radius	Qtr. Circle Left  Template if multi-radius

Round Top Shape measurements from the left side (to centre if rounded top)

2"	4"	6"	8"	10"	15"	20"	30"	40"	50"
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Round Top Shape measurements from the right side (to centre if rounded top)

50"	40"	30"	20"	15"	10"	8"	6"	4"	2"
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Shape measurements from the right side (to centre if rounded top)
Leg Height

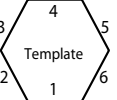
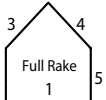
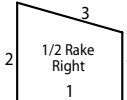
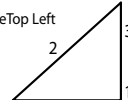

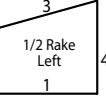
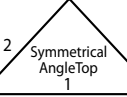
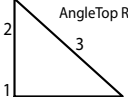
for Tunnel, Eyebrow, or Gothic

Left Leg Height <input style="width:50px;" type="text"/>	Right Leg Height <input style="width:50px;" type="text"/>
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Vertical Support Distances from left side (centre of support)

1st <input style="width:50px;" type="text"/>	2nd <input style="width:50px;" type="text"/>	3rd <input style="width:50px;" type="text"/>
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Straight Sided Shapes

Hexagon  Template	Full Rake  1	1/2 Rake Right  1	AngleTop Left  1
Octagon  Template required if not a perfect Octagon	1/2 Rake Left  1	Symmetrical AngleTop  1	AngleTop Right  1

Straight Sided Shapes diagrams have numbered sides. Insert measurements in the order on the diagram

1	2	3	4	5	6	7	8
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1st <input style="width:50px;" type="text"/>	2nd <input style="width:50px;" type="text"/>	3rd <input style="width:50px;" type="text"/>
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ORDER ACKNOWLEDGEMENT

Items that do not meet Levolor® Shutters Product detailed in IMPORTANT INFORMATION and in the manual, will be MANUFACTURED WITH A VOID WARRANTY.

Customer Agreement

I agree with the product ordered as reviewed on this form.

Signature: _____

Specialty Shapes Order Form

SHAPE TYPE	Indicate the name of the shape
WIDTH	Width Ordered to the 1/16" - IM = smallest opening size OM = Largest frame size
HEIGHT	Ordered to the 1/16" - IM = smallest opening size OM = Largest frame size (it is recommended to consider the smaller louver sizes for the shorter the heights) Depending on the shape, support blocks could account for one full louver height
NO. OF VERTICAL SUPPORTS	As indicated on the chart on the chart above
COLOUR	SW = Snow White W = White S = Silk V = Vanilla
MOUNT TYPE	IM - Inside Mount - factory takes deductions - Production drills installation holes for IM only • IM deductions are 1/8" on each side OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only
CONTROL TYPE	CT = Clear Tilt (a louver connector attaching to the side of louvers on the back of the panel on the hinge side) TB = Tilt Bar (a function bar used to tilt louvers with option for center front)
TILT BAR OPTIONS	C-F Centre Front C-R Centre Rear OF-F OffsetFront OF-R OffsetRear (at highest point)
C OR L FRAME EXTENSION	L/C Ext If required - Indicate the number of L Frame or Casing Frame Extensions
LOUVER SIZE	2 ½" or 3 ½" not available in 4½"
HINGE COLOUR	P = Painted (colour coordinated) SS = Stainless Steel B = Brass
FRAME TYPE	L = IM or OM, C = OM Casing, T =IM Trim, DT =IM Deluxe Trim, Z =IM Z, B = IM Bullnose • Frames must be used for all specialty shapes
FRAME SILL LOCATION	Indicate by letter or number the Sill frame sides (dependant if round top or straight side) T =Top, B =Bottom, L =Left, R =Right, 1 =side 1, 2 =side 2 etc.

ROOM LOCATION	Indicate the room name keeping under 12 characters to allow for full name to show on the product labels • Indicate each room difference for ease of sorting - example Bed 1 Left, Bed 1 Centre, Bed 1 Right
LINE	Indicate line number start from #1 for ease of referring to a confirmation or sales quotation
TEMPLATE ATTACHED	Template required when indicated on above chart or front of order form. Templates to be made on Kraft or butcher paper ONLY. • Template information is to be printed on the front side (facing into the room) • Information includes - Width, Height, Dealer Name, Tag Name • Template measurements must match the measurements given on the order form
LINEUP	If the shape need to line up exactly with a shutter below then indicate sales order and Line #
ROUNDTOP MEASUREMENTS	Left side is measured from left to centre without going past centre at increments requested Right side is measured from right to centre without going past centre at increments requested Straight edge ruler slide inside T post is recommended for measuring - ask your representative
LEG HEIGHT	Required leg height for tunnel, eyebrow and gothic
VERTICAL SUPPORTS	Required - as per chart above • Measured from the left side to the middle of the support
STRAIGHT SIDES MEASUREMENTS	Indicate measurement as per numbers on the form
CUSTOMER AGREEMENT	Recommended that the salesperson reviews the order form & gets a sign off from the consumer prior to processing
ORDER ACKNOWLEDGEMENT	Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty.