

Date _____ PO/Tag Name _____

Store Name _____ Store # _____ Associate/Specialist Name _____

Phone # _____ Fax # _____ Decorator Name _____

Pick Up ☐

Delivery/Courier ☐

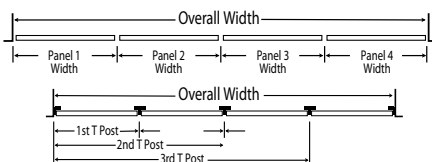
Check Measure ☐

Installation ☐

Shutter Application	Width Ordered to 1/16"	Height Ordered to 1/16"	Colour	Mount Type	Control Type	Louver Size	Hinge Colour	Ext Hinge	Frame Type	Frame Ext. L or C	Frame		Panel Configuration Panel Lock Standard	Split Tilt Option	Interlock	Divider Rail		Room Location	Line #	Qty.
											Sides	Sill				#1	#2			
W - Window D - Door FD - French Door DH - Double Hung CS - Cafe Style	Max. single panel 36" Max bi-fold panel 24"	Max. panel height 120"	SW W S V	IM OM	G CT TB TBO M	2½ 3½ 4½	P SS B	Y N	L, C, T, DT, Z, B	1 = ½ 2 = 1 3 = 1½ 4 = 2	1, 2, 3, 4 Shade Sides Required	Y, N Shade Sides Required	L - Left R - Right LL - Left Bi-Fold RR - Right Bi-Fold T - T-Post	Distance Up Inches to Centre	Y N	Distance Up required over 66"	Distance Up required over 96"			
	Inside Mount = Smallest Opening Size Outside Mount = Largest Frame Size																			

Notes:
Uneven Panel Widths OR Uneven T-Post Distances

Line #	Panel 1/ 1st T-Post	Panel 2/ 2nd T-Post	Panel 3/ 3rd T-Post	Panel 4/ 4th T-Post


Frame Cut-Outs (All cut outs are up to 7 inches)

Line #	Side L, R, T, B	Type A or B	Starting Point	Finishing Point

Café Style

Line #	Panel Height	Filler Y or N	Filler Top or Bottom

Order Acknowledgment

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

Double Hung Application

Line #	Split Distance from Bottom (Inches)

French Door Cutout


Line #	Side L or R	Distance Up

Customer Agreement

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

Signature: _____

Standard Order Form

SHUTTER APPLICATION FD = French Door - Make sure that the chosen frame, extension and louver size will function properly once installed on the opening. If a cut out is required then indicate in French Door Cut Out Section W = Window - a standard application other than a track system, bay/bow. Shapes , French Door or Door D = Door - a standard 5/8" deductions is made at the bottom of the panel instead of a standard 1/8" D = Door - a deduction different from the standard can be requested by indicating in notes DH = Double Hung - are panels stacked vertically within a single framed shutter unit. CS = Cafe Style - 3 sided frame, with panel same height as side frames or as 4 - sided frame around the window with a shorter panel height than frame sides.	HINGE COLOUR P= Painted (colour coordinated) SS= Stainless Steel B= Brass EXT HINGE Only available with unframed shutters - Y = Extension Hinges 1 ¼ N = Regular hinge 5/8" FRAME TYPE L = IM or OM C = OM Casing T = IM Trim DT = IM Deluxe Trim Z = IM Z B = IM Bullnose Hole punches for corner keys will only be available for IM frames - All OM application will be provided with glue FRAME EXT L OR C If required - Indicate the number of L Frame or Casing Frame Extensions - maximum of 4 FRAME SIDE - Indicate numerically the number of frame sides (including any Sill) and shade in the sides required SILL - Indicate numerically the number of Sill frame sides and shade in the sill sides required PANEL CONFIGURATION Specify where to place the hinges and the configuration starting from the left side of the opening L= Left , R = Right, T = T-Post , LL = Left Bi-fold , RR = Right Bi-fold Panel lock is standard - If magnets & plates are to be requested instead of panel lock then indicate in " Notes" on the order form For non-track doors - ex P4D patio doors, panel lock is standard but magnets will also be included.	LINE Indicate line number start from #1 for ease of referring to a confirmation or sales quotation QUANTITY Refers to openings that are exactly the same width and height, louver size, colour, configuration and application. UNEVEN PANEL WIDTHS Provide the panels sizes required including any frames starting from the left side of the opening UNEVEN T POST DISTANCES Provide the T Post distances including any frames starting from the left side of the opening. If T Post location is not specified, T Posts will be evenly spaced.
WIDTH Ordered to the 1/16" HEIGHT Ordered to the 1/16" 4" top and bottom rail are standard for all heights unless otherwise indicated 2" top and bottom rail are optional under 36" in height and must be requested in notes indicating line numbers	FRAME CUT OUTS All cut outs are up to 7" A = removing the frames light block only B = removing the frames light block & frame back <ul style="list-style-type: none"> Side Cut-Outs are measured from the bottom IM sill or OM frame to the starting point of the Cut-Out Top or Bottom Cut-Outs are measured from the left IM Sill or OM frame to the starting point of the Cut-Out If the Cut-Out required is over 7", the full height or full width of the frame must be Cut-Out (available in A Cut-Out only) Cut-Outs must start no less then 2" from the left or the bottom 	
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 <ul style="list-style-type: none"> IM deductions with no frame = 1/4" on total height plus appropriate width deduction based on number of panels IM deductions with standard frame = 1/16" for any sill or L frame side and 1/8" for any non-sill side IM deductions with a standard frame with flex = 1/16" for any sill and 3/8" for any non-sill side OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only	SPLIT TILT OPTION Indicate the distance up from bottom of measurements to the centre of the desired split location. <ul style="list-style-type: none"> Split may not be exact as requested. It will vary based on louver size Split can be requested on any of the three operating systems at time of production Splits should not be modified at installation as additional tension may be required Split tilt is not available on motorized shutters INTERLOCK Interlock comes standard on two panels or above. Single panels do not come with Interlock unless requested at time of order.	CAFE STYLE Specify where panel height should stop from the bottom of the shutter. The frame height will be specified under Height on the order form DOUBLE HUNG APPLICATION Double hung split distance is measured from the bottom IM sill or OM frame to the centre of the horizontal T post <ul style="list-style-type: none"> If a horizontal T-Post is not required the split distance is measured from the bottom IM sill or OM frame to the center of the split
CONTROL TYPE G = Gear (an internal gear) 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) TBO = Tilt Bar Offset (a function bar used to tilt louvers with option for offset front) M = Motorized (louvers will be operated by a cordless motor)	DIVIDER RAIL #1 Divider rail is required if the shutter panel height is over 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail. DIVIDER RAIL #2 A 2nd divider rail is required if panel height is over 96". Distance between rails must be less than 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.	FRENCH DOOR CUT-OUT Available with 4 sided L Frame only L = Left Side R= Right Side (surcharge is applicable) Distance up - from the bottom of the L frame location to the centre of the Cut-Out  ORDER ACKNOWLEDGEMENT Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty
LOUVER SIZE 2 ½", 3 ½", 4 ½"	ROOM Indicate the room name keeping under 12 characters to allow for full name to show on the product labels. Indicate each room different for ease of sorting - (example. Bed 1 Left, Bed 1 Centre, Bed 1 Right)	CUSTOMER AGREEMENT Recommend that the salesperson reviews the order form and gets a sign-off from the consumer prior to processing