

MEASURING INSTRUCTIONS

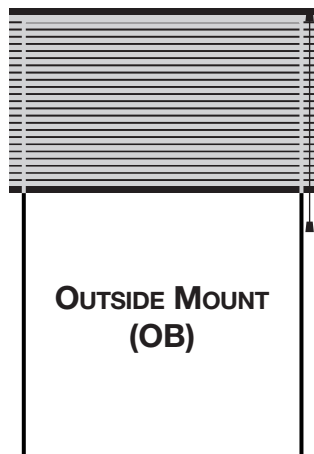
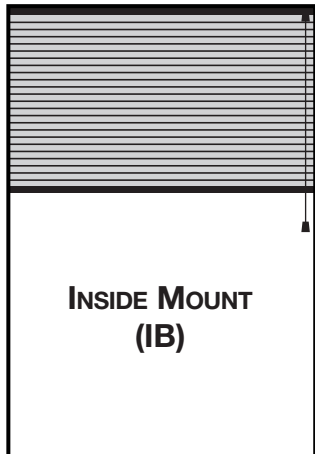
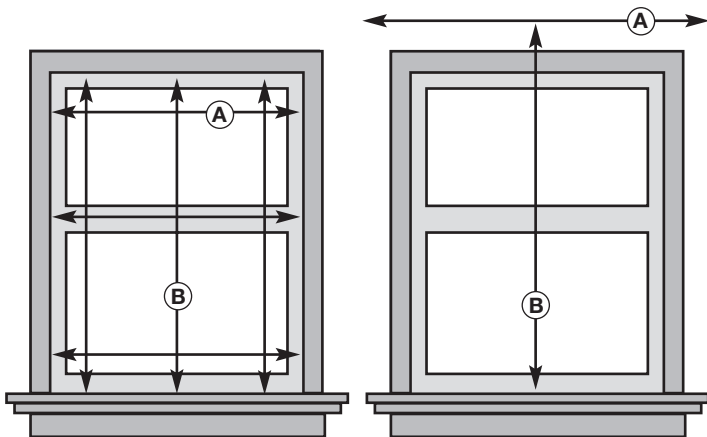
Accurate measurements are essential, for both correct pricing and proper fit. Use only a hard-edged ruler or steel tape, never a cloth tape. For inside mounts, width measurements **A** should be rounded **down** to the nearest 1/8" to prevent blind from binding against the window casing.

INSIDE MOUNT

Use a steel tape to measure the opening width **A** at three different places, and use the narrowest dimension when ordering. Be exact! The factory will make the shade 3/8" narrower so it will not rub against the window casing. Measure the height **B** of the window from the top (Soffit) down to the sill.

INSIDE OR CEILING MOUNT

Use a steel tape to measure the exact width **A** and height **B** of the area to be covered. It is recommended that the shades overlap the window by at least 1 1/2" on each side. When installation has no sill, allow the shade to overlap the bottom of the window casing by at least 1 1/2". Shade fabric will measure width indicated on the order form.



FIVE STEPS TO AN ACCURATE TEMPLATE

- 1.** Tape butcher paper or heavy wrapping paper over the window opening, allowing plenty of overlap. Do not use paper that has ever been folded; a template can have no folds or creases.
- 2.** Draw an exact outline of the window opening. Do this by carefully tracing over the inside edge of the window frame.
- 3.** Remove the paper from the window opening. If the blind is an outside mount, add the desired amount of overlap to the window outline and draw a second outline around it to match the shape of the finished blind.
- 4.** Mark the blind dimensions on the template. Check that the template dimensions match the measurements of the actual window opening.
- 5.** Identify the template and its orientation. Write the customer's name and PO# on the template, and mark the ROOM SIDE and TOP. Roll up the template and place it in a mailing tube.

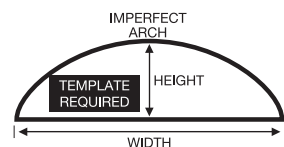
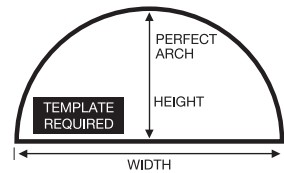
Do not fold the template.

IMPORTANT: Template must be cut out in the exact shape of the window opening and tested in window for correct fit.

For any shade requiring a template, there will be a template surcharge of \$40 added to the price of the shade.

ARCHES/QUARTER CIRCLES

- 1.** For inside mounts, measure the exact width and height inside the window opening.
 - 2.** For outside mounts, measure the desired width and height.
 - 3.** Measure the height at its tallest point.
- In *perfect* arches, height will equal one-half the width.



- With *imperfect* arches, or eyebrows, exact height/width relationships do not occur... so extra care must be taken to ensure a good fit.
- With quarter circles, height must equal width.

