



**THIS IS IMPORTANT: Do not attempt to fill out these interactive order forms while it is displayed within your internet browser online!
PLEASE DOWNLOAD and SAVE these order forms to your computer/tablet's local hard drive first before filling out the form fields.**

C.O.M. Valance Order Form

7531 Coldwater Canyon Avenue • North Hollywood • California • 91605 • USA
P) 800.828.2500 (toll-free) or 818.503.8300 • F) 818.503.8360

Account # _____ Account Name _____
 Address _____
 City/State/ZIP _____
 Phone _____ Fax _____
 Ordered By _____ P.O. # _____
 Date Ordered _____ Date Needed _____ Acct. Mgr. _____

Ship To _____ Attention _____
 Address _____
 City/State/ZIP _____
 Sidemark _____
 Phone _____
 Ship Via _____ Will Call _____ Standard _____ 2-Day _____ Overnight _____

A fully completed order form is required before manufacturing can begin. All orders confirmed in writing.

Line No.	Room ID	Valance Style	Qty	Install				Factory Deduct for Inside Mount		Valance Face Width	Size of Returns (if any)		Valance Height		Attach to Shade		FOR SOFT FOLD, EMPIRE, KINGSTON, BELAIR, CASUAL BALLOON & DIANA VALANCES		Inter-Lining		FOR ROD POCKET VALANCE		FOR SCARF VALANCE
				In	Out	Wall	Ceil	Yes	No		Left	Right	Long Point	Short Point (if applicable)	Yes	No	Lining Color		Yes	No	Rod Diameter	Optional Top Ruffle Size	Scarf Long Point
																	White	Ivory					
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							

Line No.	FABRIC INFORMATION					
	Company	Pattern	Color	Fabric Width	Vert. Repeat	Horiz. Repeat

Line No.	ACCENT FABRIC DETAILS (Pleat Inserts, Contrasting Bands/Bells, Button Fabric)		
	Company	Pattern	Color

Line No.	GROMMET SELECTION			
	Black Oiled Bronze	Brass Burnished Copper	Shiny Nickel Frosted Nickel	English Pewter Antique Brass




**I have given SPECIAL INSTRUCTIONS on the back of this order form.
I have ordered TRIM/BANDING on the back of this order form.**





C.O.M. Valance Order Form (cont.)

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CUSTOM ITEMS
<p>Trim and Banding: To order, complete the form on the right as indicated. There are a number of ways that trim and banding can be applied as illustrated in the diagrams.</p> <p>You must specify where indicated on this order form exactly how far in from the side, or up from the bottom, banding should be placed, whether trim should be flush or hang below the bottom of the valance.</p> <p>Banding is 2" wide.</p> <p>For other creative, unique applications, please provide detailed instructions and a diagram in the SPECIAL INSTRUCTIONS box below.</p>

SPECIAL INSTRUCTIONS
Empty space for special instructions

TRIM
 <p>Trim hangs BELOW bottom of valance</p> <p>Line No: _____</p> <p>Style: _____</p> <p>Color: _____</p>
 <p>Trim hangs EVEN with bottom of valance</p> <p>Line No: _____</p> <p>Style: _____</p> <p>Color: _____</p>
 <p>Trim hangs BELOW bottom of valance</p> <p>Line No: _____</p> <p>Style: _____</p> <p>Color: _____</p>

BANDING	
 <p>Banding on bottom and sides, INDENTED</p> <p>Line No: _____</p> <p>Color: _____</p> <p>Indent Banding: _____ inch(es)</p>	 <p>Banding on bottom and sides, FLUSH with sides and bottom</p> <p>Line No: _____</p> <p>Color: _____</p>
 <p>Banding on bottom only, INDENTED</p> <p>Line No: _____</p> <p>Color: _____</p> <p>Indent Banding: _____ inch(es)</p>	 <p>Banding on bottom only, FLUSH with bottom</p> <p>Line No: _____</p> <p>Color: _____</p>