

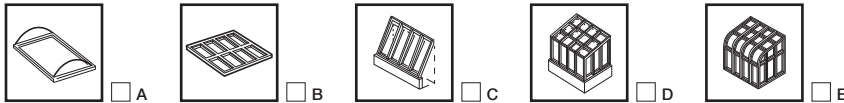
Account # _____ Account Name _____
 Address _____
 City/State/ZIP _____
 Phone _____ Fax _____
 Ordered by _____ Purchase Order # _____
 Sidemark _____ Acct Mgr _____

Ship to _____ Attn _____
 Address _____
 City/State/ZIP _____
 Phone _____
 Date Ordered _____ Date Needed _____
 Ship via Will Call Standard 2-Day Overnight

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

1 Type of Window

Check the corresponding box.



- Does the structure have a glass end? Yes No
If "yes" see Special Conditions, Section 7.
- From the inside looking out, which end is glass? Left Right Both
- Which glass end will have shade? Left Right Both Neither

Note: Glass end shades come with manual lifting systems only.
For type D or E, provide manufacturer's name and model identification if known:

Name _____ Model ID# _____

2a Window Bay Dimensions

From the inside looking out.

- Fill in lettered boxes with tight inside requirements.
- Fill in the numbered boxes with mullion widths.

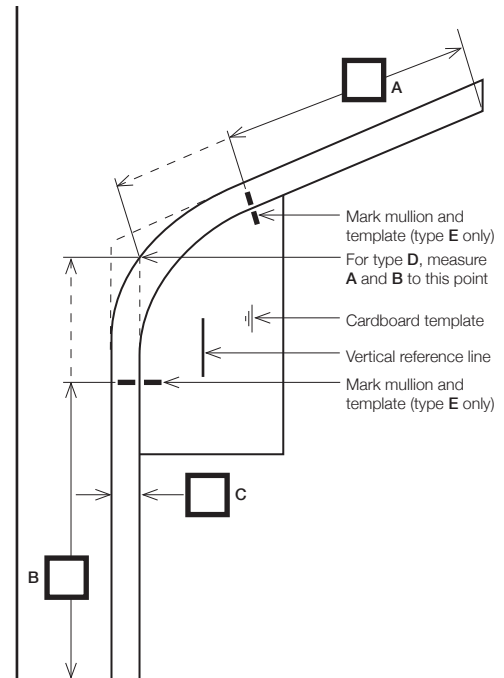
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

2b Window Bay Height Dimensions

- For window types A, B, C
Measure from top to bottom of area to be covered: _____
- For window types D and E, provide a template.

Template Guidelines

1. Use a rigid material such as cardboard, foam-core, etc.
2. Extend material beyond the tangent points of the curve.
3. Tape template in place while the tracing is made.
With the template firmly affixed to the mullion:
4. Mark points on the mullion and the template above and below the tangent points of the curve. Measure from the marks to the ridge and sill and indicate on the template and in boxes A and B.
5. Measure the depth of the mullion (face of glass to face of mullion) and indicate on the template and in box C.
6. Trace the inside edge of the mullion onto the template.
7. Mark a vertical reference line on the template using a plumb-bob, level, etc. to ensure accuracy.
8. After the template is complete, mark your company name and job (sidemark), the date, purchase order number, or any other identifying information on the back side, and send the template with your order.



2c Glass End Dimensions

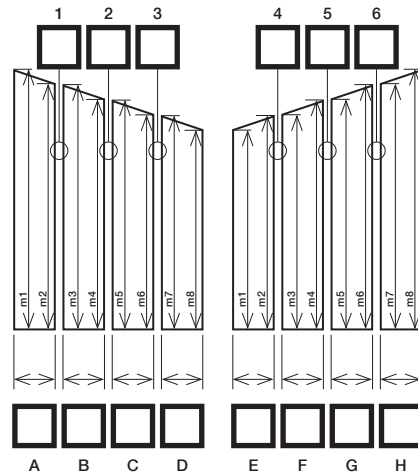
From the inside looking out.

Height

- Fill in lettered boxes with tight inside requirements.
- Fill in the numbered boxes with mullion widths.

Width

- Measure length of mullion from top to bottom on the low side and the high side of each glass panel.
- Place measure on corresponding line.

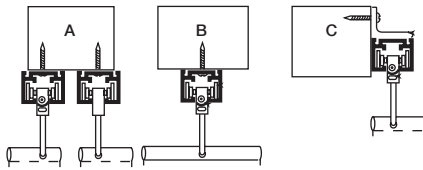


3 Type of Installation

Check corresponding box.

- Over Mullions A B
 Between Mullions C

For track to be fully recessed, minimum mullion depth must be from 1½" to 2".



- If shades go over mullions, indicate from left to right which bays are to be covered with each shade.

Shade 1: over bay letters _____ thru _____
 Shade 2: over bay letters _____ thru _____
 Shade 3: over bay letters _____ thru _____
 Shade 4: over bay letters _____ thru _____
 Shade 5: over bay letters _____ thru _____

4 Type of Lifting System

Check corresponding box.

- Motorized with Switch Control
 Motorized with Remote Control
 Manual Cord and Pulley*
 Manual with Tracklock*

* For Manual Systems Details, see Section 8.

5 Fabric

Name _____
 Color _____

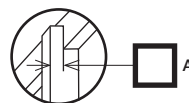
6 Color of Track

Check corresponding box.

- Aluminum Bronze
 White Custom
 (send sample)

7a Special Conditions: Glass End Mullion Projection

If glass end mullions project beyond the glazing bars as shown in the diagram, provide measurement A.



7b Special Conditions: Shade Clearances and Obstructions

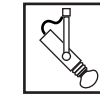
- A minimum clearance of 7" is required from door frames in glass ends. Provide measurement B, and indicate which glass end(s) has a door.

- Left Right Both

- Shades require a minimum clearance of 7" to install and operate properly. Provide measurement C.



Indicate if any obstructions exist in the minimum clearance areas (including glass ends) by checking the corresponding box(es).



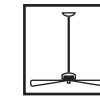
Light Fixture



Grill



Fire Sprinkler



Ceiling Fan



Window Crank



Other

8 Manual Lifting Systems

Cord and Pulley

- Calculate the square footage of each shade (width in inches x height in inches ÷ 144 = square footage)
- From the chart on the right determine the maximum allowable square footage per cord and pulley for the fabric you have selected. Each lifting system mechanism may lift more than one shade provided the maximum square footage is not exceeded. Square footage of a given fabric determines the weight which must be lifted.

Maximum Allowable Shade Square Footage			
Fabric	Max sq. ft Unlined	Max sq. ft Reg. Lining	Max sq. ft Blackout Lining
Sunscreen	110	95	78
SheerWeave	91	73	69
Basketweave 100	91	73	69
Basketweave 200	91	73	69
Basketweave 400	91	73	69
Canvas "One"	105	83	77

Remote Cords

- Cords may lift more than one shade and can be directed to a remote location. (Caution: Do not allow more weight per cord than can be lifted by the user.)
- Indicate which shades will be lifted by each cord (from left to right).

Cord 1: Shade _____ thru _____
 Cord 2: Shade _____ thru _____
 Cord 3: Shade _____ thru _____
 Cord 4: Shade _____ thru _____
 Cord 5: Shade _____ thru _____

Tracklock

- Tracklock is designed to be operated manually, either by hand or with the telescoping "wand". The **standard** wand length adjusts from 4' to 6'. Other telescoping wand sizes are 4' to 8' and 8' to 12'. If one of these special sizes is desired, check the corresponding box below.

- 4' to 8' 8' to 12'

- Recommended shade size limitations:

Width: 48" maximum.

Length: Maximum which can be reached comfortably with the specified wand.

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

[FOR HORIZONTAL WINDOWS]

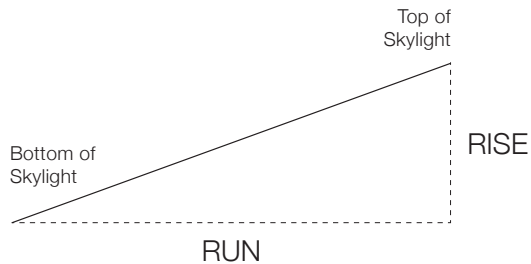
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Line No & Room ID	Style Number	Skylight Description			Qty	Width	Height	Install		Factory Deduct Inside Mount		Fabric Description	Lifting Systems		Motor Cord Length	Track Color		
		Horiz	Slope	Rise/Run (see diagram below)				In	Out	Yes	No		Motor			White	Bronze	Alum
													L	R				
1.				/														
2.				/														
3.				/														
4.				/														
5.				/														
6.				/														
7.				/														
8.				/														

Side View of Skylight Slope:



SPECIAL INSTRUCTIONS
