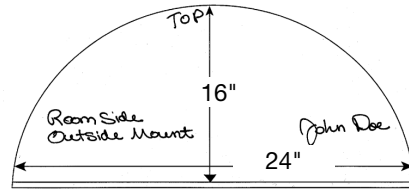


Options

Making a Template for Specialty Windows

1. Tape butcher paper, kraft, or construction paper over the window opening allowing plenty of overlap.
2. Being careful not to press against the template paper while tracing, draw an exact outline of the window opening. Pressing on the template paper may distort the paper and cause the wrong size to be made.
3. Remove the paper from the window opening. If the shade 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 shade. Be sure to erase the inside line.
4. Mark the dimensions on the template. Check that the template dimensions match your measurements of the actual window opening.
NOTE: Make sure the template is of the window opening, not the glass only measurement.
5. Cut the shape from the paper.
6. PLACE THE TEMPLATE BACK INTO THE WINDOW OPENING TO CHECK FOR PROPER FIT COMPLETELY AROUND.
7. Indicate on the template
 - “Room side” and “top” on the template
 - Purchase order number
 - Customer’s name
 - Your store name and account number
8. Roll up template and place in a mailing tube. DO NOT FOLD TEMPLATE.



NOTE: This is just a sample for illustration purposes only—other information may be needed for your order.

Mail to: Springs Window Fashions, LLC
1500 Sycamore Road—G5
Montoursville, PA 17754
ATTN: Specialty Dept.

NOTE: When mailing, make sure to get a tracking number and note your return address on the mailing tube.

ACCEPTABLE MATERIALS FOR MAKING TEMPLATES:

- Kraft paper
- Butcher paper
- Construction paper

WE WILL NOT ACCEPT TEMPLATES MADE FROM THE FOLLOWING MATERIALS:

- Newspaper
- Plastic
- Wax paper
- Fabric
- Tissue paper
- Roofing paper
- Existing arch shades
- Wrapping paper
- Cardboard
- Poster board

NOTE: If the material used to make a template stretches, tears easily, will not lay flat, or will mark the fabric, IT WILL NOT BE USED.

Using a Template Service

For surcharge, see price charts

To use the template service, simply:

1. Select template service when entering your order online.
2. Use the template worksheet to determine what measurements you need to supply for each shape.
3. Enter the lettered measurements using line item comments. The comments have been preprogrammed to all of the measurements you need to enter for your special shape.

For additional information contact customer service.