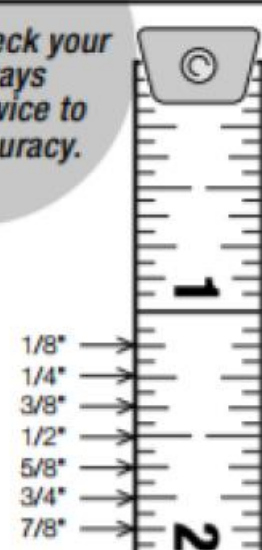


Tools and Tips

- **Steel tape measure** — do not use cloth tape
- **Pencil**
- **Measurement Worksheet** – See page 3
- **Measure each window** and identify window locations – size variances are common
- **Round measurements** to the nearest $\frac{1}{8}$ "
- **Clearly record measurements** – width vs. height

Double-check your work—always measure twice to ensure accuracy.



For a roman shade quote, please provide us with the following:

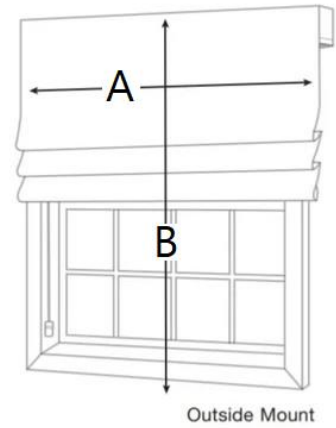
- Measurements A, B & C (C is for arch windows)
- Specify inside mount OR outside mount
- The stacking height of shades is noted on the second page. Note: for arched shades, the shade can not raise within the arch surface, only below.
- If you have a fabric chosen, send us a direct link to your fabric choice
- If you want other details such as a banding on the sides or bottom, tell us and send us any inspiration photo that you are wishing to mimic
- Specify lining preference (light filtering or room darkening)
- Cord pull preference
- Send us a picture of your windows, including both the floor and ceiling, taking the picture straight on
- Tell us more about your project that might not have been covered in the above mentioned

FOR A QUOTE PLEASE PROVIDE MEASUREMENTS A & B

OUTSIDE MOUNT

Width: Measure the EXACT width of the window frame.
The workroom will add an additional 3" to the overall width for proper light coverage.

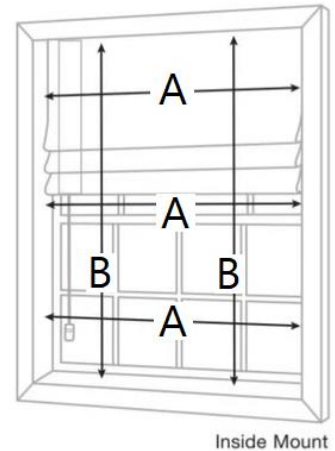
Length: Measure the EXACT length from the top of the window frame to the sill or the bottom of the window casing. The workroom will add an additional 5" to the length (4" will be along the top, so that the cord lock clears any moldings. 1" will be along the bottom for proper light coverage)



INSIDE MOUNT

Width: Measure the EXACT width of the window in three (3) places. Use the narrowest dimension. The workroom will make the necessary deductions for proper shade operation.

Length: Measure the EXACT length of the window in two (2) places. Use the shortest dimension



Roman Shade estimated stacking Information

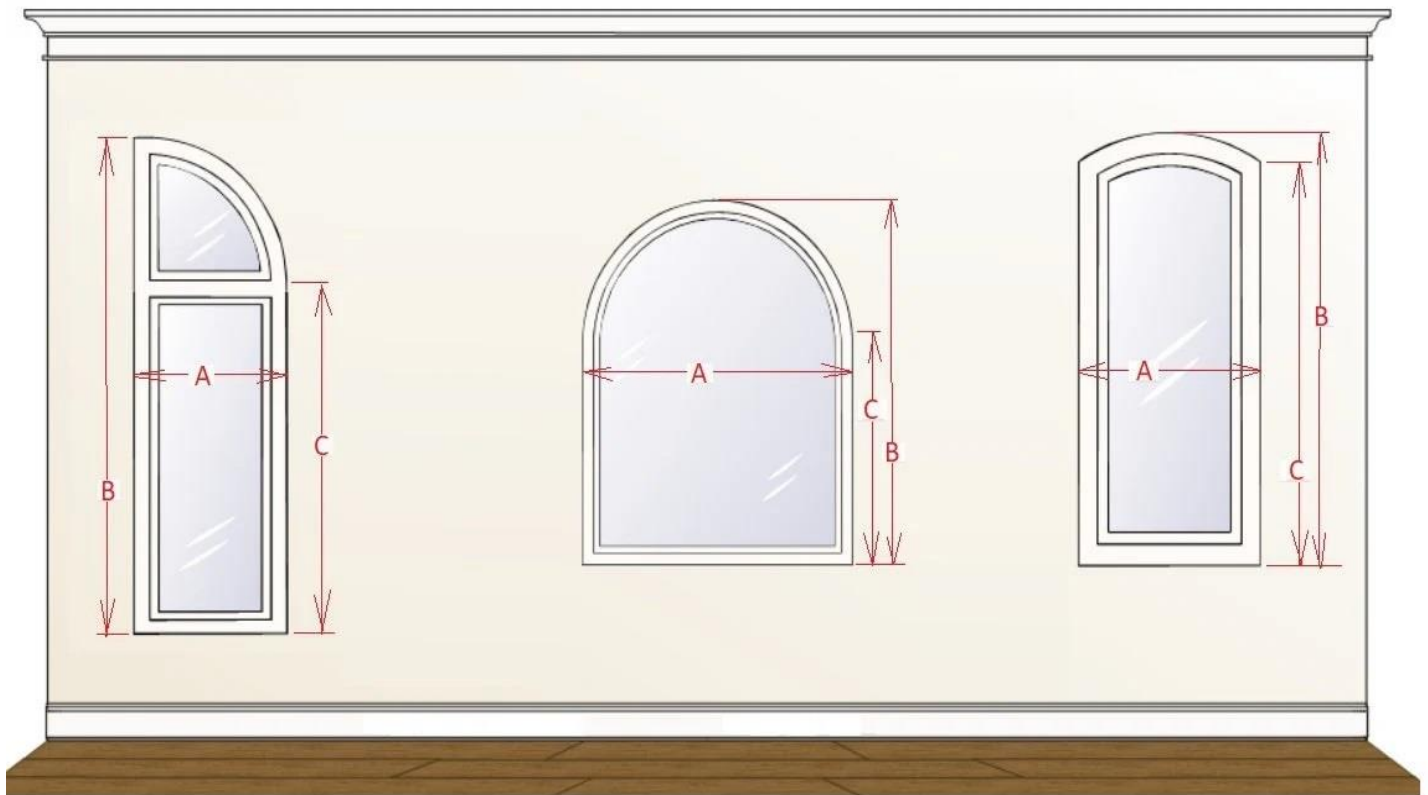
Roman shade stacking size will vary with each material selection and control system.

NOTES: Side-by-side shades that need matching folds must be specified as such, although an exact match may not be possible, even when specified

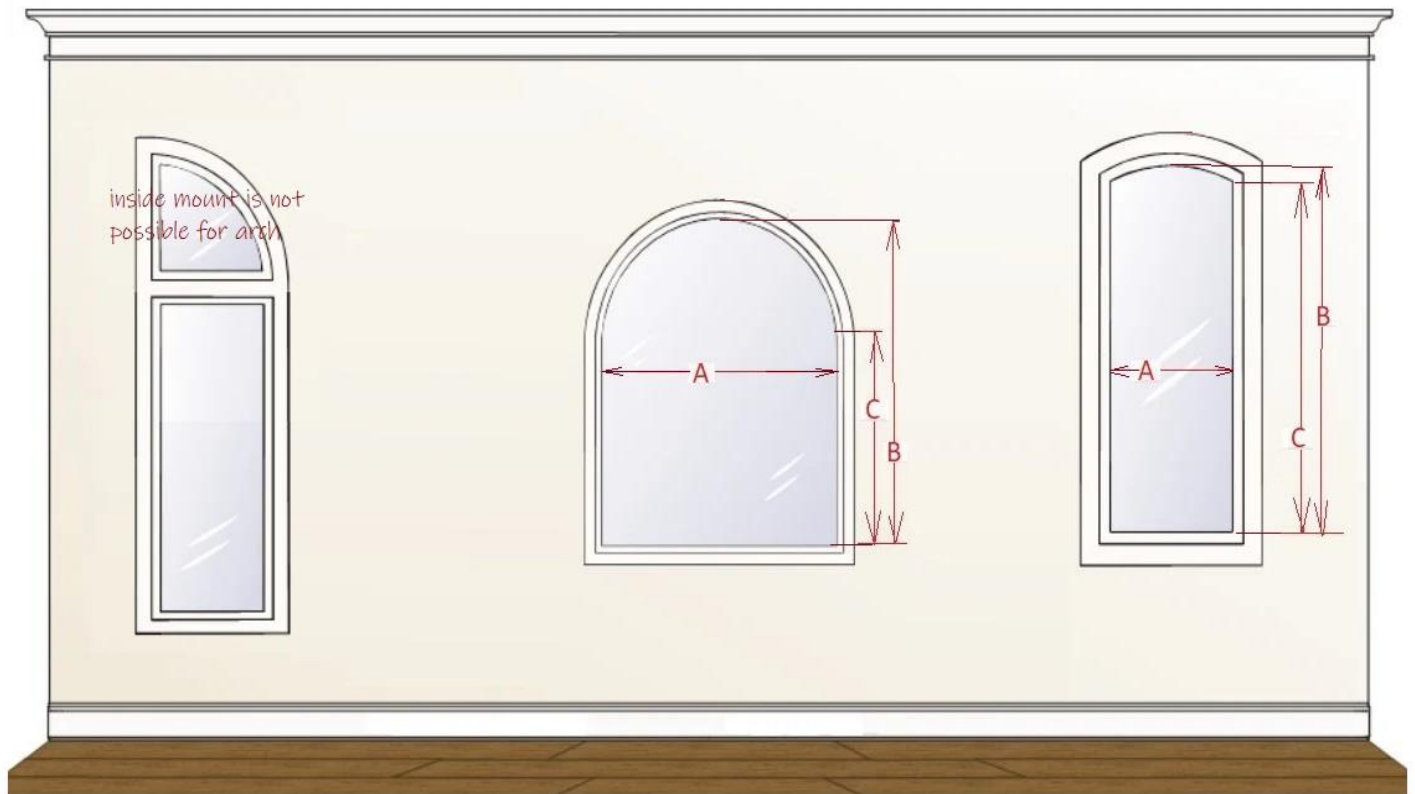
ESTIMATED STACKING

finished shade length up to:	stacking height when shade is in up position
48"	9"-10"L
72"	10"-11"L
96"	11"-12"L
120"	12"-13"L
144"	13"-15"L





for outside mount shades, tell us measurements A, B & C, along with a picture of your window (include both floor AND ceiling)



for inside mount shades, tell us measurements A, B & C, along with a picture of your window (include both floor AND ceiling)