Window Size Order Form

BILL TO:
Acct. #   Ph:
Email:

SHIP TO:
Ph:

Shutter Smart Energy Guard™
Window Insulation System

CUSTOMER SIGNATURE

Shutters are custom made. This order is not subject to cancellation or change
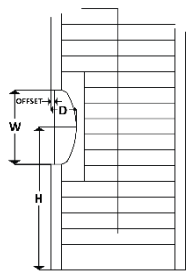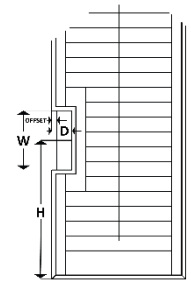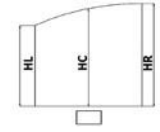
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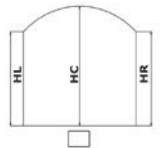Tel: 800.737.4569   Fax: 323.727.6891   Email: orders@uspolymersinc.com

P.O.# / SIDEMARK

Qty	Room	1 Color	2 Louver Size	3 Tilt-Rod	4 Mount Type	5 Shutter Type	6 Frame Type	7 No of Sides	8 SIZE W - Window Size F - Frame to Frame			9 No. of Panels Folding Direction		10 Dividing Rail or Split Tilt	11 Dividing Rail(s) or Split Tilt Rod Position(s)		12 Frame Build Out 1"	13 Astragal	14 Hinge Color	15 Mount Magnets	16 Corner Group	17 T-Post from Left to center of T-Post		18 Window Side by Side
		W- White S- Swiss Coffee O- Off White* PW- Pearl* EW- Eider White* AB- Agreeable Gray*	3" 4"	Front-Tilt Back-Offset RFV-Hidden Tilt	IN OUT	SF TP FD FC AR	ST FLST DS TR ZF FLZ EL SL STX	4W 4S 4A CW 4AS	W F	Width	Height	Left	Right	D S	1st (Y)	2nd (Y)	Y or N	Y or N	W O AL NS AB BP OB SS BL	Y or N	Left Right	TP1	TP2	Y or N

T-Post - *Draw Panels*

Line # ____

TP1   (TP2)

Custom Frames - *Specify Frames*

Line # ____

CW   T   L   R   B

____ ____ ____ ____ ____

Special Instructions:

French Door Oval Cut Out
Slim line & Standard L Frames

Line # _____

¾" Optional Offset ☐

Cutout Center Height

H=_____

Cutout Size W

☐ 10" ☐ 12" ☐ 14"

OFFSET
W   D

H

French Door Rectangle Cut Out
Standard L Frame Only

Line # _____

¾" Optional Offset ☐

Cutout Center Height

H=_____

Cutout Size W

☐ 10" ☐ 14"

OFFSET
W   D

H

Note: Standard L Frame will have built in 7/8" back plate offset. Cutout Depth D = 4 ½"

Arch Top - Window Size Note:
HL - Left Height: HR - Right Height : HC - Center Height

HL   HC   HR

Arch Line # _____

____ ____ ____
HL   HC   HR
(Opening Height)

HL   HC   HR

Arch Line # _____

____ ____ ____
HL   HC   HR
(Opening Height)

1. Colors	Standard Colors: **W** - White **S** - Swiss Coffee	Specialty Colors*: **AG** - Agreeable Gray* **EIW** - Eider White* **PW** - Pearl* **O** - Off White* *1 week longer lead time + surcharge	
		ThermaCore Louver available colors- White, Swiss Coffee, Off White*, Pearl* *Specialty Colors, surcharge applies	
2. Louver Size	3"or 4"		
3. Tilt Rod	**F** - Tilt Rod In Front	**B** - Tilt in Back – (Off Set)	**RFV** -(Rear Full View) -Hidden Tilt
4. Mount Type	**IN** - Inside Mount	**OUT** - Outside Mount	
5. Shutter Type	**SF** - Standard Folding	**TP** - T-Post	**FD** - French
6. Frame Type	**Outside Mount:** **ST** - Standard L Frame **FLST** - Flat Standard L Frame **DS** - Designer Frame **STX** - Standard L Extended Fr (FD) **SL** - Slimline Frame (FD, FC)	**Inside Mount:** **ZF** - Z Frame **FLZ** - Flat Z Frame **TR** - Trim Z Frame **EL** - Elegance Z Frame **ST** - Standard L Frame **FLST** - Flat Standard L Frame	**French Door:** **SL** - Slimline Frame **ST** - Standard Frame **FLST** - Flat Standard Frame **STX** - Standard Extended Frame
7. No of Frame Sides	**4W** 4-Sided Frame for window *(outside or inside mounts)* **4AS** 4-Sided Frame for Sill *(Top & Bottom Sill Plate)* **4S** 4-Sided Frame for Sill *(Sil Plate or sill frame on bottom)* **4A** 4-Sided Flat Top for arch **CW** Custom Frame configuration in any L & Z frames. **Use with arches**. Draw in **Special Instructions section**.		
8. Size	Provide width and height and indicate whether they are Window opening size or Frame to Frame size. Wider Openings use T-Posts. Ensure mounting clearances around window or inside window jamb for proper installation of frame.		
9. Panel Configuration	Note # of panels folding Left (L) and Right (R) based on the opening width and folding direction desired. **Maximum Panel Widths:**		
	Single Panel L or R 36" + Frame	2 Panels LR 72" + Frame	Bi-Fold LL or RR 52" + Frame ‖ 4 Panels LLRR 104" + Frame
10. Divider Rail or Split Tilt Rod	Indicate if Placement number(s) in column 10 are for (**D**) Divider Rail or for (**S**) Split Tilt Rod.		
11. Divider Rail(s) or Split Tilt Rod Position(s)	Shutters over 84" tall must have 1 divider rail. Shutters over 108" must have 2. Rails will be placed as close as possible to indicated height (from bottom of window to midpoint of rail). If no height is indicated, rail(s) will be located to evenly divide the panel. Split point will be placed as close as possible to indicated height (from bottom of shutter to mid-point of louver). If no height is indicated, split point will be located to evenly divide the panel.		

12. Frame Spacer	Used to project shutters 1" forward when louvers need clearance to operate. i.e. mounting beyond molding, to clear door handles or mounting a standard shutter on sliding door.
13. Astragal	Special Stiles with Astragal where panels meet.

14. Hinge Color	Shutter Color (1)	Default Hinge Color (14)	Custom Hinge Color (14)
	W- White	**W**- White	**AB**- Antique Brass
	S- Swiss Coffee **O**- Off White	**O**- Off White	**BL**- Black **BP**- Brass Plated
	PW- Pearl **EIW**- Eider White	**AL**- Almond	**OB**- Oil Rubbed Bronze **SS**- Stainless Steel
	AG- Agreeable Gray	**NS**- Nickel Satin	

15. Mount Magnets	Upgraded recessed magnets are pre-mounted onto shutters if marked (Y) Yes in this box.
16. Corner Group	For Corner windows, a pair of shutters can be marked as Corner Group Left and Right. Order as window size and the factory will make all the deductions and frame configurations needed.
17. T-POST Location	Distance from left point of given size to center of T-Post1 & T-Post2. Draw folding direction of T-Post panels below. Window Size - From Left of window to Center of T-Post. Frame Size - From Left Frame to Center of T-Post.
18. Window Side by Side	To ensure rails are the same size, make sure heights are the same for all next to each other shutters.

I. Ordering By Shutter Frame to Frame Size:
    Give outside of frame to outside of frame size.

		Width	x Height x	/144	x $/sqft
		Width	Height	/144	x $/sqft

II. Ordering By Window Size:

Outside Mount Frames -	Standard L Frame, Extended Frame, Flat Standard Frame	4 Sided	Width + 4"	x Height + 4"	/144	x $/sqft
		3 Sided	Width + 4"	x Height + 2"	/144	x $/sqft
	Designer Frame	4 Sided	Width + 5"	x Height + 5"	/144	x $/sqft
		3 Sided	Width + 5"	x Height + 2.5"	/144	x $/sqft
	Hanging Strip *(Strip behind panel on wrap around hinge)*	4 Sided	Width + 3"	x Height + 3"	/144	x $/sqft
		3 Sided	Width + 3"	x Height + 1.5"	/144	x $/sqft
	Slimline Frame *(French Door Only)*	4 Sided	Width + 2.5"	x Height + 2.5"	/144	x $/sqft
Inside Mount Frames -	Z Frame	4 Sided	Width + 1.5"	x Height + 1.5"	/144	x $/sqft
		3 Sided	Width + 1.5"	x Height + .75"	/144	x $/sqft
		2 Sided	Width + 1.5"	x Height	/144	x $/sqft
	Trim Z Frame =& Flat Z Frame	4 Sided	Width + 3"	x Height + 3"	/144	x $/sqft
		3 Sided	Width + 3"	x Height + 1.5"	/144	x $/sqft
		2 Sided	Width + 3"	x Height	/144	x $/sqft
	Elegance Z Frame	4 Sided	Width + 4"	x Height + 4"	/144	x $/sqft
		3 Sided	Width + 4"	x Height + 2"	/144	x $/sqft
	Standard L Frame, Flat Standard Frame	4,3,2 Sided	Width	x Height	/144	x $/sqft
	Hanging Strip *(Strip behind panel on wrap around hinge)*	4,3,2 Sided	Width	x Height	/144	x $/sqft