

MEASURING WORKSHEET: SHADES + BLINDS

Customer Name:	Technician Name / Phone:
Customer Address:	Design Associate (if applicable):
Customer Email:	Customer Signature*:
Customer Phone:	Technician Signature*:

* Both parties must sign this form, and by doing so, agree to the terms + conditions on the reverse side.

I	Qty	Room / Label	Product	Material	Mount Type		Width	Length	Depth	Control Position		Roll Type		Optional Features			
					Inside	Outside				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
1					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
2					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
3					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
4					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
5					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
6					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
7					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
8					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
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11					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
12					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
13					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I
14					IM	OM				L	R	REG	REV	NONE	UPH. VALANCE**	TDBU	2 ON I

** When ordering outside mount upholstered valance, overall width of valance will be 1" wider than ordering width due to thickness of returns.

Please Note: Roller materials have maximum widths. In areas with wide widths, it may be necessary to split the area into multiple shades side by side (please keep this in mind when providing measurements, as a breakdown of wide widths will be necessary).

SPECIAL NOTES:

SPECIAL INSTRUCTIONS				ESTIMATED TIMES	
Insurance Needed <input type="checkbox"/>	Floor Unlevel <input type="checkbox"/>	Take Down Old Blinds <input type="checkbox"/>		1 hr	<input type="checkbox"/>
Concrete <input type="checkbox"/>	No Door Man <input type="checkbox"/>	Ceiling Unlevel <input type="checkbox"/>		1 - 2 hr	<input type="checkbox"/>
Metal <input type="checkbox"/>	6 ft Ladder <input type="checkbox"/>	Window Frame Unlevel <input type="checkbox"/>		2 - 3 hr	<input type="checkbox"/>
Wood <input type="checkbox"/>	Little Giant <input type="checkbox"/>	High Wire <input type="checkbox"/>		3 - 4 hr	<input type="checkbox"/>
				4 - 5 hr	<input type="checkbox"/>

CONTACT INFORMATION

phone: 800.301.9720 | fax: 800.548.2750 | email: measure@roomandboard.com

MAXIMUM WIDTHS FOR ROLLER + SOLAR SHADES

Material	Maximum Width	Material	Maximum Width
Richmond	120"	Sausalito 3%	120"
Raleigh	120"	Salinas 5%	120"
Mini Basketweave	69"	Spokane 5%	120"
Roselle	69"	Seattle 7%	120"
Rochester	69"	Shelton 5%	120"
Roanoke	69"		

INSIDE MOUNT DEDUCTION CHART

Product	Total Deduction
Roller + Solar Shades	1/8"*
Roman Shades	3/8"
Wood Blinds	1/8" (headrail)

* Note: Roller / Solar shade fabrics will be approximately 1 1/4" narrower than your ordering width to allow for brackets. If concerned over resulting light gap please select outside mount.

MOUNTING DEPTH REQUIREMENTS

Product	Min Depth Required For Secure Inside Mount	Min Depth Required for Flush Inside Mount	Min Space Required For Outside Mount
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ROMAN SHADES

W/ Cord Lock	3/4"	1 7/8"	2 1/2"
W/ Continuous Loop Control	1"	2 3/8"	3"
W/ Top Down Bottom Up	1 1/4"	2 1/4"	2 1/2"
W/ 2 On 1 Headrail	1 1/4"	2 3/4"	2 1/2"
W/ Upholstered Valance*	1 1/4"	2 3/4"	2 1/2"

ROLLER + SOLAR SHADES

W/ No Valance	3/4"	2 1/4"	2 1/4"
W/ Upholstered Valance	1 1/4"	3"	3"

WOOD BLINDS

2" Wood	3/4"	3"	1 3/4"
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*Larger valances are used for thicker materials and / or extra long shades. All outside mounted roller shades with upholstered valances will come in the larger size.

TERMS + CONDITIONS

Professional measurers / installers found through this professional network are not employees nor agents of Room and Board. Any work provided by a professional referred through this service is on a contractual basis between the customer and the professional.

ALL FEES FOR INSTALLATION SERVICES ARE TO BE PAID DIRECTLY TO THE INSTALLER.

Best Practices:

Product Selection + Measurements: different products may have different required measurements. The professional will take product specific measurements and in the event that a product selection changes this must be discussed to ensure that new measurements do not need to be taken. In the event that a return visit is required, additional fees may apply.

Scheduling An Installation: once all product has arrived please call the same professional who performed the measurement. This will ensure that they are familiar with the order and that the install will go as smoothly as possible. Please make sure that all products are on site prior to scheduling an install as in the event the installer arrives on site and all products are not there a return trip (and charge) may be required.

Preparing The Site: prior to the installer arriving please make sure to remove all "breakables" from areas where the installer will be working and secure all pets. All installers are neat, professional and extremely respectful to your home but cannot be responsible for accidental breaks, damages, scratches which are the result of cluttered or unsafe work conditions.

Expect Some Debris: after an installation, cardboard, paper, plastic and perhaps your old window treatment will remain. The installer may not be able to take this debris away but they will always neatly break it up / bag it and leave it in a suitable area in home.

Cancellation Policy: in the event you need to cancel an installation please contact the installer directly as soon as possible. A minimum of 48 hrs prior notice is required. Cancellation fees are determined by the individual installer.

* Please know, these installers are independent contractors that may have their own terms + conditions related to their service. If you have any questions at all on their terms + conditions, please do not hesitate to contact us.

NEXT STEPS

Now that your measurement is complete, ordering your custom window treatments couldn't be easier.

1. BUILD YOUR ORDER: A copy of your measurements will be sent to us for review. We will contact you to review your options and assist you in placing your order. You can also feel free to give us a call or stop by a showroom.

2. PLACE YOUR ORDER: After you have approved your order and payment has been submitted, production will begin immediately. You will receive a tracking # once your order ships.

3. INSTALL: After your entire order has arrived (you may receive multiple shipments), you can either install yourself (following our easy to follow step-by-step instructions included with each product) or directly contact the same professional that measured your windows to set up an appointment. We strongly suggest using the same installation company for both measure and install as they will be most familiar with your project and will guarantee their measurements.

Installation fees are NOT included with your order and all fees for this service are paid directly to the professional installer.

We stand behind every product we make. If it doesn't meet your expectations, we'll work with you to make it right. For details visit: www.roomandboard.com