



MEASURING WORKSHEET: DRAPERY + HARDWARE

DATE _____ LEAD# _____

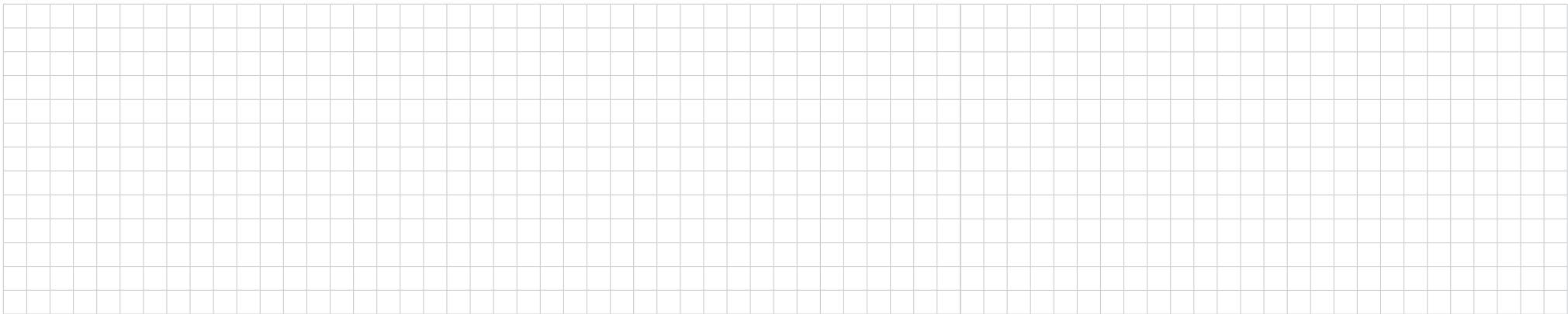
Customer Name:	Technician Name / Phone:
Customer Address:	Salesperson:
Customer Email:	Customer Signature*:
Customer Phone:	Technician Signature*:

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

Qty	Room / Label	Product	Pair OR Single Panel / Stack			Drapery Width Coverage	Functionality (Decorative / Functional)		Top of Pole / Track to Floor	Top of Window to Floor	Bottom of Crown to Floor	Ceiling to Floor	Finished Length (if AVAIL)	Mount Ceiling / Wall		Motorization	Channel Number	Returns** Standard / Custom	
			↓	Left	Center		Right	DEC						FUNC	C			W	
1			PR	L	C	R		DEC	FUNC					C	W			4"	
2			PR	L	C	R		DEC	FUNC					C	W			4"	
3			PR	L	C	R		DEC	FUNC					C	W			4"	
4			PR	L	C	R		DEC	FUNC					C	W			4"	
5			PR	L	C	R		DEC	FUNC					C	W			4"	

** Standard returns are 4". Please make note if different sizes are required.

Please provide drawing of areas with as much necessary info as possible (i.e. window / frame sizes or available wall space around openings).



SPECIAL INSTRUCTIONS

- | | | |
|---|--|---|
| <input type="checkbox"/> Insurance Needed | <input type="checkbox"/> Floor Unlevel | <input type="checkbox"/> Take Down Old Blinds |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> No Door Man | <input type="checkbox"/> Ceiling Unlevel |
| <input type="checkbox"/> Metal | <input type="checkbox"/> 6 ft Ladder | <input type="checkbox"/> Window Frame Unlevel |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Little Giant | <input type="checkbox"/> High Wire |

ESTIMATED TIMES

- 1 hr
- 1 - 2 hr
- 2 - 3 hr
- 3 - 4 hr
- 4 - 5 hr

CONTACT INFORMATION

p: 800.754.1455 | f: 866.449.9657 | e: measure@theshadestore.com

HARDWARE DEDUCTION CHART

DECORATIVE COLLECTIONS	WALL MOUNT BRACKETS: All Pleat Styles Top of Pole to Top of Drapery	WALL MOUNT BRACKETS: Grommet Style Only Top of Pole to Top of Drapery	CEILING MOUNT BRACKETS: Pinch, Tailored, Ripple Fold Ceiling to Top of Drapery	CEILING MOUNT BRACKETS: Grommet Style Only Ceiling to Top of Drapery	WALL MOUNT BRACKET SINGLE SET: Top of Wall Bracket "Plate" to Top of Drapery (Grommet Not Included)	WALL MOUNT BRACKET DOUBLE SET: Top of Wall Bracket "Plate" to Top of Drapery (Grommet Not Included)
Steel Collection – 1 ³ / ₁₆ " Diameter	-2 ¹ / ₈ "	+1"	-4 ¹ / ₄ "	-1 ¹ / ₄ "	-2 ¹ / ₂ " *	- 2 ⁵ / ₈ " *
Acero Collection – 1 ³ / ₁₆ " Diameter	-2"	+1"	-3 ³ / ₄ "	- ³ / ₄ "	-1 ¹ / ₈ " *	- 1 ¹ / ₈ " *
Madison Collection – 1 ¹ / ₈ " Diameter †	-1 ¹ / ₄ "	n/a	-1 ³ / ₈ "	n/a	-2 ¹ / ₄ "	-2 ¹ / ₂ "
Lexington Collection – 1 ¹ / ₈ " Tall †	-1 ¹ / ₄ "	n/a	-2 ³ / ₈ "	n/a	-2 ¹ / ₂ "	-2 ¹ / ₂ "
Wrought Iron Collection – 1 ³ / ₁₆ " Diameter	-2 ⁵ / ₈ "	+1"	-3 ¹ / ₂ "	- ³ / ₈ "	-3 ¹ / ₄ "	n/a
2000 Wood Collection – 1 ³ / ₁₆ " Diameter	-2 ¹ / ₄ "	+1"	-3 ¹ / ₂ "	- ¹ / ₄ "	-2 ¹ / ₄ " *	n/a
Royal Wood Collection – 2" Diameter	-3 ¹ / ₄ "	n/a	n/a	n/a	-3 ³ / ₈ " *	n/a

† No rings come with this collection - deduct additional ¹/₈" for ripple fold drapery.

* Allow ¹/₂" clearance when wall mounting a pole with rings to ceiling line so rings can move freely.

Please Note: Standard returns are 4" deep on Shade Store drapery. Custom return sizes available upon request.

CUSTOM TRACKS	WALL MOUNT: Top of Track to Top of Drapery	CEILING MOUNT: Ceiling to Top of Drapery
Ripple Fold / Cubicle Track – ³ / ₄ " Track	-1 ¹ / ₄ "	-1 ¹ / ₄ "
Custom Track – ³ / ₄ " Track	-1 ¹ / ₄ "	-1 ¹ / ₄ "

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MEASURE + INSTALL TERMS & CONDITIONS

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

Please Note: 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.

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 has taken 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. 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, or scratches which are the result of cluttered or unsafe work conditions.

Expect Some Debris: After an installation, cardboard, paper, plastic and possibly 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 your 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.

NEXT STEPS

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

1. GET A QUOTE: A copy of your measurements will be sent to us by the next business day. Upon receipt, we will contact you to review your order and help put together a quote for you. You can also feel free to give us a call or stop by a showroom!

2. PLACE ORDER: Once the quote meets your approval, simply click "PLACE ORDER". After you have approved your order, 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.

100% Satisfaction guarantee: we stand behind every product we make! For details visit: theshadestore.com/guarantee

800.754.1455 | design@theshadestore.com