



phone: 416.266.3501
 800.668.1728
 fax: 416.266.5484
 877.245.9943
 www.mysunglow.com

ROLLER SHADE ORDER FORM

page _____ of _____

Order Date: _____
 Tag/PO _____
 Quote # _____
 WO # _____
 Target Date: _____

Production time begins when the order form is fully completed.

Invoice To:
 Company:
 Phone:
 Contact:

Ship To:
 Address:
 Ship Via:
 P/U Ship Via:

office use

Room	QTY	Width Measure to 1/16"	Length Measure to 1/16"	Meas. T=tight F=finish C=cloth	Fabric Style & Colour See Fabric Catalogue	Control			Valance		Hem		Mount C=ceiling W=wall L=lateral	Options Use this section for Options or wood type and finish
						Drive L=left R=right	Type see below	Option see below	Type see below	Finish see below	Type see below	Finish see below		
1														
2														
3														
4														
5														
6														
7														
8														
9														

Special Instructions:

Control Type	Control Options	Valance Type	Valance Finishes	Hem Type	Options	Notes:
FX = Fixed	TR = Tension Rod VB = Velcro Angle w/ bottom bar V = Velcro Panel	SF3 = 3" Sq. Fascia..... SF4 = 4" Sq. Fascia..... D8 = Decora 8..... D16 = Decora 16..... CBX = Cassette..... F = Fabric Valance P = PVC Valance	W, AN, DBR, LBR, BK, CR W, AN, DBR, LBR, BK, CR W, AN, DBR, BK, LN W, AN, DBR, BK, LN W, AN, DBR, LBR, BK, CR	AB = Accubar - W, AN, DBR, LBR, BK, LN WA = Wrapped Accubar AC = Accurail - W, AN, DBR, LBR, BK, CR PH = Plain Hem PHS = Plain Hem w Stitched Sides *PHW = Plain Hem w Wood Trim PHG = Plain Hem w Gimp DHG = Decorative Hem w Gimp DG1 = Decorative Hem w Gimp & 1" Loop DG2 = Decorative Hem w Gimp & 2" Chain	UL = Ultra Lite 23" - 96" width SA = Spring Assist 50" - 132" width SK = Skyline System BC = Black Clutch WB = White Bracket BB = Black Bracket CHD = Chain Hold Down RV = Reverse Roll RR = Railroad HDB = Hold Down Brackets SC = Side Channel SBC = Side & Bottom Channel MB2 = 2 Multibanded (attach form) MB3 = 3 Multibanded (attach form) APU = Artisan Pull (see sample book) ABR = Artisan Braid (book)	<u>Measurements:</u> T = Tight - Provide Tightest dimensions. The factory will deduct 1/8" F = Finish - Provide finished dimensions including brackets. No deductions will be taken. C = Cloth - Net width of cloth (all bracket requirements will be added to this measurement) <u>Limitations:</u> Shades must be railroaded if the width exceeds the width of the fabric - see retail price guide. An additional fabric deduction may be taken if width to height ratio exceed 1:2.5. <u>Wood Finishes:</u> *See Metropolitan Sample Deck for type and finish.
NE = Neo		*W3 = 3" Wood Valance *W4 = 3.75" Wood Valance *W5 = 5.5" Wood Valance R = With Returns (for Fabric, PVC, and all Wood valances) D = With Dust Cover (for 3.75" and 5.5" Wood valances only)		W = White AN = Anodized BK = Black CR = Cream		
CH = Chain	SS = Stainless Steel PC = Poly Clear PW = Poly White PL = Poly Linen PBR = Poly Brown PG = Poly Grey PB = Poly Black					

Automation: For order codes & configurations refer to the 2010 Retail Price Guide