

# SILHOUETTE®

Window Shadings



## Silhouette® Specialty Shapes Order Form

ORDERED BY: \_\_\_\_\_

**SOLD TO:**

**SHIP TO:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_ Fabricator P.O. #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_ Order #: \_\_\_\_\_ Sidemark: \_\_\_\_\_  
 \_\_\_\_\_ Acct. #: \_\_\_\_\_ Contact: \_\_\_\_\_  
 \_\_\_\_\_ Dealer P.O. #: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Freight:  CC  UPS  UPS-Blue  UPS-Red  Air Freight  Customer Pickup  Prepaid  Prepaid & Add  Collect  Other \_\_\_\_\_

ALL ORDERS ARE FINAL. Silhouette Specialty Shape window shadings are custom fabricated and are not subject to change or cancellation.

LINE NO.	QTY.	DIMENSIONS		FABRIC		TYPE OF SHADING							TEMPLATE INSTRUCTIONS	
		WIDTH	HEIGHT	NUMBER	COLOR	ARCH	ANGLE	CIRCLE	OVAL	OCTAGON	HEXAGON	TRAPEZOID		OTHER
1														<ul style="list-style-type: none"> <li>• Make a separate template for all specialty shapes. Shades are made to template.</li> <li>• Tape butcher paper or heavy wrapping paper over window opening. Do not use paper that has ever been folded. Paper must be smooth and taut.</li> <li>• Draw an exact outline of window opening. If possible, crease the paper along the inside edge of the opening to make an accurate "rubbing" with a soft pencil or crayon.</li> <li>• Remove paper from window opening. Carefully cut out the template along the outline. Position template in window opening to check for proper fit.</li> <li>• <b>Mark all shading dimensions on the template. Check that the template dimensions match your measurements of the actual opening. Write customer's name on the template, and mark the ROOM SIDE and TOP. Number the template to match the shading's line number.</b></li> <li>• Roll up the template and place it in a mailing tube. Do not fold the template. Include the template with this order form.</li> <li>• <b>Note:</b> Measurements are taken at the widest point.</li> </ul>
2														
3														
4														
5														
6														
7														
8														

Fabric Number-Color Number Example:      A1      125

**Special Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attach additional Special Instructions if necessary.

**ORDERING NOTES:**

- Templates are required
- All shadings are stationary, with vanes held in the open position
- Inside mounts only