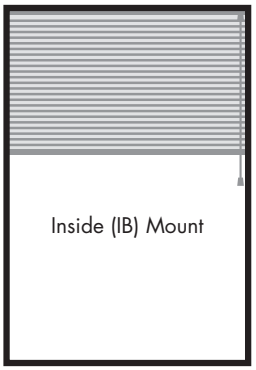
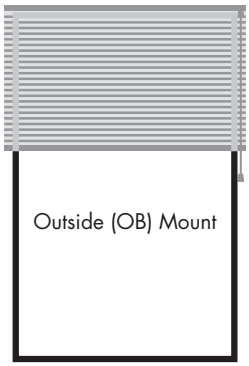
MEASURING GUIDELINES

- Be sure to use a metal tape measure for all measurements.
- Measure the width dimension first, then measure the height dimension.
- Measure to the nearest 1/8". For inside mount measurements, round down to the nearest 1/8".
- Don't take any deductions. Factory deductions and adjustments will vary based on product and mounting selection. Please refer to individual product specifications for details.
- Specialty shapes and applications require special measuring procedures that must be followed to ensure accuracy.





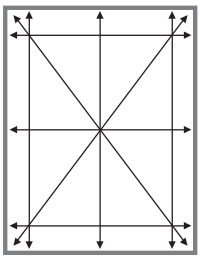
Inside Mount or Outside Mount?

Inside (IB) Mount – Shade will be mounted within the window frame.

Outside (OB) Mount – Shade will be mounted outside the opening, and will overlap the window.

- Be sure to add the desired overlap amount to each side and then add that measurement to the total ordered width when ordering an outside mount shade.

End (EB) Mount – Shade is mounted at the top left and right side corners.

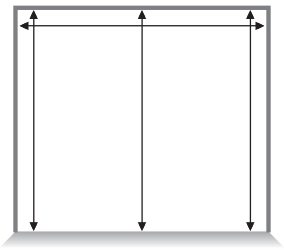


Inside Mount

Standard Measuring Procedures

Inside (IB) Mount

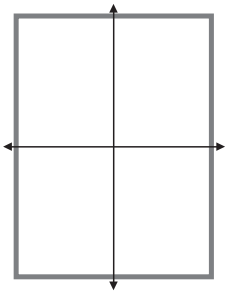
1. Be sure the window opening is deep enough to install the mounting bracket. Refer to the Mounting Charts for minimum and recessed mounting depths for each product.
2. Measure the width inside the window opening at the top, middle and bottom. If widths in the window vary, order the minimum width necessary to allow the shade to fit within the opening and go up and down.
3. Measure the height inside the window opening at the left, right and center. If heights in the window vary, order the shortest height for vertical treatments and the longest height for horizontal treatments – except Window Shadings. In this case, order the shortest height to allow for full rotation of the bottom rail.
4. To ensure the window is square, measure the window on the diagonal. If the two diagonal dimensions are not exactly the same, it may be necessary to specify an outside mount.



Inside Mount –
Vertical Treatment

Outside (OB) Mount

1. Measure the desired width and height. To minimize light gaps, the shade should overlap the window opening at least 2" on each side and at the bottom.
2. When measuring the height, be sure to take into account the requirements for mounting the bracket attachment above the window opening.

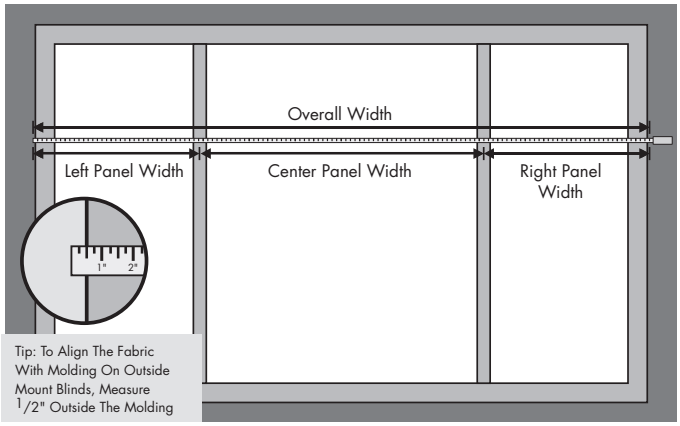


Outside Mount

Measuring Guidelines

MEASURING FOR MULTIPLE BLINDS ON ONE HEADRAIL

1. Measure the overall width of the opening. For inside mounts, record the narrowest width measurement. For outside mounts, we recommend a 3" overlap on all sides.
2. Measure each panel width from one side to the position of the desired split.
3. Enter all measurements on the order form — overall width, left panel width, center panel width (if required), right panel width and height.
4. All panel widths combined must equal the overall width.



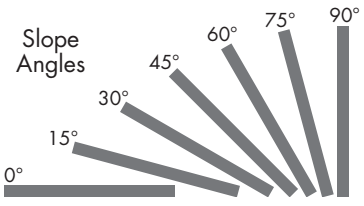
SKYLIGHTS

Outside Mount

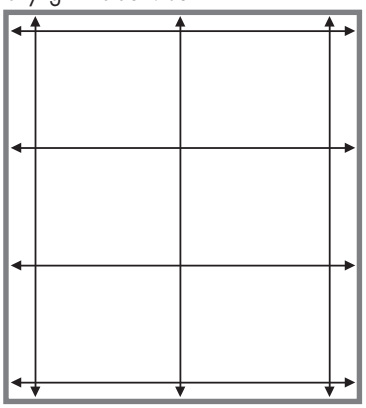
Follow the same procedures as standard rectangular shades.

Inside Mount

- Measure the width and height inside the window opening in at least three locations.
- Order the narrowest width and the shortest height.



Skylight Inside Mount

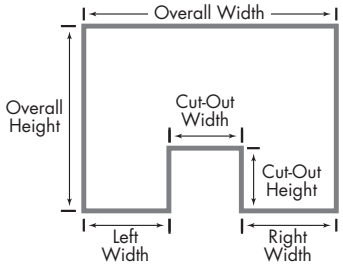


Measuring Guidelines

CUT-OUTS

A cut-out is a blind or shade with a small rectangular area removed from it to avoid obstructions, usually from one of the corners or from the bottom. Not all products allow cut-outs. Refer to the specific product section to confirm availability.

Measure a cut-out like a standard rectangular shade, but also provide detailed measurements of the area to be removed. In addition, mark your measurements on a sketch of the cut-out to ensure accurate communication of the order.



Not available on all products. See product sections for more details.

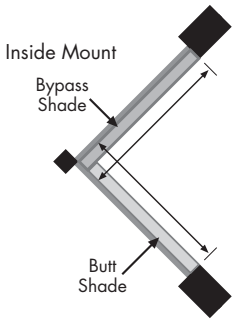
CORNER WINDOWS

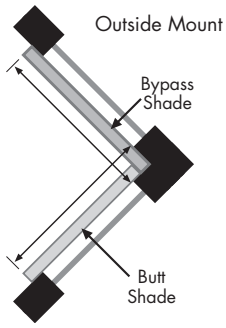
Corner Shades
Measure Each Window Separately

Butt and Bypass Shades

When two shades butt against each other at a corner, as shown in the overhead views at right, one shade is the "butt" shade and the other is the "bypass" shade. Measure each shade separately using the procedures described, then ***subtract headrail depth from the butt shade to obtain the proper ordering width***. With outside mounts, remember to allow for overlap on the sides and at the bottom.

Refer to the mounting chart information for headrail depth for specific products.





When <u>Not</u> Using Butt and Bypass

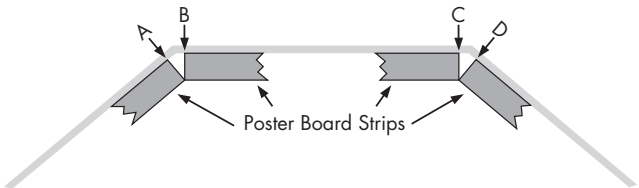
Some window treatments cannot use the butt and pass. They are then measured to meet in the corner.

1. Measure the width of both openings to the common corner.
2. Deduct the necessary depth of the treatment from the width of each measurement so they will meet in the corner but not overlap. Note: If spacer blocks or extension brackets will be used for extra clearance on outside mounts, add the amount of extra clearance to the deduction.
3. Order the width less the deduction for each window.

BAY WINDOWS

With bay windows, the location of the shade and the ordered width are marked and measured as illustrated below.

1. Determine the depth of the product you are mounting and use this for the width of your poster board.
2. Cut two pieces of poster board (depth determined from #1 above) wide by 12" long. Note: If spacer blocks or extension brackets will be used for extra clearance on outside mounts, add the amount of extra clearance to the width dimension of the poster board before measuring.
3. Place the strips in the left angle first and bring them together until the front corners of the poster board meet. Mark points A and B.
4. Repeat this step for the right side angle, marking points C and D.
5. Measure between points B and C to obtain the width measurement of the center window treatment.
6. Measure from point A outward to the desired width to obtain the width measurement of the left window treatment.
7. Measure from point D outward to the desired width to obtain the width measurement of the right window treatment.



Measuring Guidelines

HONEYCOMB SPECIALTY SHAPES – NO TEMPLATES REQUIRED FOR MOST SPECIALTIES

To simplify the process for ordering honeycomb specialty shapes, we encourage you to use our No Templates process. Simply supply us with some basic information and we can make your specialty shape shade to your exact specifications saving you the time and effort required to produce and send in a template.

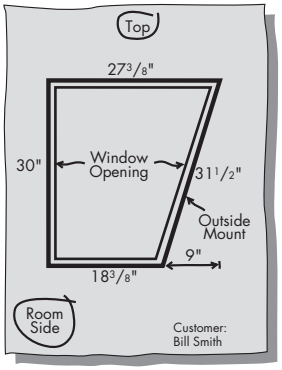
Your window must be perfectly symmetrical.
Maximum size is 80" x 58" or 58" x 80". Specialties that exceed these dimensions require a template.

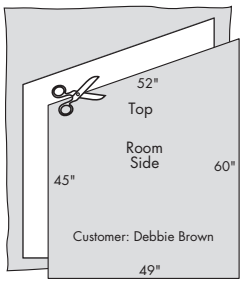
IF A TEMPLATE IS REQUIRED, PLEASE FOLLOW THESE INSTRUCTIONS:

If a specialty shape doesn't meet the no template requirements above, a template is required.

1. Tape butcher paper or heavy wrapping paper over the window opening, allowing plenty of overlap. Use paper that has never been folded; a template can have no folds or creases.
2. Draw an exact outline of the window opening by carefully tracing over the inside edge of the window frame with a fine tip pen or marker.
3. Remove the paper from the window opening. If the shade is an outside mount, add the desired amount of overlap to the window outline and draw a second outline around it to match the shape of the finished shade.
4. Mark the shade dimensions on the template. Check that the template dimensions match your measurements of the actual window opening. It is easiest to verify by cutting out the template and repositioning in the window opening.
5. Identify the template and its orientation. Write the customer's name on the template, and mark the "ROOM SIDE" and "TOP". Roll up the template and place it in a mailing tube to include with the order. **Do not fold the template.**

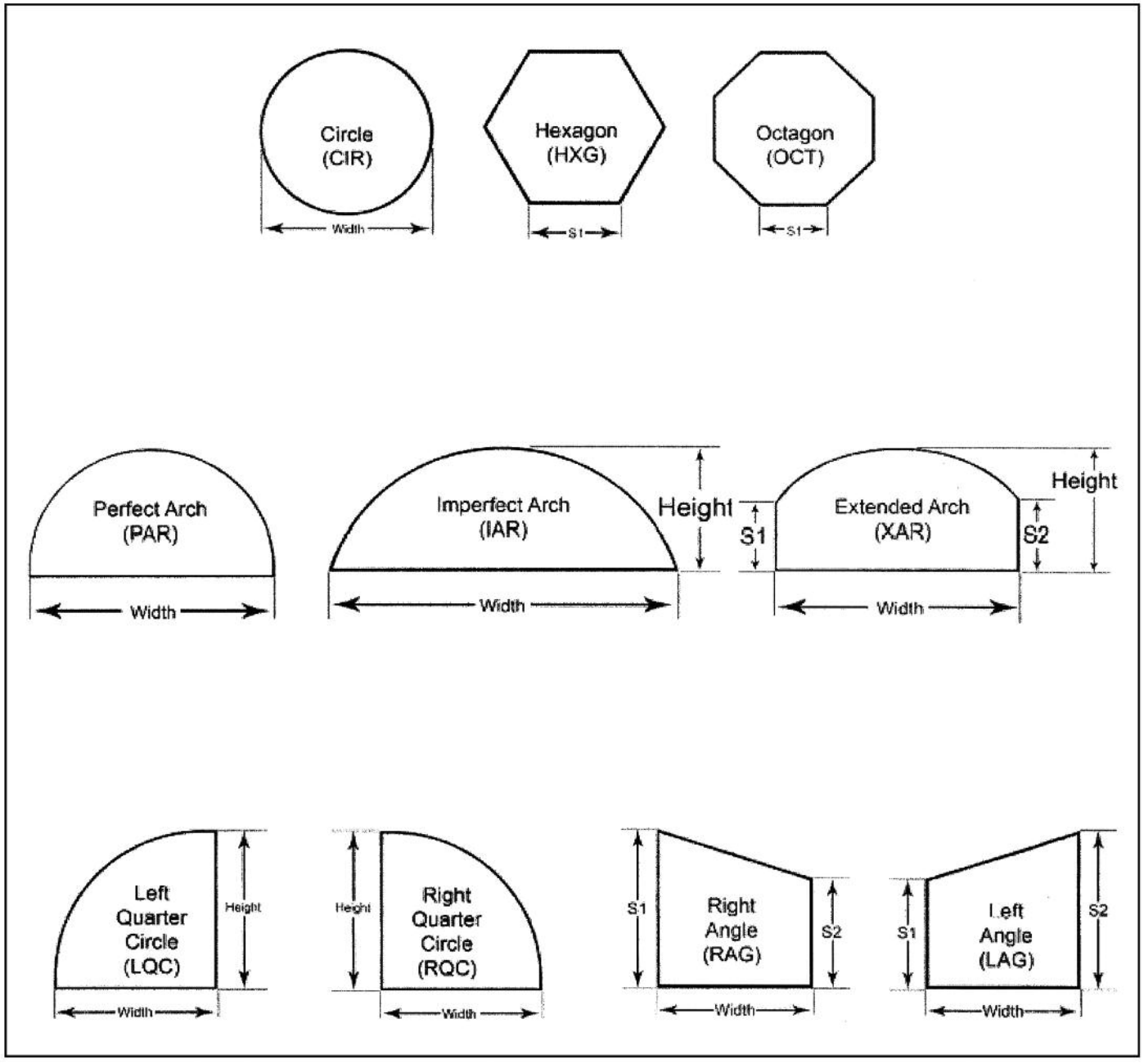
SEND TEMPLATE TO:
Custom Brands Group
111 North Apollo Road
Salt Lake City, UT 84116





Note: Template must be cut out in the exact shape of the window opening and tested in the window for correct fit.

Honeycomb Shades Specialty Shades



Measuring Guidelines

Angle and Triangle Windows

Either the top or bottom of the shade is sloped or angled.

1. **Measure all sides to ensure accurate fabrication.**
2. Measure the inside of the window opening for inside mounts.
3. For outside mounts, add the desired amount of overlap.
4. Slope angle must be measured in degrees using a protractor.
5. Record all measurements on the template you create for the shade.
6. Use the tallest height and widest width measurements when pricing the shade, unless otherwise specified.

Key (see Fig. 1)

LH: Left Height
RH: Right Height
W: Width
S: Slope

Arch, Circle and Quarter Circle Windows

1. For inside mounts, measure the exact width and height inside the window opening.
2. For outside mounts, measure the desired width and height.
3. Measure the height at its tallest point.

- With quarter circles, height will equal width. In perfect arches, height will equal one-half the width.
- With imperfect arches or eyebrows, exact height/width relationships do not occur, so measure carefully to ensure a good fit (see below).
- Imperfect arches have a minimum height limitation. Generally, height should not be less than 25% of the overall width.

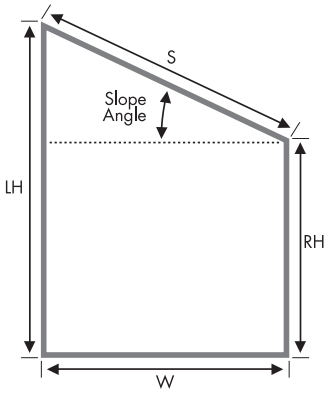
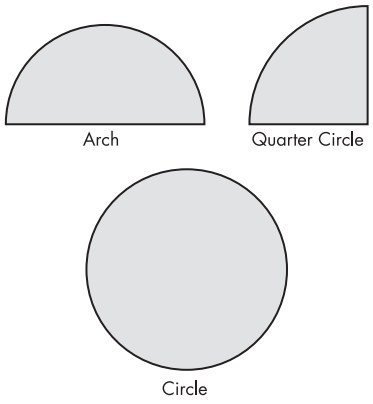
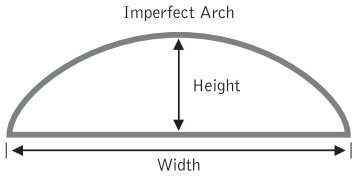
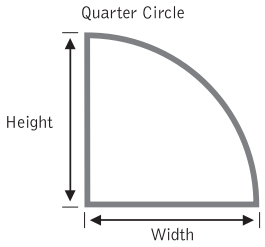
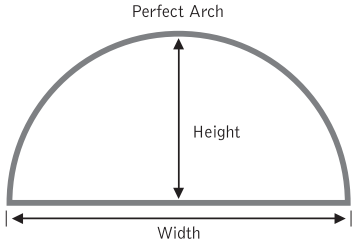


Fig. 1









SPECIALTY SHAPES

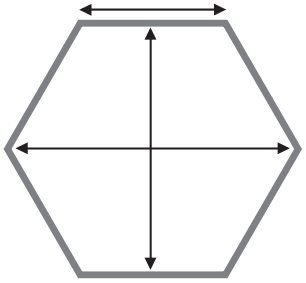
Hexagons and Octagons

1. Measure the window height and width appropriately for an inside or outside mount.
2. Measure the width at the shade's widest point.
3. Measure and indicate top rail width and bottom rail width.

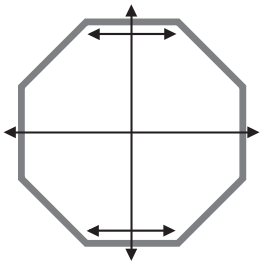
Trapezoids

1. Measure the window height, the top and bottom widths, and the length of the sloped side(s).
2. Measure what the width reduction of the shorter rail will be on each side (see below). The maximum differential is 9" per side.
3. Record all measurements on your template.

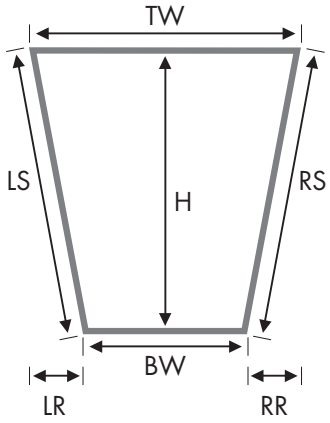
Note: The maximum rail differential varies by product. Refer to the specific product sections for maximum reductions.

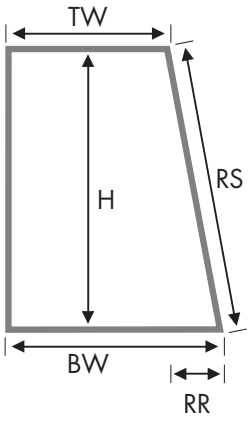


Inside Mount



Outside Mount





Key

TW:	Top Width	BW:	Bottom Width
RS:	Right Side	RR:	Right Reduction
LS:	Left Side	LR:	Left Reduction
H:	Height		