GUIDELINES FOR FILLING OUT THE SHUTTERS ORDER FORM

1. **LINE**
The line number is shown on all product labels to make installation easier.

2. **SIZE**
Always indicate width first, height second. Width and height should be in 1/8-in increments. For inside mount, always use the smallest measurement and for outside mount use the largest measurement. 36-in wide maximum panel size for single panels. 48-in wide maximum panel size when 2 panels are bi-folded. 120-in maximum panel height.

3. **COLOR**
Choose between white, ivory and vanilla.

4. **MOUNT**
Enter “IM” for inside mount (inside the window) or “OM” for outside mount (outside the window).

5. **CONTROL TYPE**
Choose between the traditional tilt bar on the front of the shutter, hidden clear tilt or gear system.

6. **LOUVER SIZE**
3 sizes are offered 2-1/2-in, 3-1/2-in, and 4-1/2-in.

7. **HINGES**
Available in color coordinating or stainless steel. Stainless steel is recommended for high moisture environments.

8. **FRAME OPTIONS**
Indicate which frame will be used for the opening. The mounting strip, z frame, trim frame, décor trim frame and bullnose frame are inside mount options. The L frame is the outside mount option.

9. **FRAME CONFIGURATION**
- **4-Sided no sill**: Chosen frame style will be on all 4 sides of opening. Recommended for most windows.
- **4-Sided with sill**: Chosen frame style will be across the top and sides plus sill frame on bottom.
- **3-Sided (3T)**: Chosen frame style will be across the top and sides. For windows with a bottom sill where you do not want to drill a sill frame into the window sill. Will leave a light gap at the bottom of 3/8-in.

10. **TRIM FOR SILL**
Available for the 4-sides trim, z frame, bullnose, and décor trim frame. This option allows you to have a bottom piece of sill frame for lightblock when mounting inside your opening with an existing sill.

11. **PANEL CONFIGURATION**
This option allows you to choose how many panels you would like for your opening and how they are going to be hinged. For example, if you want one panel to open to the left, you would write P1-L. Options include: P1-L, P1-R, P2-LR, P2-LL, P2-RR, P3-LLR, P3-LRR, P4-LLRR.

12. **L FRAME EXTENSION**
L Frame extensions are used to project the shutter out and off the wall to clear anything that might interfere with louver operation like molding or crank handles.

13. **DIVIDER RAIL**
The divider rail is a horizontal piece used to give you independent control of the top and bottom louver sections. A divider rail is required on any shutter over 66-inches in height. A second divider rail is required for heights 90-inches or greater.

14. **1st DIVIDER RAIL LOCATION**
Indicate in this box the number of inches up from the bottom of the shutter to the center of the rail. If you want it centered in the shutter, you will divide the height in half and record that location.

15. **2nd DIVIDER LOCATION**
If a second divider is required, you can indicate in this box the location required. 2nd divider rail is required for heights 90-in or greater.

16. **ROOM**
Indicate the room location.

17. **T-POST**
Measure from the left side of the window to the center of each T-post and record the location for each T-post. Maximum of two T-posts.

18. **SPECIAL INSTRUCTIONS**
Enter the special instructions that need to be added specific to the order.

**CAUTION! Reversing width and height measurements is the most common ordering mistake. List width first, then height.**
# SHUTTERS ORDER FORM

<table>
<thead>
<tr>
<th>LINE</th>
<th>SIZE</th>
<th>COLOR</th>
<th>MOUNT</th>
<th>CONTROL TYPE</th>
<th>LOUVER SIZE</th>
<th>HINGE COLOR</th>
<th>FRAME OPTIONS</th>
<th>FRAME CONFIG</th>
<th>TRIM FOR SILL BOTTOM</th>
<th>PANEL CONFIGURATION</th>
<th>L FRAME EXTENSION</th>
<th>DIVIDER RAIL</th>
<th>1st DIVIDER RAIL LOCATION</th>
<th>2nd DIVIDER RAIL LOCATION</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width x Height</td>
<td>White</td>
<td>IM=Inside</td>
<td>TB= Tilt Bar</td>
<td>2-1/2-in</td>
<td>Color Coordinating</td>
<td>M=Mounting Strip</td>
<td>4</td>
<td>Yes</td>
<td>P1-L, P1-R</td>
<td>1 = 1/2-in</td>
<td>No</td>
<td>1</td>
<td>Required on shutters 66-in or taller. Measure from bottom to center of divider rail</td>
<td>Example: Kitchen</td>
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<td>1</td>
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</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

- 1st T-POST
- 2nd T-POST

-
GUIDELINES FOR FILLING OUT THE FRENCH DOOR CUTOUT ORDER FORM

1. LINE
   The line number is shown on all product labels to make installation easier.

2. ROOM
   Room location where product is being installed.

3. FRENCH DOOR TYPE
   French Doors can be specified as an “FD” (P1FD).

4. HINGE STYLE
   Select the desired hinge configuration (Hinge left-cutout right or Hinge right-cutout left).

5. WIDTH
   Measure the width in inches to the 1/8-in. 36-in wide maximum panel width.

6. HEIGHT
   Measure the height in inches to the 1/8-in. 120-in maximum panel height.

7. LOUVER SIZE
   3 sizes are offered 2-1/2-in, 3-1/2-in, and 4-1/2-in.

8. COLOR
   Choose between white, ivory, and vanilla.

9. CONTROL TYPE
   Select between tilt bar, clear tilt, and gear system.

10. FRAME TYPE
    All French Doors come with a standard L frame.

11. NUMBER OF FRAME SIDES
    4 sided is the only option for cutout.

12. PROTRUDING MOLDING
    Mark YES, if there is molding around the glass that impacts the depth clearance of the louvers.

13. MOLDING DEPTH
    Measure the depth of molding around glass, as applicable.

14. FRENCH DOOR CUTOUT
    All French Doors include a cutout.

15. CUTOUT HEIGHT
    Enter the distance up in inches from bottom of frame to center of where the cutout will be located.

16. DIVIDER RAIL
    Select YES, to include a divider rail (divider rails will be centered to the cutout).

17. HINGES
    Available in color coordinating or stainless steel. Stainless steel is recommended for high moisture environments.

18. SPECIAL INSTRUCTIONS
    Enter the special instructions that need to be added specific to the order.

19. SUBMIT FRENCH DOOR FORM AND SHUTTER ORDER FORM TOGETHER
### FRENCH DOOR ORDER FORM

<table>
<thead>
<tr>
<th>LINE</th>
<th>ROOM</th>
<th>TYPE</th>
<th>HINGE STYLE</th>
<th>WIDTH x HEIGHT</th>
<th>LOUVER SIZE</th>
<th>COLOR</th>
<th>CONTROL TYPE</th>
<th>FRAME TYPE</th>
<th># OF FRAME SIDES</th>
<th>PROTRUDING MOLDING</th>
<th>MOLDING DEPTH</th>
<th>FRENCH DOOR CUTOUT</th>
<th>CUTOUT HEIGHT C or D</th>
<th>DIVIDER RAIL</th>
<th>HINGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>(L) Left Hinge</td>
<td>Outside Mount = Largest Opening Size</td>
<td>2-1/2-in</td>
<td>White</td>
<td>TB= Tilt Bar</td>
<td>L Frame</td>
<td>4</td>
<td>Yes</td>
<td>Depth of molding around glass, as applicable</td>
<td>Yes</td>
<td>Distance Up in Inches</td>
<td>Yes or No</td>
<td>Color Coordinated or Stainless Steel</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>(R) Right Hinge</td>
<td>3-1/2-in</td>
<td>Ivory</td>
<td>CL= ClearTilt</td>
<td>L Frame</td>
<td>4</td>
<td>Yes</td>
<td></td>
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<td>Yes</td>
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<td>3</td>
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<td></td>
<td>4-1/2-in</td>
<td>Vanilla</td>
<td>GS= Gear System</td>
<td>L Frame</td>
<td>4</td>
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<td>Yes</td>
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<td>4</td>
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<td>L Frame</td>
<td>4</td>
<td>Yes</td>
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<td>Yes</td>
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</tr>
</tbody>
</table>
GUIDELINES FOR FILLING OUT THE BY-PASS TRACK SYSTEM ORDER FORM

1. **LINE**
The line number is shown on all product labels to make installation easier.

2. **ROOM**
Room location where product is being installed.

3. **TYPE AND PANEL CONFIGURATION**
Choose the applicable shutter type and panel configuration and copy on to the order form.

4. **WIDTH AND HEIGHT**
Measure width and height to the nearest 1/8-in.

5. **LOUVER SIZE**
3 sizes are offered 2-1/2-in, 3-1/2-in, and 4-1/2-in.

6. **COLOR**
Choose between white, ivory, and vanilla.

7. **CONTROL TYPE**
Select between tilt bar, clear tilt, and gear system.

8. **MOUNT**
IM indicates an inside mount that can be within the opening, fully or partially recessed. OM indicates an outside mount in which the frame is attached to the face of the wall or trim.

9. **FRAME EXTENSIONS**
Extends the frame into the room for an outside mount only. The track frame extension is 3/4-in. Enter the number of frame extensions required, to gain the proper amount of depth clearance based on the louver size and tilt option. 0-3 extensions are available.

10. **DIVIDER RAIL**
A divider rail adds support to the panel to prevent sagging. A divider rail is required on any shutter over 66-inches in height. A second divider rail is required for heights 90-in or greater.

11. **VALANCE TYPE**
3-1/2-in Standard Valance is the default for By-pass track systems. A 5-in Crown Valance is optional.

12. **VALANCE RETURN**
Valance returns can be “Square” cut if the frame and valance are mounted inside the opening. Standard returns for outside mounts are cut so they are in line with the back of the frame.

13. **SPECIAL INSTRUCTIONS**
Enter the special instructions that need to be added specific to the order.

**IMPORTANT!** Shutter louvers cannot open when panels are stacked in front of one another.
<table>
<thead>
<tr>
<th>LINE</th>
<th>ROOM</th>
<th>TYPE</th>
<th>PANEL STYLE</th>
<th>WIDTH x HEIGHT</th>
<th>LOUVER SIZE</th>
<th>COLOR</th>
<th>CONTROL TYPE</th>
<th>MOUNT</th>
<th># OF FRAME SIDES</th>
<th>FRAME EXTENSIONS</th>
<th>DIVIDER RAIL</th>
<th>VALANCE TYPE</th>
<th>RETURNS</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>P2BP</td>
<td>L / R 2L / 2R L / R LCS2 R 2L2R 2R2L 2LC2R 2LCC2R</td>
<td>Inside Mount=Smallest Opening Size</td>
<td>2-1/2-in</td>
<td>White</td>
<td>TB= Tilt Bar CL= ClearTilt GS= Gear System</td>
<td>Inside Mount (OM) Outside Mount</td>
<td>3</td>
<td>0</td>
<td>Yes</td>
<td>3-1/2-in Standard 5-in Crown</td>
<td>Standard Square Cut</td>
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<td>P3BP</td>
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<td>3-1/2-in</td>
<td>Ivory</td>
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<td>or</td>
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<td>P4BP</td>
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<td>4-1/2-in</td>
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</table>

**SPECIAL INSTRUCTIONS**

*Louvers cannot open when stacked*