

Measuring & Ordering Notes

Send us Photos! Pictures of your windows are essential. These more than anything else will help to answer questions and define areas that may need extra attention. They should focus on how the windows are set into the walls, how they relate to one another if closely grouped, trim if there is any and handle projections if there are any. Please make sure that the light balance is such that we'll be able to see important details. A common oversight is to take the photos during the day when too much light distorts the images. (It also helps if the photos are labelled to match window locations.)

Measurement Instructions: *Accurate final dimensions are critical! All dimensions must be accurate to within 1/8".* Do not assume that several windows nearly identical are in fact so. A shade made for one window that measures 42 3/8" wide is not interchangeable with one made for a window that measures 42 3/4"!

Always measure **width first** (top and bottom, record the largest), **length second** (left and right, record the longest).
Record your measurements in inches only, not feet and inches.

Write down the location of each shade in relation to the room or building. We will label each shade based on how we receive your information. Avoid confusion by listing the location correctly.

Note whether your headrail will be 1 1/2" or 1 1/4" (the most common) and whether the cord will pull to the right or the left.

Calculating the area of each shade is easier than you may think. Multiply width x height and divide by 144 to get the area in square feet. (Note – while it is important to *list each dimension to 1/8" rounding up to the nearest 1/4" for area calculations is acceptable.*)

$$42 \frac{5}{8} \times 73 \frac{1}{4} \quad 42.75 \times 73.25 = 3131.43 / 144 = 21.74 \text{ sq. ft.} \quad \text{Round up - 22 sq. ft.}$$

That's all there is to it!

The form below or [Ordering Notes PDF](#) may be helpful for keeping track of information or defining questions.

