

# WINDOW SHADINGS ORDER FORM

Essex Sales & Distribution Group, Inc.

Account Number: \_\_\_\_\_

Bill To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ship To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

301 Route 17 South  
Hillburn, NY 10931  
FAX: (877) 533-7739

Fax/Email Confirmation

Yes  No

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CUSTOMER ORDER NUMBER

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DEPARTMENT SIDE-MARK

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Buyer's Signature: \_\_\_\_\_

Line #	Qty.	Fabric Style Name	Style #	Width ↔	Height ↑↓	Operating System					Installation Type			OPTIONS					
						Continuous Cord Loop	Retractable Cord	Cordless	RF RemoteLift (Check One)	Tilt Only Operation (Check One)	Inside (IB)	Outside (OB)	End Mount	Other Options	Spacer Blocks 1/2", 1", 1-1/2"	Extension Brackets	Hold-Down Brackets	Fabric Covered Headrail	Remote Control Quantity
1						<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No								<input type="radio"/> Yes <input type="radio"/> No	
2						<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No								<input type="radio"/> Yes <input type="radio"/> No	
3						<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No								<input type="radio"/> Yes <input type="radio"/> No	
4						<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No								<input type="radio"/> Yes <input type="radio"/> No	
5						<input type="radio"/> Left <input type="radio"/> Right	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No								<input type="radio"/> Yes <input type="radio"/> No	

NOTE: The factory will take standard deductions from your measurements to allow operating clearance. Refer to product information guide "finished dimensions."

## ABOUT YOUR PROGRAM

This is a *customized* program. If your customer requires an alteration to the standard specifications, please call our Customer Service Department. Special quotes are available upon request. Items manufactured outside of the standard specifications may take additional manufacturing time and cancel warranty. We reserve the right to refuse any special request.

## CANCELLATION OF ORDERS

Once production has begun (usually within hours after order is received), the order CANNOT be cancelled. If the order has NOT BEEN STARTED, request a "Cancellation Number" and keep that number on file.

## SPECIAL INSTRUCTIONS:

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## OPTIONS FOR WINDOW SHADINGS

Please fill in your desired options using the abbreviations below:

- SS – Side by Side (Note: shades must be the same height)
- BA – Battery Wand
- SB – Satellite Battery Pack (Wire length 4', 10', 15', or 20': \_\_\_\_\_)
- TR – Transformer
- BC – Back Cover:  Yes  No
- DC – Dust Cover:  Yes  No
- DCP – DC Power Supply (Wire length 4', 10', 15', or 20': \_\_\_\_\_)
- DA – Daisy Chain Adapter (Wire length 4', 10', 15', or 20' cable: \_\_\_\_\_)
- HCO – Hardwire Color Override: \_\_\_\_\_
- CLO – Cord Length Override: \_\_\_\_\_