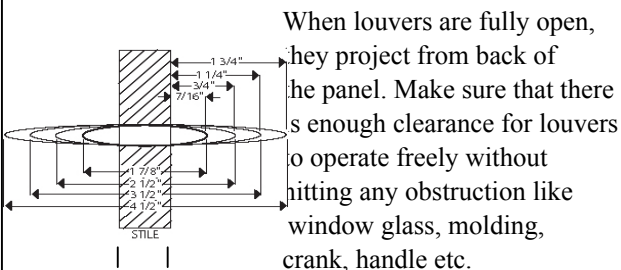


Helpful Tips:

Use a steel measuring tape for accurate measurement.



Measure the width and height of window opening in three places. For outside mount use the largest measurement, for inside mount use the smallest measurement. Also measure the window diagonally for squareness. If the difference between two measurements is greater than or equal to 1/2", we recommend an outside mount installation.



When louvers are fully open, they project from back of the panel. Make sure that there is enough clearance for louvers to operate freely without hitting any obstruction like window glass, molding, crank, handle etc.

To prevent delay in order handling, please make sure all information is filled out in order form. **Once we receive your order, we can not accommodate any changes or cancellations to the order.**

Woodlore Custom Shutters Key Chart:

- 1) **Item #:** Start with window #1 and continue.
- 2) **Room:** In which room is the window located.
- 3) **Qty:** Numbers of windows of the same specifications
- 4) **Size Type:** Indicate if the measurements you are providing is window size or max. frame to frame by checking appropriate box.*
- *All inside mount "L" frames must provide max frame to frame measurement
- 5) **Width:** Width measurement.
- 6) **Height:** Height measurement.
- 7) **Mount Type:** IM = inside mount OM= outside mount

8) Frame Type:

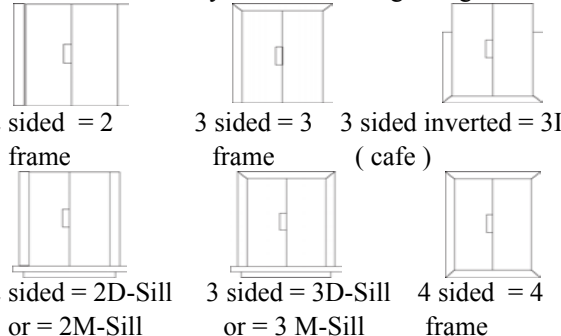
- ZL = Large Z frame D = Large deco frame
- ZT = Trim Z frame SD = 2" Deco frame
- Z-Tilt = Tilt out Z HS = Hang strip
- L = Standard L frame LP=L frame with plain insert
- LB = Bullnose L Frame

ZL, ZT, or Z-Tilt + SP= Z frame + sill plate at bottom

Hang strip inside mount: Only 2 pre-drilled hang strips (sides) + 2 light blocks (top and bottom) will be provided.

Hang strip outside mount: standard will be hang strips on side of panel. If the hang strip is supposed to go behind the panel (same as hang strip inside mount) and prefer not to predrill hangstrip, please mention in the special instruction.

9) **# of sides:** How many sides of framing will go around.



D-Sill = Deco Sill Frame at bottom. Exposed ends of Frame will be painted and no returns will be provided.

M-Sill = Marble Sill Cap at bottom (please provide length, thickness and projection from wall of the existing sill in the special instructions area.)

10) **Extension Frame:** Std. Extensions-5% surcharge

Frame	Extension Sizes
Large Deco Frame*	3/8", 1/2", 1", 1 1/2"
2" Deco Frame*	1/2", 1", 1 1/2"
All L Frames*	1/2", 1"

Hang Strip (outside mount) 1"

- Large Z Frames*
- Small Z Frames*

* Custom extensions are available with 10% surcharge.

11) **Color:** Solid Colors Stain Colors

- Pearl = PE* White = W Cherry = C* Golden Oak = GO*
- Alabaster = A Honey = H Light Pecan = P

* New For July 2003

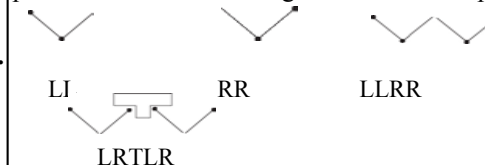
12) **Louver Size:** . 1 7/8"* , 2 1/2" , 3 1/2" , 4 1/2" , 4 1/2" *Note: There is 10% surcharge for 1 7/8".

13) **Total # of Panels:** Total panels in window opening.

Max. single panel width = 30"

Max bifold panels combined width = 48"

14) **Panel Fold Configuration:** Start from left panel and write "L" for panel folding to the left side and "R" for panel folding to the right side. If there is a T-post write "T" after panel fold letter according to location of T-post



Total # of panels should include all panels in both rows but provide panel fold for only one row.

15) **Double Hung:** DH= 10% surcharge

16) **Divider Rail or Double Hung Location:** Divider rail will be required on all panels over 64" in height. Write "C" for divider rail in center. If divider rail is wanted at a specific location and window opening measurement is given, provide distance from the bottom of the window opening to the center of the divider rail, or from the bottom of the frame if max frame to frame size is given. To ensure proper panel layout, we will not guarantee exact divider rail location. Divider location may be off by up to 1 1/2".

17) **T post:** If required, please select 1" or 1 3/4" face T-post. For T-posts required at a specific location, provide the distance from the left side of the window opening if window size is given, or from the left side of the frame if max frame to frame size is given, to the center of the T-post. If T post is to be centered write "C".

18) **Overhead Track:** Bifold Track = BF Bypass Track = BP Our standard boxout frames, tracks and hardware will automatically be provided. Please specify if boxout frame or track is not required. For Bypass track please provide small diagram which explains how panels will overlap.

19) **Hinge Finish:** White = W Alabaster = A
Antique Brass=AB Stainless Steel=SS (5% surcharge)

20) **Tilt Rod Location:** If the tilt rod location is left blank or you write "S", the tilt rod location will be centered (standard)

O = Offset Need to specify tilt rod location has a 5 % surcharge

H = Hidden tilt rod has a 10% surcharge