

# Template Detail Document / Worksheet for Curved Poles for Arched Windows

**Templates are Required for all Curved Arched Poles**

**Template Detail Document / Worksheet must be completed and received with Full Size Template for all Curved Arched Poles.**

## Easy Step by Step Procedures

### 1. Determine Measurement A and Measurement B.

These numbers will be necessary to receive a quotation.

### 2. Contact Customer Service

To begin the Specialty Rod ordering process, provide the measurements and receive Quote. Customer Service will determine the address for shipping the template. Templates sent in without Quote #'s are not able to be processed.

### 3. Create Template

- Adhere template paper to window or wall and outline the arch.
- Butcher Paper or Kraft Paper MUST be used and if necessary taped together (prior to shipping.)  
We will not connect multiple template sections.
- Draw exact pole location (diagram 1).
- Templates MUST be an actual full-size pattern of the window/wall showing all dimensions required (See Diagram 1.) Also see example of Arched Window Template on page 2.
- Mark ends of both sides of the pole. Factory will not make deductions for finials or endcaps.
- If pole must be spliced, mark desired placement of the splice. Center top is recommended.
- Confirm all measurements of the arch and template.

Write measurements on the template and the Template Detail Document/Worksheet.

- Special attention should be given to the Pole Arch Height Measurement. Specify if measurement is to top or bottom of pole. Note this measurement on both the template and the worksheet.
- Include Company Name, Account #, Quote # and Pole Style/Type on Template.
- Provide all measurements requested on this Template Detail Document/Worksheet. Template will be measured upon receipt and must match the measurements written on the Template Detail Document / Worksheet. To eliminate discrepancies, please measure the template before shipping.

### Measuring for Arched Pole

**Must Provide Provide the Following Measurements:**

Width to Ends of Pole - Measurement A = \_\_\_\_\_

Arch Height - Measurement B = \_\_\_\_\_

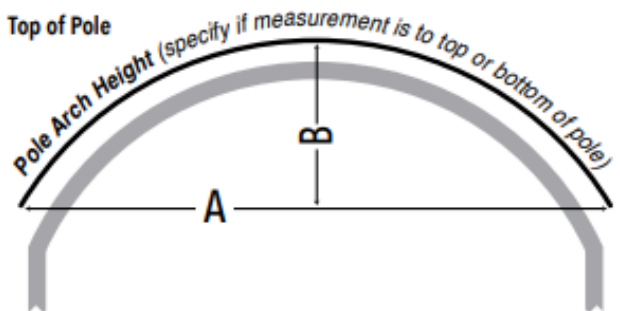
Pole Diameter = \_\_\_\_\_

#### Required Measurements Clarifications

Curve of arch shown on the template is to be the exact pole placement. Specify if Arch Height measurement (B) is Top or Bottom of Pole

☐ Bottom of Pole

☐ Top of Pole

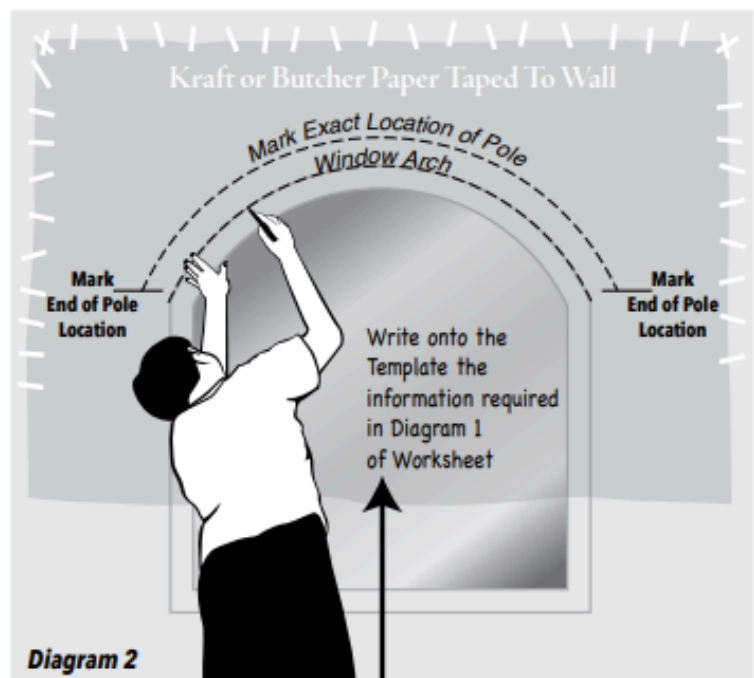


**Must Provide Measurements A, B, and Pole Diameter in space provided.**

**Check Arch Height measurement location box in Diagram 1.**

**End of Pole Location must be marked on template.**

**Diagram 1**

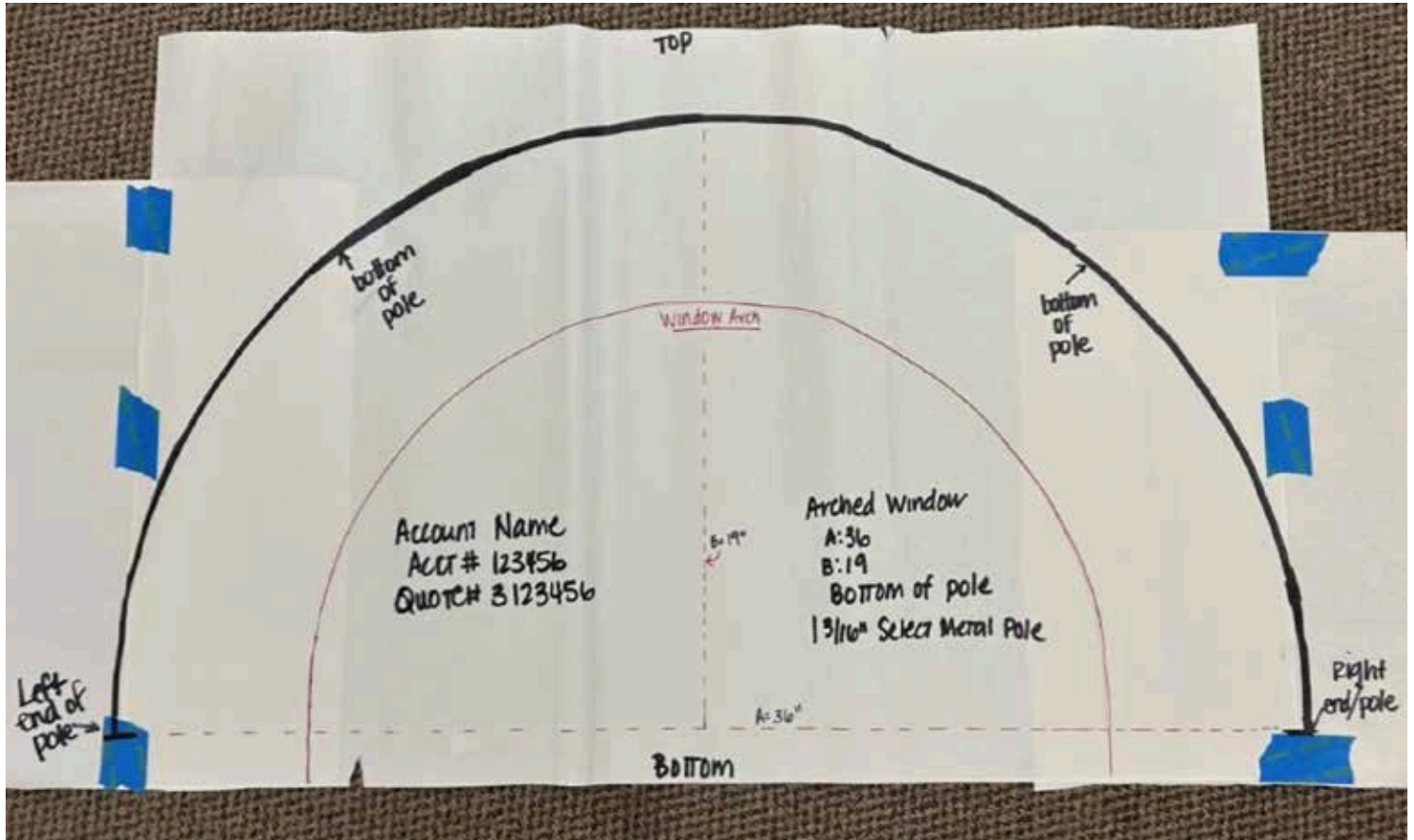


**Diagram 2**

**Account Name, Account #, and Quote #, and Rod Brand/Type must be clearly written on template.**

# Template Detail Document / Worksheet for Curved Poles for Arched Windows

## Example of template with all required information and Shipping Instructions



Example of Template With All Required Information Curved Poles for Arched Windows

### The Following Information MUST be Written on Template.

#### Must Provide Provide the Following Measurements:

Width to Ends of Pole - Measurement A = \_\_\_\_\_

Arch Height - Measurement B = \_\_\_\_\_

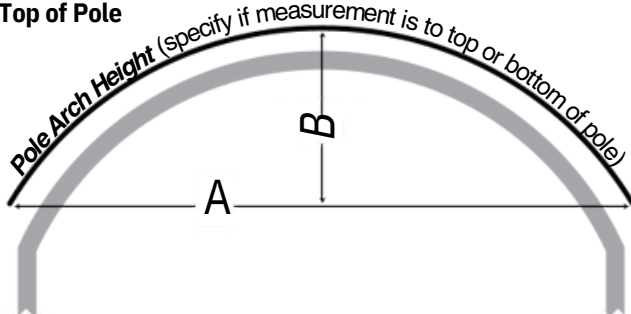
Pole Diameter = \_\_\_\_\_

#### Required Measurements Clarifications

Curve of arch shown on the template is to be the exact pole placement. Specify if Arch Height measurement (B) is Top or Bottom of Pole

☐ Bottom of Pole

☐ Top of Pole



### Template Shipping Instructions

- Roll the template and put in a shipping tube along with Template Detail Document / Worksheet.
- Ship FedEx or UPS to designated fabrication location.

Account Name \_\_\_\_\_

Account # \_\_\_\_\_

Quote # \_\_\_\_\_

Rod Brand/Type \_\_\_\_\_

*Information above must match information on template.*