



Template Detail Document / Worksheet for Curved and Bent Drapery Hardware

Templates are Required for all Curved and Bent Rods/Tracks

Template Detail Document / Worksheet must be completed and received with Full Size Template for all Curved and Bent Drapery Hardware

Easy Step by Step Procedures

1. Choose the Window Style That Most

Closely Represents Your Window

Choose Styles 1 – 5 from the diagrams on page 2.

2. Fill in All Required Measurements and Angles for the Selected Window Style.

These numbers will be necessary to receive a quotation.

3. Contact Customer Service

To begin the Specialty Rod ordering process. Provide the measurements from Step 2 to receive a Quote. Customer Service will determine the address for shipping the template.

Templates sent in without Quote #'s are not able to be processed. By receiving a quote, you are prompted to provide all measurements that will be required to fabricate the Specialty Rod. This procedure ensures dealers to know upfront the detailed information that will be required to release the order to fabrication and should help avoid delays due to incomplete information. Photographs of the window are very helpful.

4. Create Template

4a. Provide all measurements and degree of angles requested on this Template Detail Document/Worksheet. Measurements must be noted on both the template and the 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.

4b. Butcher Paper or Kraft Paper **MUST** be used and if necessary taped together (prior to shipping.) We will not connect multiple template sections.

4c. Templates **MUST** be an actual full-size pattern of the window/wall. Showing all dimensions and angles.

4d. Label measurements on template to correspond to Window Style selection.

4e. Preferred method is to make the template on the floor (Top View). If the template is made from the ceiling it must be clearly marked "Bottom View" and noted on the worksheet.

4f. You must specify if the template is
Wall Measurement or Rod Measurement.

- Wall Measurement

Deduction will be taken by the factory based on the Return Size provided.

- Rod Measurement

No deductions taken. Rod will be made exactly to the template.

4g. If the template is made to Wall Measurements, you must provide the *Return Measurement*. For double rod sets, you must include the Return Measurement for both the front and back rod.

4h. Mark where rod ends on both the Left and Right side.

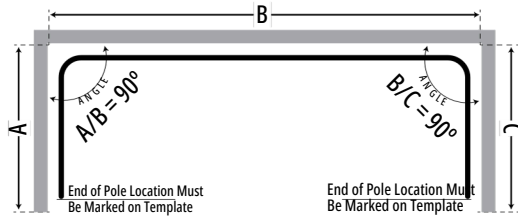
*The template **MUST** be made to the above specifications. If any information is missing, the template may be returned at the customer's expense. Please use the checklist to confirm that all required information has been notated on the template prior to shipping.*

See Examples of Customer Template on page 3.

Template Detail Document / Worksheet for Curved and Bent Drapery Hardware

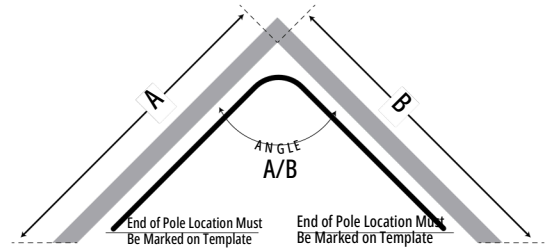
STYLE 1 - Recess Window (Provide the Following Measurements):

Wall Length A = _____ Degree of Angle B/C = 90°
 Wall Length B = _____ Drapery Return = _____
 Wall Length C = _____ Back Rod Return (if applicable) = _____
 Degree of Angle A/B = 90° Baseboard Measurement (if applicable) = _____



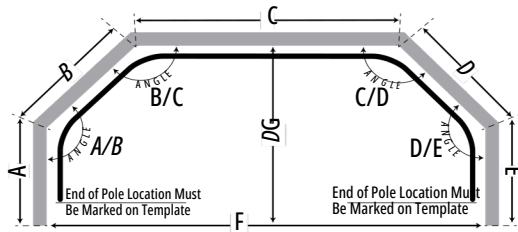
STYLE 4 - Corner Window (Provide the Following Measurements):

Wall Length A = _____ Drapery Return = _____
 Wall Length B = _____ Back Rod Return (if applicable) = _____
 Degree of Angle A/B = _____ Baseboard Measurement (if applicable) = _____



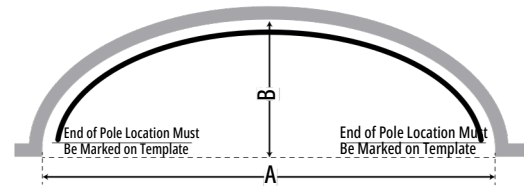
STYLE 2 - Multi-Angle Bay Window (Provide the Following Measurements):

Wall Length A = _____ Degree of Angle C/D = _____
 Wall Length B = _____ Degree of Angle D/E = _____
 Wall Length C = _____ Provide Window Depth G = _____
 Wall Length D = _____ Provide Window Width F = _____
 Wall Length E = _____ Drapery Return = _____
 Degree of Angle A/B = _____ Back Rod Return (if applicable) = _____
 Degree of Angle B/C = _____ Baseboard Measurement (if applicable) = _____



STYLE 5 - Curved Window (Provide the Following Measurements):

Window Width A = _____ Drapery Return = _____
 Window Depth B = _____ Back Rod Return (if applicable) = _____
 Baseboard Measurement (if applicable) = _____



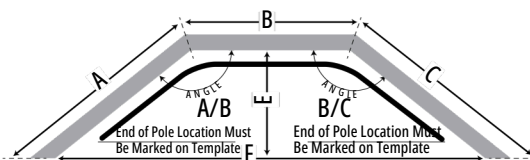
Important:

Choose the window style on this page that most closely represents your window. Provide and fill in the measurements in the box for that style. This information will be necessary for Customer Service to provide a Quote # and begin the ordering process.

- This worksheet must accompany the Full Size Template of your window.
- See Customer Template examples on page 3.

STYLE 3 - Bay Window (Provide the Following Measurements):

Wall Length A = _____ Wall Length B = _____ Wall Length C = _____ Provide Window Depth E = _____
 Provide Window Width F = _____
 Degree of Angle A/B = _____ Drapery Return = _____
 Degree of Angle B/C = _____ Back Rod Return (if applicable) = _____
 Baseboard Measurement (if applicable) = _____



Choose ONE:

- ☐ Wall Measurement – Provide Return Size: _____
 OR
☐ Rod Measurement

Account Name _____

Account # _____

Quote # _____

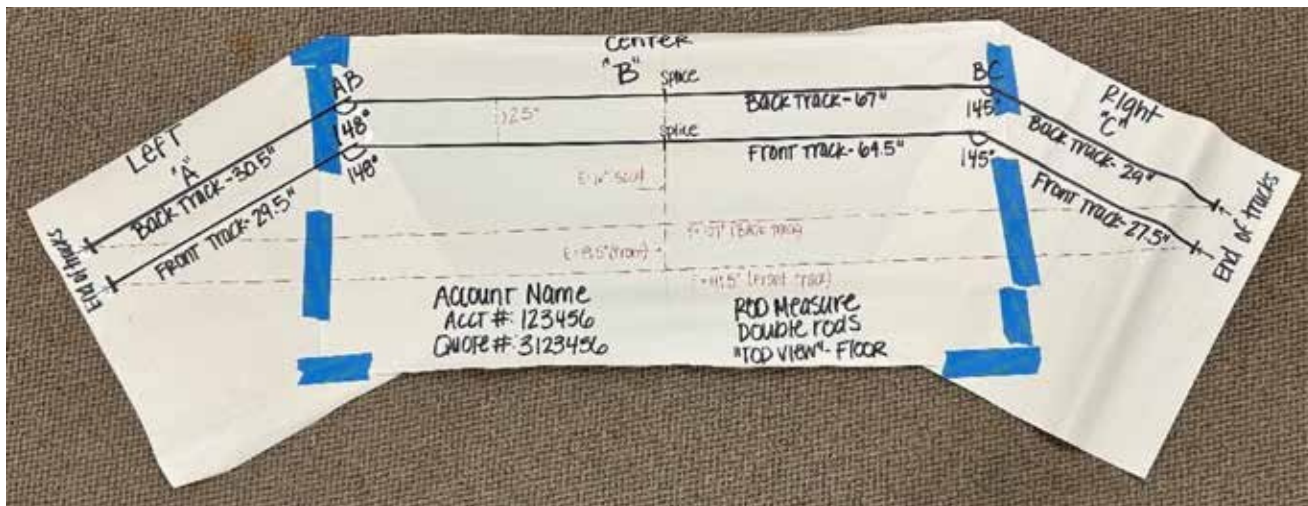
Rod Brand/Type _____

Information above must match information on template.

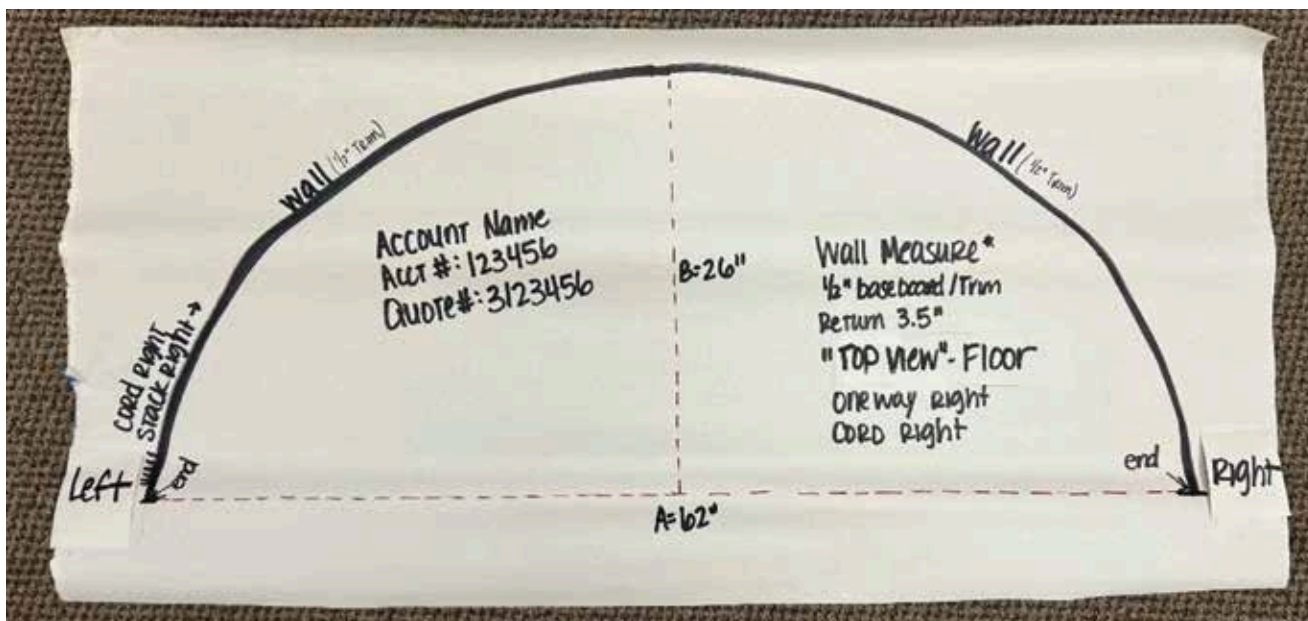
Template Shipping Instructions

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





Example of Template With All Required Information for Bay Window



Example of Template With All Required Information for Curved Window

Check List:

- **This Template Detail Document / Worksheet MUST be included with your actual template.**
- **Template MUST be a full-size pattern of window/wall.** Butcher or Kraft paper is required to make the template (other materials will be rejected). Larger templates requiring multiple pieces of paper must be taped together (prior to shipping) to achieve an accurate full-size template.

Following Information MUST be Written on Template:

- **Company Name / Account Number**
- **Quote #**
- **Specify - Wall Measurement or Rod Measurement** (Failure to provide this critical information will delay order)

• For Wall Measurement Rods

- Provide Return Size measurement that matches selected bracket on quote. For double rod sets include the Return Size for both the front and back rod.
- Mark Wall Side / Room Side – Mark Left, Right, and Center.
- Please consider the thickness of the baseboard if your template was made on the floor. The exact thickness of the baseboard will affect the Return Size you provide.
- Mark ends of track only. Please note we are fabricating the track size only based on your template. We make no deductions for End Caps or Finials.
- Include all measurements on the template
- Must provide degree of angle for all bent rods. Select Drapery Hardware Angle Measuring Protractor is available. (PRO-2016)
- If template is made on floor mark, "Top View" / If made from the ceiling mark, "Bottom View"
- If rod is to be spliced, mark location of the splice on the template.

