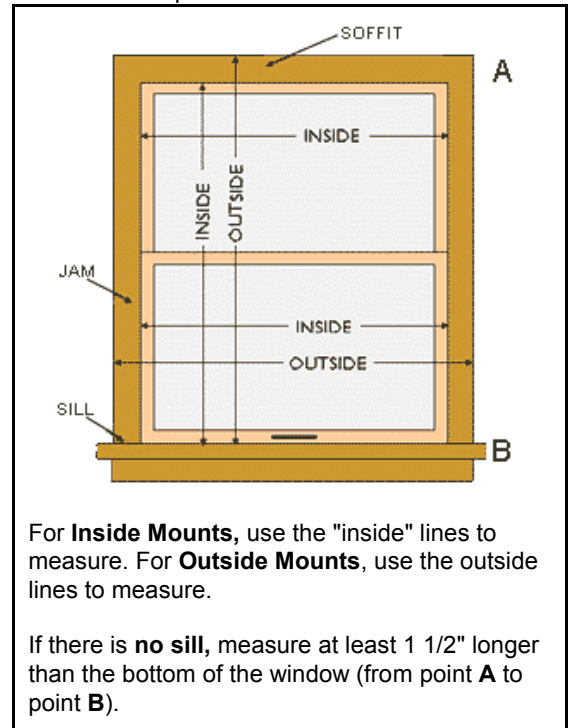


How to Measure Your Windows & Skylight for Cellular Shades

- Use a metal tape measure and measure to the nearest 1/8 of an inch. We cannot accept 1/16" or 1/32" measurements, please round down to nearest 1/8".
- *Always* double check your measurements!
- Provide accurate measurements.
- Window shades come with brackets which can be used for either inside or outside mounts.
- Use the Handy Easy Measuring Guide on the back of this page to record your measurements

Min. mounting Requirements	Standard	Smoothy Cord Loop, Cordless or Motorized
Shallow Inside Mount	3/4"	1/2"
Flush Inside Mount	2"	2 1/4"
Outside Mount	3/4"	7/8"
Shallow Track Mount	1 1/2"	1 5/8"
Flush Track Mount	2"	2 1/4"



Inside Mount Window Shades:

Whenever possible, we recommend an **inside (recessed) mount** for a more finished appearance and greatest energy efficiency. To allow for end cap clearance, we make inside mount shades approximately 3/8" narrower than the width you specify. The length is as you specify. Do not deduct from accurate measurements.

- **Width:** Measure the exact inside measurement of the window at the **Top, Middle and Bottom**. (See diagram at right.) Write the measurements down on the Easy Measuring Guide. Circle the narrowest measurement.
- **Length:** Measure the exact inside distance from top of window to the sill at the **Left, Middle and Right**. Write the measurement down on the Easy Measuring Guide. Circle the longest measurement.

Inside Mount Window Shades with Energy Saving Sidetracks & Skylight Shades:

If you plan to have **Energy Saving Sidetracks** make sure you measure the **diagonal measurements** (top right corner to bottom left corner and top left corner to bottom right corner). If those measurements differ by more than 1/4" you will need to shim your window to accommodate the Sidetrack System.

Be sure to use the Sidetrack or Skylight Measuring Guides! We take the appropriate deduction to accommodate sidetracks and end caps. Do not deduct from accurate measurements.

- **Width:** Measure the exact inside measurement of the window at the **Top, Middle and Bottom**. (See diagram above.) Write the measurements down on the Measuring Guide. Circle the narrowest width measurement.
- **Length:** Measure the exact inside distance from top of window to the sill at the **Left, Middle and Right**. Write the measurement down on the Easy Measuring Guide. Circle the shortest length measurement.

Outside Mount Window Shades:

The shade will hang outside the actual window frame; over lapping the window frame enough to cover for maximum privacy, light blockage and aesthetics. We make Outside Mount shades exactly the length and width you specify.

- **Width:** Measure the exact outside measurement of the window at **three different places**. Write the measurements down on the Easy Measuring Guide. Plan on overlapping the window. We recommend about 1 1/2" on each side.
- **Length:** Measure the exact outside distance from top to sill at **three different places**. Write the measurement down on the Easy Measuring Guide. Circle the longest measurement. **If there is no sill**, allow the shade to overlap the bottom of the window casing by at least 1 1/2".(from A to B in the diagram above)

Easy Window Measuring Guide

Print this handy guide for each room in your house and fill it in as you measure. Have it ready when you order. Download full page guides on our website! When in doubt, refer to the website for complete measuring instructions.

Window Shade WITHOUT Energy Saving Sidetracks						
Room:		Shade Color:		Window Number:		
Measurement	Measure #1		Measure #2		Measure #3	
Width (Inches): Circle Narrowest						
Length (Inches): Circle Longest						
Lift Option: Circle One	Standard		Continuous Cord Loop		Cordless	Additional Option: Top Down/ Bottom Up aka Duofold
	Left Cord	Right Cord	Left Cord	Right Cord		
Mount: Circle One	Inside			Outside		

Window Shade WITH Energy Saving Sidetracks (Inside Mount Only)						
Room:	Shade Color:		Track Color: White Brown		Window Number:	
Measurement	Measure #1	Measure #2	Measure #3	Diagonal Measurements		
Width (Inches): Circle Narrowest				Top Left to Bottom Right Measurement:	Top Right to Bottom Left Measurement:	
Length (Inches): Circle Shortest						
Lift Option: Circle One	Standard		Continuous Cord Loop		Cordless (Requires bottom Magnets)	Additional Option: Top Down/ Bottom Up aka Duofold
	Left Cord	Right Cord	Left cord	Right Cord		

SKYLIGHT Window Shade (Inside Mount Only)					
Room:		Shade Color:		Window Number:	
Measurement	Measure #1	Measure #2	Measure #3	Diagonal Measurements	
Width (Inches): Circle Narrowest				Top Left to Bottom Right Measurement:	Top Right to Bottom Left Measurement:
Length (Inches): Circle Shortest					

A Note On Our Return Policy:

We custom manufacture each shade to your measurements taking deductions when necessary (please see above for more information). Since each shade is individually crafted, they are not returnable for any reason except warranty repair. Because of the quick turnaround time we offer, there are no cancellations. To avoid problems please follow the above instructions and measure carefully. Purchase the optional measuring insurance for added buyer confidence.

*Cordless not available with Double Cell Black Out fabric