



To order, complete the enclosed order form (which can also be printed from our web site) and fax it to 888-626-0008, complete our online order form, or call us at 888-399-4947 to speak with a shutter professional.

We will review your order and e-mail an acknowledgment, followed by a mailed confirmation complete with installation instructions and an estimated production time.

Your shutters will be shipped to you ready to install, with all necessary hinges, screws, hang strips, frames, and catches.

DEFINITIONS

STYLE - Traditional with 1-1/4" Louvers or Plantation with 2-1/2", 3", 3-1/2", or 4-1/2" Louvers.

FINISH COLOR - The Paint or Stain color that you select for your shutters, or unfinished paint or stain grade.

HARDWARE FINISH - Bright Brass, Antique Brass, or Silver color.

QUANTITY (QTY) - The number of shutter units with identical specifications and measurements.

WIDE - Width from measure point to measure point (to the nearest 1/16").

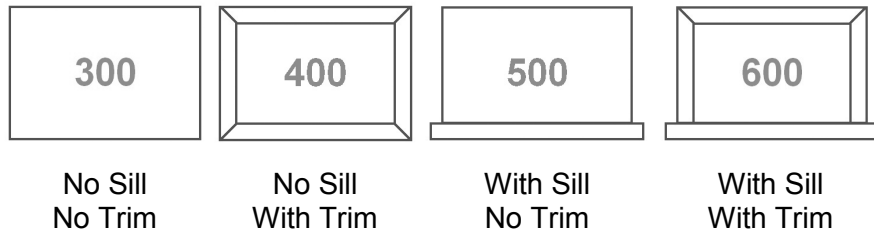
HIGH - Height from measure point to measure point (to the nearest 1/16").

CAFÉ TYPE - Shutters cover only the lower portion of the window. Enter "Yes" or "No."

INSTALL METHOD -

INJ	Inside Mount - Direct to Jamb	Page 4
INH	Inside Mount - On Rear Hang Strips	Page 5
FOW	Outside Mount - Frame on Wall	Page 6
FOT	Outside Mount - Frame on Trim	Page 7
HOW	Outside Mount - Hang Strip on Wall	Page 8
HOT	Outside Mount - Hang Strip on Trim	Page 9

OPENING (WINDOW) TYPE -



PANELS ACROSS - The number of individual shutter panels across the window (in the lower tier only). **See page 3.** For units with more than two panels across, you may request that the panels be of different widths in order to line up better over the window panes or sections. If you want this option, be sure to note it on your order and show the individual panel widths for each opening.

FOLD LEFT - The number of shutter panels that will be hinged together and fold open to the left.

FOLD RIGHT - The number of shutter panels that will be hinged together and fold open to the right.

OF TIERS - Enter (1) if the individual shutters extend from the bottom of the opening to the top without a break or if you are ordering "Café Type" shutters. Enter (2) if there is one set of shutters on the top and another on the bottom, so that you can open one tier and leave the other tier closed. **See page 3.**

DIVIDER RAIL - For 1 Tier Units, enter "Yes" if you want a horizontal Divider Rail that will separate the louvers within each shutter into top and bottom sections, allowing each section of louvers to rotate independently of the other. Enter "No" if you do not want a divider rail or you are ordering a 2 Tier Unit. **See page 3.**

DIVISION POINT - For a 1 Tier Unit without a Divider Rail, enter "None." For a 1 Tier Unit with a Divider Rail, the distance from the bottom of the window to the center of the Divider Rail. For a 2 Tier Unit, the distance from the bottom of the window to the break between tiers. The final location of this point is determined by overall panel height, louver spacing, top rail size, and bottom rail size. Therefore, the exact division point may be slightly higher or lower than specified (moved within a range equal to the louver spacing).