

Measuring Guidelines

Accurate measurements are absolutely essential. The measurements you provide are used first to price the shade, and then to custom fabricate it to the specified size. The dimensions supplied on the order form must be correct for the shade to properly fit the window opening. As a dealer, it is your responsibility to measure and order accurately. *Your fabricator cannot be held accountable for incorrect measurements.*

BASIC GUIDELINES

Measuring for window shades is similar to measuring for most window coverings. Follow these basic guidelines to ensure a smooth installation:

- Always use a steel tape measure, preferably 3.4" to 1" wide.
- Measure width first, then height.
- Measure each window separately, even if they appear to be the same size.
- Survey the window area carefully and make additional measurements, if necessary. Record your measurements on a worksheet.

Inside Mount or Outside Mount

How you take your measurements will vary depending upon whether the shade fits within the window opening (inside mount or IB) or overlaps the window opening (outside mount or OB). With inside mounts, note that the shade fabric will be about 11.4" narrower than the window opening, so that if complete privacy and light control is desired, drapery side panels should be installed over the shade.

"Rounding" Your Measurements

Dimensions on the order form should be accurate to within 1.8". Generally, round your measurements up to the nearest 1.8". However, with inside mounts, always round the width measurement *down* to the nearest 1.8". Rounding up could result in a shade that is too wide to fit within the window opening. For example, for an inside mount, 3.16" would round to 1.8".

Measuring for Inside Mounts

- A. Measure the width about 11.4" down from the top of the window, which typically is where the installation brackets will be mounted. Remember to round down to the nearest 1.8". This measurement is the ordering width of the shade. Do not make any deductions

from this width - all necessary deductions will be made automatically when the shade is fabricated.

- B. Measure the width at the center and bottom of the window. If the width narrows by more than 1" from the top measurement, the customer should consider an outside mount.
- C. Measure the height of the window opening at three locations, as shown at right, and order the shortest measurement. Again, make no deductions. All necessary deductions will be made when the shade is fabricated.
- D. Measure window on the diagonal. If the two diagonal dimensions are not exactly the same, it may be more appropriate to specify an outside mount shade for optimal light control and privacy.

Measuring for Outside and Ceiling Mounts

- Measure the desired width and height. To minimize light leakage, it is recommended that the shade overlap the window opening at least 11.2" on each side, as well as at the top and bottom. As with inside mounts, do not make any deductions from your measurements.
- Measure the width at the location where you want the roller, and use this measurement as your ordering width for the shade. Please note that your window shade fabric will be 1" narrower up to a 72" width and 11.2" narrower beyond this width due to clutch and end plugs extending beyond roller. *(Take into account that a flat surface 1.2" wide by 11.2" high is required to mount the installation brackets.)*
- Measure the height from where the top of the roller will be located to where you want the bottom of the shade.

