

## Measure instructions

### General Information

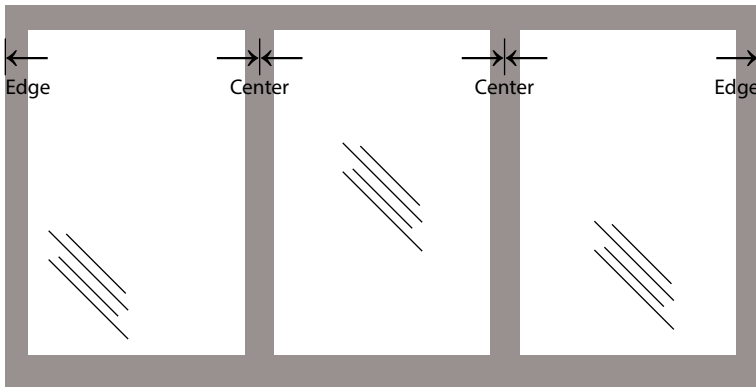
- Use a steel measuring tape and measure to the nearest 1/16".
- Measure all windows even if they appear to be the same size - measure at top of window where brackets will be mounted.
- On some applications, shades can be either inside or outside mounted. An outside mount has to be used when the frame is too shallow, multiple windows need to be covered with one shade or it is critical for the edges of the window to be covered.

Start in the left hand corner and measure clockwise filling in the measure sheet sequentially. This is important as shades will be manufactured and numbered in accordance with the windows on the measure sheet and will ship in that order for ease of installation.

### Outside Mount

#### Fill out the Measure Sheet with the following information

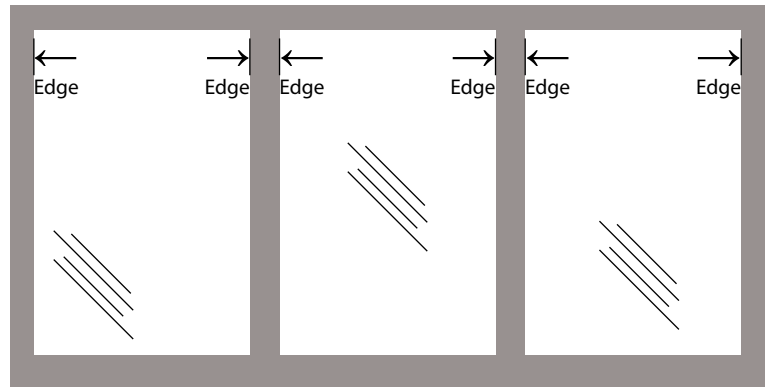
1. Measure the outer windows from the mullion edge to center mullion.
2. Measure the center windows from the center of each mullion.
3. Indicate the direction the windows are facing (North, South, East, West)
4. Indicate right or left controls for each window.
5. Include the depth of frame.



### Inside Mount

#### Fill out the Measure Sheet with the following information

1. Measure the inside width of each window.
2. Measure as close to the top of the window as possible.
3. Indicate the direction the windows are facing (North, South, East, West)
4. Indicate right or left controls for each window.
5. Include the depth of frame or mullion.



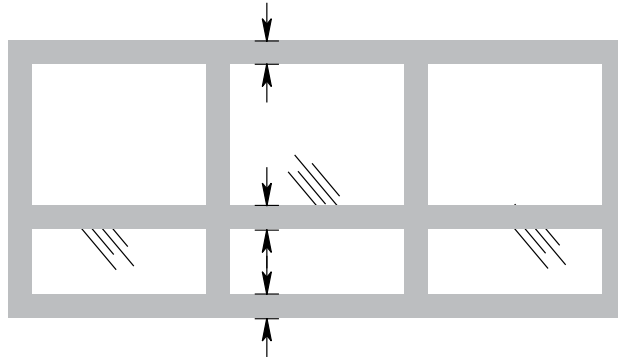
Please fax measure sheet to 951-245-5075 or email to [office@rollashade.com](mailto:office@rollashade.com)

### Measure Sheet Terminology

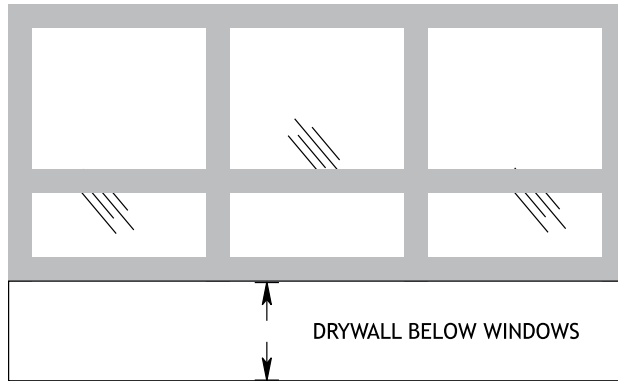
1. N,S,E,W = Direction window faces
2. Width = left to right measurement and length = top to bottom measurement
3. Oper. or Fix = Operating or Fixed shades. Fixed shades are generally used for transom windows above doors and non-sun side windows to match others.
4. IM or OM = Inside Mount or Outside Mount
5. Left or Right = Left hand or right hand controls (If left blank, right hand controls will be used)
6. Please measure the depth of the frame where brackets are to be installed

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5. Measure any vertical mullions, stickers, signs or items that may obscure the view of the shade and include on diagram.

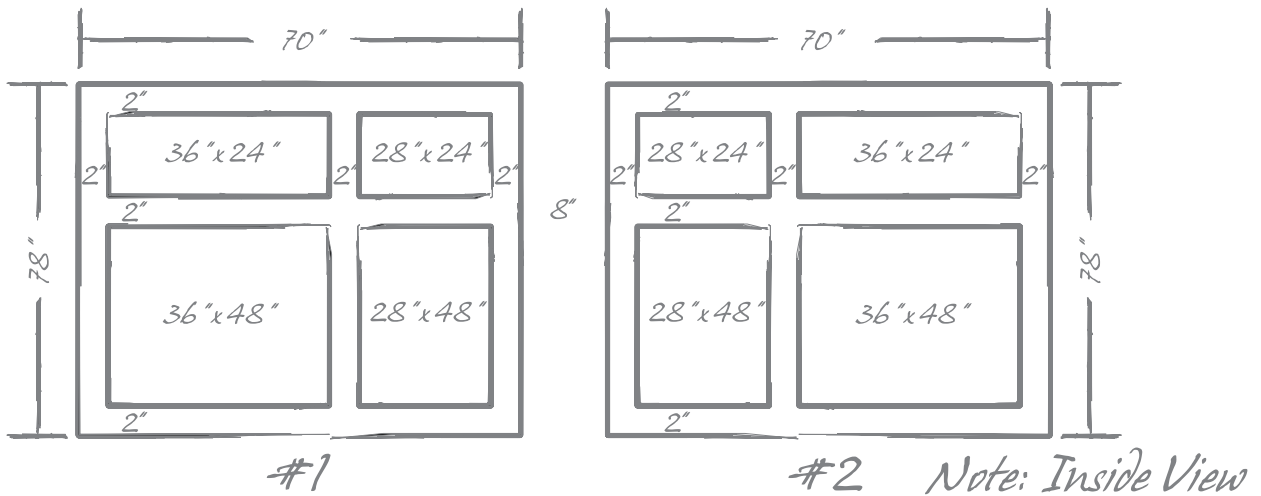


6. If shade is to continue to finished floor, include drywall measurement.



7. Draw a diagram of all windows and note if the view is from Inside or Outside.

Example Drawing:



8. Indicate right or left controls for each window.
9. Indicate the direction the windows are facing (North, South, East, West)

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**Measure Sheet**

Installer: \_\_\_\_\_

**Project Address**

Company:	Store #:	Phone:	Fax:
Address:		City:	State:      Zip:

**Diagram of Job (Mandatory)**



Drawing View from:  Inside     Outside

Please choose screws required:  Wood     Self Tapping Screws

**Measure clockwise, starting from the furthest left of building going around to the right**

N, S, E or W	Window #	Width	Length	Operational or Fixed	Inside or Outside Mount	Control Left or Right	Depth of Frame	Logo	Bracket Covers	Self Tapping Screw	Wood Screw
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
	9										
	10										
	11										
	12										
	13										

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### Measure Sheet

Installer: \_\_\_\_\_

*Measure clockwise, starting from the furthest left of building going around to the right*

N, S, E or W	Window #	Width	Length	Operational or Fixed	IM or OM	Control Left or Right	Depth of Frame	Logo	Bracket Covers	Self Tapping Screw	Wood Screw
	14										
	15										
	16										
	17										
	18										
	19										
	20										
	21										
	22										
	23										
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	36										

#### Additional Notes

Estimated Install Price:

Estimated Travel Time (if any):

Ecommended Chain Lengths:

Other:

Accessibility of Windows: