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12101 Madera Way, Riverside, CA 92503 • 951-245-5077 • Fax: 951-245-5075

7240 Woodbine Ave. Suite 215 Markham, ON. L3R 1A4 • 888-245-5077 • Candian Sales Office

# **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**

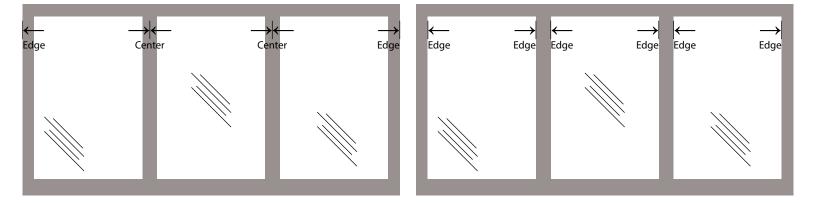
## Fill out the Measure Sheet with the following information

- 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 direcation 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

## **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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