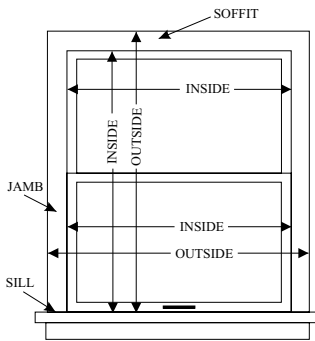


Measuring Instructions



Comfortex accepts measurements down to $\frac{1}{16}$ " increments.

Inside Mount

Use a steel tape to measure the opening at three different places, and use the narrowest dimension when ordering. Be exact! The factory will make the shade $\frac{3}{8}$ " narrower so it will not rub against the window casing. Measure the height of the window from the top (soffit) down to the sill.

Outside or Ceiling Mount

Use a steel tape to measure the exact height and width of the area to be covered. It is recommended that the shades overlap the window by at least $1\frac{1}{2}$ " on each side. When installation has no sill, allow the shade to overlap the bottom of the window casing by at least $1\frac{1}{2}$ ". Shade fabric will measure width indicated on the order form.

Measuring for Specialty Shapes

Templates are required with some specialty shade orders. Consult the individual product sections of this guide for specifics regarding accurate measurements and mounting information.

Arches and Quarter Round Circles

- Measure the window height and width appropriately for an inside or outside mount.
- With perfect arches, the height will be one half the width. With perfect quarter rounds, height will equal width. If the arch or quarter round is perfect, **a template is not required.**
- Windows with imperfect arch measurements do not maintain the height/width relationship. Templates **are required** for these windows.

Trapezoids

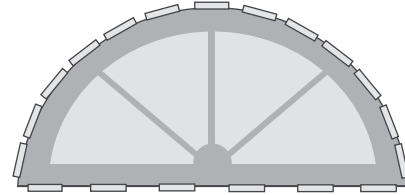
- Measure the window height and width appropriately for an inside or outside mount. For outside mounts, remember to add the desired amount of overlap.
- Either the top or bottom of the shade is sloped or angled.
- Measure all four sides for accurate fabrication. Provide all measurements. **Templates are not required.**
- The slope angle must be measured with a protractor. Slope is the angle between slope and a horizontal line. The maximum slope is 30 degrees.

Octagons

- **Templates are required** and must be cut out of brown craft paper.
- Measure the window height and width appropriately for an inside or outside mount. Be sure to measure the width at the shade's widest point.
- Provide the width, length and the length of one side when ordering.

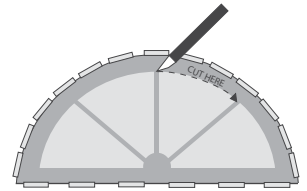
Making the Perfect Template

Tape brown craft paper over the window opening. Be sure to allow plenty of overlap and check to see that the paper is smooth and pulled taut. Do not use newspaper as the ink can rub off on fabric. Do not use paper that has been folded. Notice the outline of the framework superimposed on the template as the light filters through the window. You may create the template in one of two ways:



Trace the outline of the window with a pencil and continue along the side of the window frame. Once the window is completely traced, remove the craft paper from the window. Cut out the traced shape with a pair of scissors.

You may choose to skip tracing the window outline with a pencil and cut out the shape immediately with a razor knife.



Once your template is cut, double check its width and height with your initial measurements.

Test the template by placing it in the window. Check for light gaps, uneven cutting of curves etc. Trim or remake if necessary.

With arch top shades, fold the template in half. Check the outline of the curve for smoothness, light gaps and curve continuity. Place the template in the window and check it for light gaps or uneven cutting of curve. Trim or remake it if necessary.

On the front of the template, mark the shade measurements along with your company name, account number, sidemark, shade style and color. Be sure to indicate inside or outside mount, the room side and which ends of the template are top and bottom. Do not take any deductions on inside mount shades. The factory will make all necessary allowances for inside mounts.

Remember: The quality of the finished shades depends heavily on the quality of the template supplied. Do not hesitate to remake a template if you feel uncomfortable of the quality of your first attempt.

Template Kits: Comfortex offers template kits which includes brown craft paper, razor knife, instructions and order form. Please contact Customer Service or visit www.comfortexdealers.com to order. Stock number: 751000