NATURAL WOVENS ORDER FORM

Essex Sales & Distribution Group, Inc.

Account Number: _____

Bill To: _____

Address: _____

City: _____ State: _____ Zip: _____

CUSTOMER ORDER NUMBER

Phone: _____ Fax: _____

Ship To: _____

Address: _____

City: _____ State: _____ Zip: _____

DEPARTMENT SIDE-MARK

Buyer's Signature: _____

301 Route 17 South
Hillburn, NY 10931
FAX: (877) 533-7739

Fax/Email Confirmation

☐ Yes ☐ No

Page ____ of ____

Line #	Qty.	Color #	Color Name	Width ↔	Height ↕	Other Options	Type of Mount (Check One)	Continuous Cord (Check One)	Cordless (Check One)	Top-Down Shades (Check One)	Top-Down/ Bottom-Up (Check One)	Position of Control (Check One)	RF Lift Motorization (Check One)	RF Remote Channels (Check One)	Remote Control Quantity	Hold-Downs (Check One)	Ext. Brackets (Check One)	FABRIC TRIM Color #	PRIVACY LINING Opacity (Check One)	PRIVACY LINING Liner Color
1							○ Outside ○ Inside ○ Ceiling	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Left ○ Right	○ Yes ○ No	○ 1-CH ○ 5-CH		○ Yes ○ No	○ Yes ○ No		○ Light Filtering ○ Room Darkening ○ Blackout	
2							○ Outside ○ Inside ○ Ceiling	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Left ○ Right	○ Yes ○ No	○ 1-CH ○ 5-CH		○ Yes ○ No	○ Yes ○ No		○ Light Filtering ○ Room Darkening ○ Blackout	
3							○ Outside ○ Inside ○ Ceiling	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Left ○ Right	○ Yes ○ No	○ 1-CH ○ 5-CH		○ Yes ○ No	○ Yes ○ No		○ Light Filtering ○ Room Darkening ○ Blackout	

① ② ③

① Inside installation – factory will deduct 1/2" from ordered width. Outside installation – factory will add 1" total width to the valance.
② If no position is specified, shade will be shipped with control on the right.
③ RF Remote Choices: 1-CH=Single Channel, 5-CH=Five Channel; specify power source in Special Instructions.

ABOUT YOUR PROGRAM

This is a *customized* program. If your customer requires an alteration to the standard specifications, please call our Customer Service Department. Special quotes are available upon request. Items manufactured outside of the standard specifications may take additional manufacturing time and cancel warranty. We reserve the right to refuse any special request.

CANCELLATION OF ORDERS

Once production has begun (usually within hours after order is received), the order CANNOT be cancelled. If the order has NOT BEEN STARTED, request a "Cancellation Number" and keep that number on file.

SPECIAL INSTRUCTIONS:

Fixed or Operable Liner: _____

Headrail: Narrow, Small, Large: _____

Old Style, Rear Cording: _____

Custom Seam Placement: _____

Power Source: _____

Panel Track: _____

_____

_____

_____

_____

OPTIONS FOR WOVEN WOOD SHADES

Please fill in your desired options using the abbreviations below:

CLO – Cord Length Override
CO – Cutouts (maximum 3" x 4" L or R)
CVH – Custom Valance Height
MB – Multiple Shades on Headrail (list overall width in "Special Instructions" section. List shades from left to right.)
VR – Valance Returns for IB (inside mount shades).
VO – Valance Only (specify 1-1/2" depth headrail, 2-1/2" depth headrail or NO headrail in "Special Instruction" section.)
OS – Old Style. Shade attached to front of headrail, backside valance.
NH – Narrow Headrail Shade.

FAUX SILK TRIM ORDERING ABBREVIATIONS

EFO – Faux Silk Trim Option (Default = All Sides & Bottom)
ESVB – Faux Silk Trim Sides + Bottom + Valance Sides
ES – Faux Silk Trim Sides + Valance Sides
ESB – Faux Silk Trim Sides + Bottom
ESO – Faux Silk Trim Sides Only

FAUX SILK TRIM FOR VALANCE-ONLY ORDERS

EVSB – Faux Silk Valance Sides + Bottom
EVSO – Faux Silk Valance Sides Only

FABRIC TRIM ORDERING ABBREVIATIONS

ETO – Fabric Trim Tape Option (Default = All Sides & Bottom)
TSVB – Trim Sides + Bottom + Valance Sides
TS – Trim Sides + Valance Sides
TSB – Trim Sides + Bottom
TSO – Trim Sides Only

FABRIC TRIM FOR VALANCE-ONLY ORDERS

TVSB – Trim Valance Sides + Bottom
TVSO – Trim Valance Sides Only