ROLLER SHADES 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 ★★ ↕	Type of Mount (Check One)	Type of Control (Check One)	Position of Beaded Chain (Check One)	Skyline R-Series Clutch (Check One)	Direction of Roll (Check One)	Hold-Downs Brackets (Check One)	Extension Brackets (Check One)	Bottomrail Options (Check One)	RF Lift Motorization (Check One)	RF Remote Channels (Check One)	Remote Control Quantity	Cassette (Check One)	Fascia (Check One)	Facia/Cassette Color (Check One)
1						◯ Outside ◯ Inside	◯ Beaded Chain ◯ TouchLift	◯ Left ◯ Right	◯ Skyline (standard) ◯ R-Series (optional)	◯ Regular ◯ Reverse Roll	◯ Yes ◯ No	◯ Yes ◯ No	◯ Fabric Wrap (standard) ◯ Deluxe (optional) Specify Color: _____ ◯ Heat Sealed (optional) ◯ Deco Hem & Trim (optional)	◯ Yes ◯ No	◯ 1-CH ◯ 5-CH ◯ 16-CH		◯ Small ◯ Medium ◯ Large	◯ 3" ◯ 4"	◯ White ◯ Black ◯ Bronze ◯ Vanilla ◯ Silver*
2						◯ Outside ◯ Inside	◯ Beaded Chain ◯ TouchLift	◯ Left ◯ Right	◯ Skyline (standard) ◯ R-Series (optional)	◯ Regular ◯ Reverse Roll	◯ Yes ◯ No	◯ Yes ◯ No	◯ Fabric Wrap (standard) ◯ Deluxe (optional) Specify Color: _____ ◯ Heat Sealed (optional) ◯ Deco Hem & Trim (optional)	◯ Yes ◯ No	◯ 1-CH ◯ 5-CH ◯ 16-CH		◯ Small ◯ Medium ◯ Large	◯ 3" ◯ 4"	◯ White ◯ Black ◯ Bronze ◯ Vanilla ◯ Silver*
3						◯ Outside ◯ Inside	◯ Beaded Chain ◯ TouchLift	◯ Left ◯ Right	◯ Skyline (standard) ◯ R-Series (optional)	◯ Regular ◯ Reverse Roll	◯ Yes ◯ No	◯ Yes ◯ No	◯ Fabric Wrap (standard) ◯ Deluxe (optional) Specify Color: _____ ◯ Heat Sealed (optional) ◯ Deco Hem & Trim (optional)	◯ Yes ◯ No	◯ 1-CH ◯ 5-CH ◯ 16-CH		◯ Small ◯ Medium ◯ Large	◯ 3" ◯ 4"	◯ White ◯ Black ◯ Bronze ◯ Vanilla ◯ Silver*
						①	②			③					④				* Silver Available for Fascia only

SPECIAL INSTRUCTIONS:

Chain Color Override: _____

Cord Length Override: _____

Pull Tassel: _____

Exterior Shade: _____

Pocket Headrail & Side Channels: _____

Bracket Colors (Skyline Only) Specify: _____

Panel Track: _____

Fabric Only Valance: _____

_____

★ WIDTH – Width is measured from tip-to-tip. Actual shade material will be narrower.
★★ HEIGHT – Height is the opening you wish to cover with the shade. Manufacturer will add 10″ for material to go around the roller.

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.

① Inside (only) installation needs deductions. See Reference Guide for details.
② Beaded Chain Roller is standard.
③ Direction of Roll – Regular is toward glass and Reverse is away from glass.
④ RF Remote Choices: 1-CH = Single Channel, 5-CH = Five Channel, 6-CH = 16 Channel