

# Measuring and Ordering

It is important to first decide whether to mount the shade inside or outside the window frame. Most roller blinds are mounted inside for a neater, more finished look. An inside mount is recessed inside the window frame and must have at least 1" of window depth. An outside mount is on the outside of the window frame or wall and covers an area larger than the window itself and will usually cover any window trim. Alarm sensors, window cranks, lack of depth or out-of-square windows are some reasons to use outside mounts. See installation instructions about the suitability of attaching outside mount brackets to materials other than wood. Some materials may require special tools or hardware.

- Measure each window separately as sizes may vary. Don't be surprised if your window is out-of-square. It probably isn't noticeable if it is a little off. However, if there is a considerable difference, you may want to order an outside mount, rather than an inside one, to hide the imperfection.
- Always use a metal measuring tape.
- Measure to the nearest 1/8 of an inch.
- Record measurements clearly, indicating which is the width and which is the height. It is a common mistake to switch the two measurements.
- Measure twice before recording your final measurement.
- Measure with care! The accuracy of the measurements is the responsibility of the customer.
- Paper will roll over the roller tube (reverse roll) unless specified to unroll from behind (standard roll).
- Light seepage on the sides of the shades is inherent to the design of roller shades. To reduce light seepage, consider ordering the shade as an outside mount. Shoji Shades allow a diffused light into the room and are not appropriate if room darkening window coverings are needed.
- Please measure each window (old and new windows can vary window to window) to make sure of the measurements and be sure to number each window as each shade will come with a corresponding number. A small map of the room is helpful for keeping track of the numbering

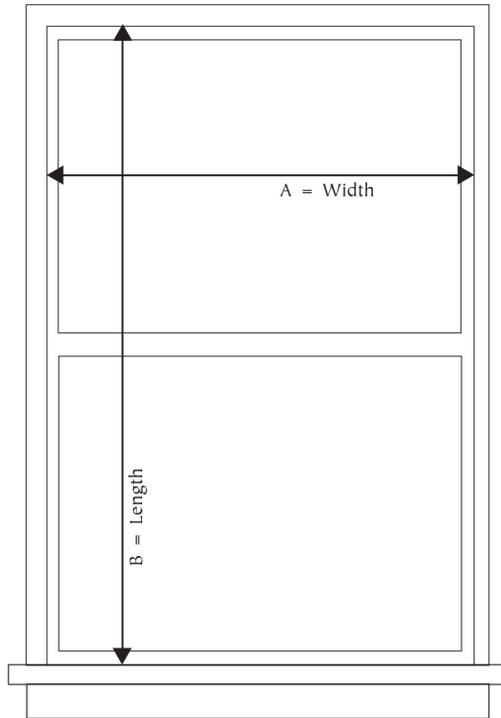
Pricing: Basic White/Brush Stroke Series \$75.00 per shade  
Kozo Series \$90.00 per shade

All prices include brackets. Priority USPS mail is additional.

(1 to 4 shades is \$12.00. Please call for shipping estimate if larger)

## Inside/Recessed mount

Window casement must be at least 1 inch deep. Most shades will be inside mounts.



Measure the width (A) of the opening. Measure near the top of the window and round down the nearest 1/8". Start at the inside edge of the casing and measure the width to the opposite outer (inner?) edge.

Please send the actual measurements of the window. Make no deductions for shade mechanism or shades themselves

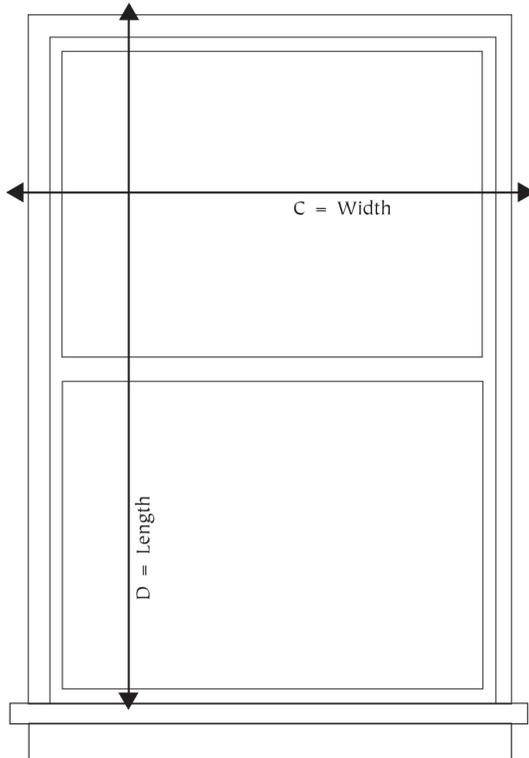
Record (A) width: \_\_\_ inches to the nearest 1/8" (round down). Order this width.  
Measure the length (B) from the top (inside the window casing) to the desired length (usually the windowsill).

Record (B) length: \_\_\_ inches to the nearest 1/8 ". Order this length.

## Outside mount

Outside mount shades are shades mounted outside the window opening and attached to either the wood trim/frame around a window or to a wall. Outside mounts are ideal for windows with little or no depth. There must be a minimum of 2" of flat space around the window to mount the brackets. Shades will be the exact size you record.

Measure the width(C) of the area to be covered where the roller tube will be installed. Consider how far you would like the roller to extend beyond the window frame on each side. Generally, the recommended overlap is at least 1 ½ " on each side of the window (3" total).



Record (C) desired width: \_\_\_ inches to the nearest 1/8".

Order this width.

Measure the length (D) from the top of the window to the desired length (typically this it to the windowsill). Add 3 inches for bracket installation above the opening/window trim.

Record (D) desired length: \_\_\_ inches to the nearest 1/8".

Order this length.

Shades will be the actual measurements you request for outside mounts.

ORDER FORM: All shades come with a pair of mounting brackets.

Inside Mount Measurements (in inches):

Make no deductions for shade size. Measure window opening as instructed.

Maximum width: 36 inches Maximum length: 6 feet

For shades that need to be longer or wider than this, please inquire about special paper orders. All shades can be customized with calligraphy, ribbon, stamps, etc. Please email or call to discuss these many options and to get pricing.

Window Number \_\_\_\_\_ A (width) \_\_\_\_\_ B (length) \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ paper \_\_\_\_\_

Outside Mount measurements (in inches):

Shades will be the actual size you record. 37' maximum width

Window Number \_\_\_\_\_ C (width) \_\_\_\_\_ D (length) \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ paper \_\_\_\_\_  
Window Number \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ paper \_\_\_\_\_

Total number of shades \_\_\_\_\_ x \$75.00 (Basic paper)= \_\_\_\_\_

Total number of shades \_\_\_\_\_ x \$90.00 (Kozo paper)= \_\_\_\_\_

For 1 to 4 shades, please add \$12.00 shipping. Please call for larger amounts.

Connecticut residences add 6.35% sales tax \_\_\_\_\_

Total: \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please make checks out to Terri Tibbatts and mail to: Shoji Shades c/o Tibbatts  
PO Box 618

Washington Depot, CT

Thank you!

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