



Purchase Order Roller Shades

Feel free to make copies of this order form for your own use

Page _____ of _____

EMAIL: _____

ACCOUNT NO: _____

DATE OF ORDER: _____

BILL TO: _____

DATE PROMISED: _____

☐ RUSH ☐ YES ☐ NO \$ _____

SIDE MARK: _____

SHIP TO: _____

PURCH. ORD. NO: _____

PLACED BY: _____

PHONE: _____

TAKEN BY: _____

SHIP VIA: W/C ☐ DELIVER ☐

SHIP _____

* All rush orders must be approved by the Windows West.

Purchase Order Notes

- (1) Specify roller shade collection
- (2) Specify the color # or name
- (3) (IM) - Inside Mount (OM) - Outside Mount (If your doing an OM MechoShade you may need L-Brackets)
- (4) Specify what side you want your control on (L) or (R) then follow with (CHNS) - Silver Chain (CHNB) - Black Chain (CHNW) - White Chain (CHNBR) - Bronze Chain
- (5) (LAM) - Lift Assist Mechanism (add \$25.00)
- (6) Specify a special control length if desired
- (7) (RR) - Regular Roll (Fabric rolls off back of tube) (RV) - Reverse Roll (Fabric rolls off the front of tube)
- (8) Specify side and/or sill channels (W) - White (B) - Black (BR) - Bronze (Must be quoted for you)
- (9) (SSB) - Soleil Shade (EV) - Eco View (This bracket system does not come with a fascia) (MH) - MechoShade
- (10) (FCF) - Fabric Covered Fascia (NF) - No Fascia (FW) - White (FCA) - Clear Anodized (FQB) - Quaker Bronze (FB) - Black

Please Note: The Soleil Shade bracket system comes with a curved fascia. If you would like a MechoShade bracket system you must first get it quoted from us, sill channels only come on the MechoShade hardware and are not available on the Soleil Shade and Eco View bracket system. Lift Assist Mechanisms only come on the Eco View Roller Collection and MechoShades they are not available on the Soleil Shade system. MechoShades are mainly used for commercial applications hence why we use a larger bracket system. All roller shades are made with a pocket hembar.

Motorization Controls:	Options	QTY
	1-Channel Remote	
	4-Channel Remote	
	1-Channel Wall Switch	
	4-Channel Wall Switch	
Motorization Lift Type:		
	Somfy LT30 12V Battery Powered Motor	
	Somfy Sonesse ST30 RTS 24V	

					Mount	Lift Type/ Side	Lift Assist	Control Length	Roll	Channels	Hardware	Fascia	SPECIAL INSTRUCTIONS
PATTERN / STYLE / NO.(1)					(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
1													
2													
3													
4													
5													
6													
7													
8													
9													

We will fax/email a confirmation to you on all orders. If we do not hear from you within 24 hours, all information will be considered correct and non cancelable as order may be in process.

CUSTOMER SIGNATURE: _____