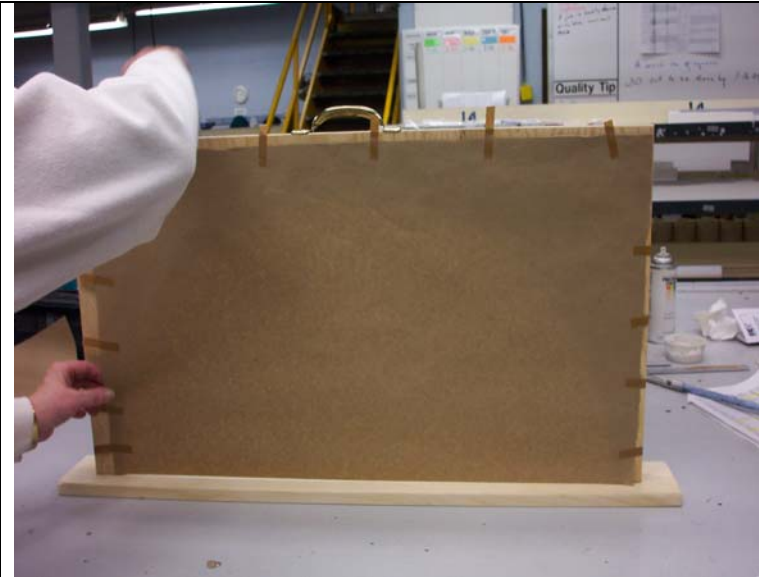


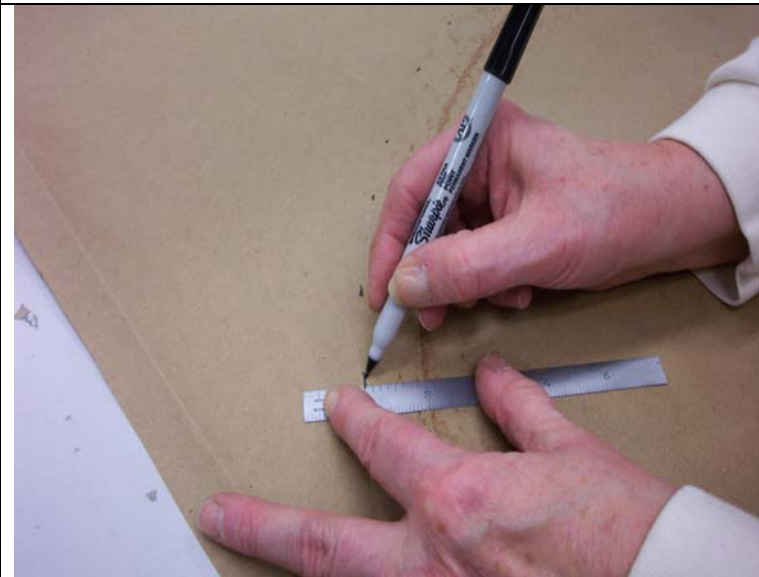
# SPECIALTY – HOW TO MAKE A TEMPLATE



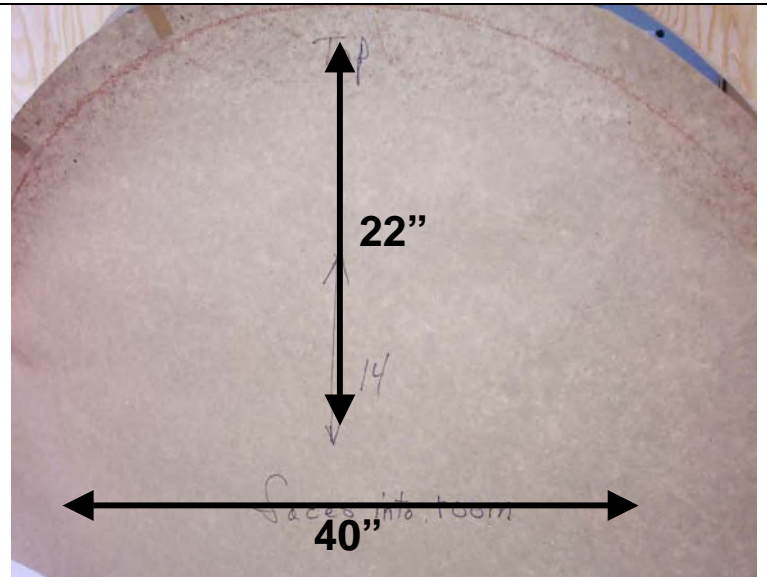
1. Tape acceptable paper over the window opening allowing plenty of overlap.



2. Being careful not to press against the template paper while tracing, draw an exact outline of the window opening. Pressing on the template paper may distort the paper and cause the wrong size to be made.

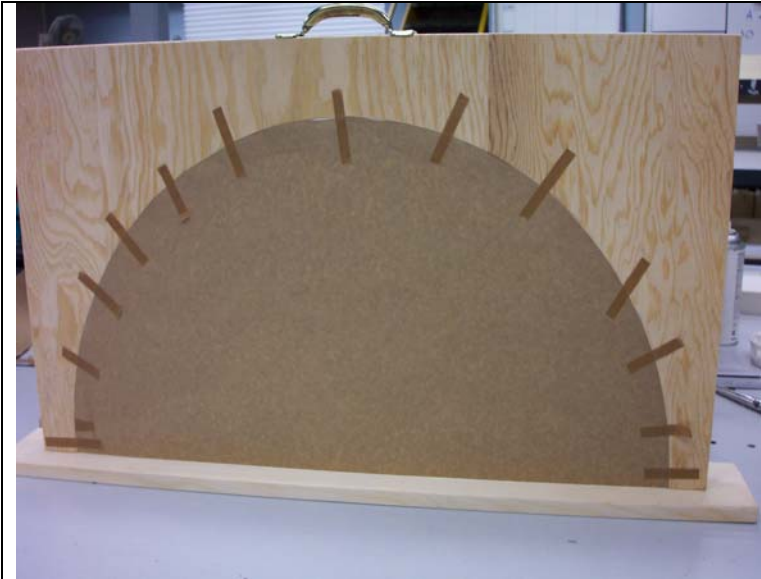


3. Remove the paper from the window opening. If the shade is an outside mount, add the desired amount of overlap to the window outline and draw a second outline around it to match the shape of the finished shade. Be sure to erase the inside line.



4. Mark the dimensions on the template. Check that the template dimensions match your measurements of the actual window opening. **Note:** Make sure the template is of the window opening not the glass only measurement.

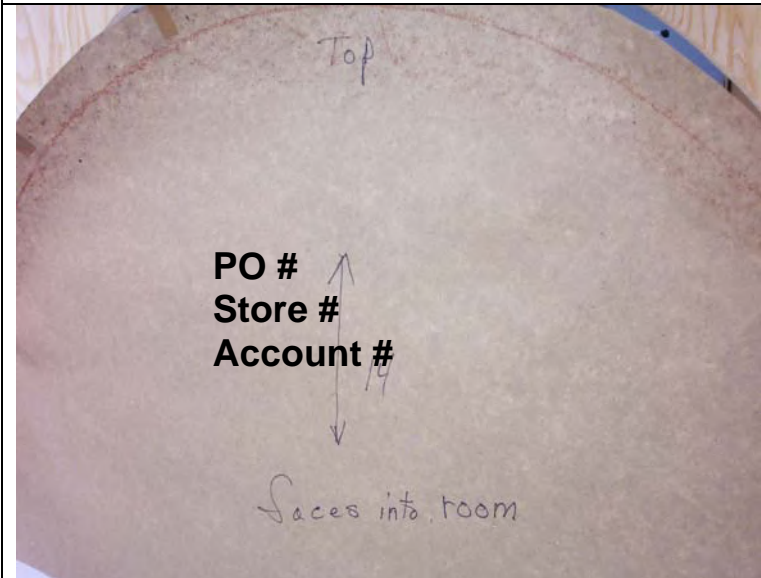
# SPECIALTY – HOW TO MAKE A TEMPLATE



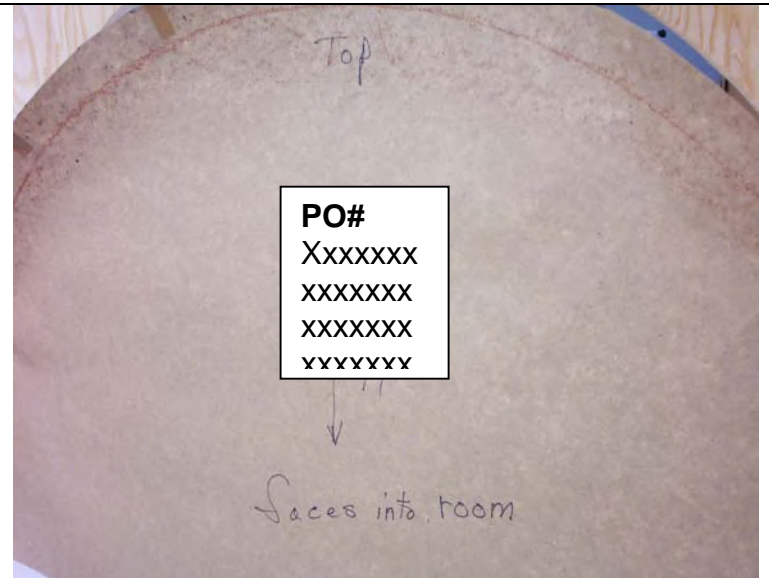
5. Cut the shape from the paper. Place the template back into the window opening to check for proper fit completely around.



6. Mark the room side and top on the template



7. Write the purchase order number, customer's name, your store name and account number on the template.



8. Attach a copy of your purchase order to the template.

# SPECIALTY – HOW TO MAKE A TEMPLATE



**Mail to:**

**SPRINGS WINDOW FASHIONS LLC  
33 WEST THIRD STREET, SUITE 400  
WILLIAMSPORT PA 17701**

**ATTN: SPECIALTY DEPT**

9. Roll up template and place in a mailing tube.  
**Do not fold template**

Note: When mailing, make sure to get a tracking number and note your return address on the mailing tube.

## **ACCEPTABLE MATERIALS FOR MAKING TEMPLATES:**

Kraft Paper  
Butcher Paper  
Construction Paper  
Wrapping Paper

## **WE CANNOT ACCEPT TEMPLATES MADE FROM THE FOLLOWING MATERIALS:**

Newspaper  
Plastic  
Fabric  
Tissue Paper  
Roofing paper  
Existing Arch shades  
Cardboard

Note: If the material used stretches, tears easily, will not lay flat or will mark the fabric.  
**It will not be used!**