

# Riverwood Blinds Shades N' Shutters



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## SHUTTER ORDER FORM INSTRUCTIONS

(Read all the How-tos on the site before using this form)

It is not required that you use this form.

If you are a first-time customer, you might not feel comfortable using this order form. Many of our repeat customers have asked for it.

We do not order shutters from this form without first talking with you.

Contact sales@riverwoodshutters or 888-887-4623 with any questions.

- |                                |   |
|--------------------------------|---|
| 1 Shutter Application          | Window, French Door, Patio Door, Closet   |
| 2 Quantity                     | Number of shutters, all same size   |
| 3 Tilt Options                 | Front Tilt Bar, Clearview (rear tilt) or Gear (Hidden Tilt)                                     |
| Split Height                   | Measurement from bottom to where split (Instead of a divider rail, if wanted)                   |
| 4 Color #                      | White, Ivory or Almond  |
| 5 Hinge Color                  | P - Painted to match shutters.<br>S - Stainless (upcharge)<br>B - Brass Finish (not real brass) |
| 6 Louver Size                  | 2 1/2", or 3 1/2", or 4 1/2"  |
| 7 Mount                        | IM – inside mount or OM – outside mount   |
| 8 Frame                        | Name of frame selected.   |
| 9 Ordered Size                 | Exact Width to 1/16" and Exact Height to 1/8"   |
| 10 # of Panels & Configuration | # How many panels? Configuration Left, Right  |

11 Frame Detail	T – Top, L – Left, R – Right, B – Bottom (If have sill, order sill frame on bottom)
12 T Post	Measurement from left side to center of window junction, if needed.
13 Build Out Extension	How many needed, if any, for Outside Mount only. ½" each for depth clearance projection.
14 Divider Rail	Measurement from bottom to center of divider rail, if wanted.
15 Divider Style	S – standard, D – Deluxe (larger and rarely used)
16 Café height	Height if “short” shutter or if Double Hung
17 Closure System	P – Panel Locks for all shutters with frames. M – Magnets for shutters with no frames or mounting strips.