

BILL TO

Company Name: \_\_\_\_\_ Acct #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

SHIP TO

Company Name: \_\_\_\_\_ Acct #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

P.O. #: \_\_\_\_\_  
Side Mark: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Date: \_\_\_\_\_

A KEY TO THIS ORDER FORM IS LOCATED ON THE BACK OF THIS FORM. PLEASE CIRCLE OR WRITE YOUR ANSWERS CLEARLY IN THE BOXES PROVIDED.  
Use a separate copy of this order form for each room. See reverse for order form key.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Style (circle one)	Hardware* (circle one)	Qty	Width	Length	Fabric Type Number	Border Style # (Optional)	Design Number Texture Pattern Solid (1111)	Color Number	Hardware Color White Bronze Brushed Nickel	Mount	Cord Right Left	2 on 1 Head Rail ** Yes/No	Privacy Liner	Smoothy Only Cord Loop 2' - 15'	Cordless or Smoothy Only *** Insert Strip Valance
Clas Flat	SR TDBU S STDBU M C CD							See Below	W BR N	IB OB	R L	Y N	LF RD	IS V	
Clas Flat	SR TDBU S STDBU M C CD							See Below	W BR N	IB OB	R L	Y N	LF RD	IS V	
Clas Flat	SR TDBU S STDBU M C CD							See Below	W BR N	IB OB	R L	Y N	LF RD	IS V	
Clas Flat	SR TDBU S STDBU M C CD							See Below	W BR N	IB OB	R L	Y N	LF RD	IS V	

Record the color(s) for your shades in the box below.

	Color 1	Color 2	Color 3	Color 4	Color 5
1					
2					
3					
4					

Note in Special Instructions for items like Hold Downs, Spacer Blocks and Extension Brackets. To order roman shades with motors, contact Comfortex Customer Service at 800-843-4151 or use Direct Connect online ordering.

Special Instructions

**Shipping Charges** - Comfortex will ship all orders for fabricated shades freight free via UPS, FedEx Ground or other similar method within the continental United States. Shades with widths of 98" or more do not meet the size and weight requirements of UPS or FedEx Ground are required to ship by motor freight. A \$65.00 Common Carrier surcharge will be added for all orders shipped within the continental United States which required to ship by motor freight. A per unit transportation surcharge will be added to all orders. See freight policy at [www.comfortexdealers.com](http://www.comfortexdealers.com) for more details and for freight policy for Hawaii and Alaska.

Customer Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Measured By \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## Ordering Key

### (1) Shade Style

Circle Clas for Classic Tear Drop Style or Flat for Flat fold Style

### (2) Hardware\*

Circle SR for Standard Rectangular, TDBU for Top Down-Bottom Up, S for Smoothy Cord Loop, STDBU for Smoothy Top Down-Bottom Up, M for Motorized, C for Cordless or CD for Cordless Top Down-Bottom Up. Some sizes and fabrics must be built with the Smoothy System, see price list for details.

### (3) Quantity

Record the number of shades units you are ordering.

### (4) Width and Length

Record the width and length of the shades you are ordering.

### (5) Fabric Type

Record one of the 4-digit fabric numbers you want for your shade(s).

Elements	0100	Elements Blackout	1100
Classic Duck	0600	Marble Elegance	0300
Marble Elegance Blackout	1300	E Screen 5%	7505
E Screen 10%	7510		

### (6) Border Style (optional - this field can be left blank) #

Record one of the 4-digit border numbers you want for your shade(s). Borders are available with solid color and textures.

Picture Frame Border	0017	Inset Border	0018
----------------------	------	--------------	------

### (7) Shade Design Number

Record one of the 4-digit design numbers you want for your shade(s).

Solid Color Shade	1111
-------------------	------

#### Textures:

Honeycomb	0001	Basic Stripe	0002
Woven Wood	0003	Concrete	0005
Spheres	0006	Marble	0012
Cosmic	0014	Brushed Linen	0027

#### Patterns:

See Sample Book Decks or PERSONA Design Catalogs for design numbers.

### (8) Color

Color Numbers 1- 5

Record the 4-digit color number you want for your shade(s) in the grid below.

### (9) Hardware Color

Circle W for White, BR for Oil Rubbed Bronze or N for Brushed Nickel.

### (10) Mount

Circle the mounting type. IB for Inside Mount or OB for Outside Mount.

### (11) Cord

Circle R for Right or L for Left.

### (12) 2 on 1 Headrail\*\*

Circle Y for Yes or N for No. Two On One Shades are available in Classic Roman Style only.

### (13) Privacy Liner

Circle LF for Light Filtering or RD for Room Darkening.

### (14) Smoothy Only - Cord Loop

Custom cord loop lengths are available in 1 foot increments starting at 2 feet up to 8 feet.

### (15) Cordless or Smoothy Only - Insert Strip or Valance\*\*\*

Circle IS to receive a fabric head rail insert strip. Circle V to receive the standard fabric valance.

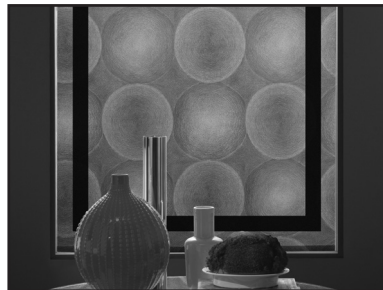
Cordless Top Down-Bottom Up Shades come standard with a fabric valance.

### Special Instructions

This space allows you to note information that is pertinent to your shade order. Indicate in Special Instructions for items like Hold Downs, Spacer Blocks and Extension Brackets etc. To order motorized roman shades, contact Comfortex Customer Service or order online Direct Connect online ordering.



Border - Picture Frame



Border - Inset



All-Over Pattern



Decorative Border Pattern