

ORDERING INSTRUCTION

How to Order

In order to avoid any mistake, you must fax all the orders to us. Order forms are available on request.

Price

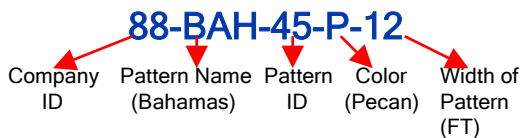
The total price for a Woven Shade is determined by the following information:

- Pattern and style
- The size of the shade
- Option requested
- Some style is standard; some style is optional (with surcharge).

Ordering Tips

Consider the following when ordering woven shades:

- Size limitations: Some option is only available in restricted sizes
Size details can be found on Pattern index page as below:



- Additional light control or privacy:
Privacy lining: Black -out white or ivory
Dim-out white or ivory
- Rollease Clutch system is recommended for large shade up to weight of 30 lbs.

Credit Terms

Our credit application form is available to open an account. Please allow 3-4 weeks for processing. Any account over 30 days will be put on credit hold and may be changed to C.O.D.

Terms

Net 30 days: with approved credit application
C.O.D: with approved application to accept company check.
C.O.D Cash: will only accept cash, money order, or certified check only.
Credit Card: Visa or Mastercard



Important Ordering Information

When placing an order, the information must be included as follows:

- *Pattern and Color name
- *Shade style
- *All options requested
Control position (Left or Right)
- *Type of mounting required:
 - Inside Mount (IB)
 - Outside Mount (OB)
- *Accurate measurement to the nearest 1/8"
- *Additional measurement for specialty shape applications.
 - Template required
- *Other options;
 - Rollease clutch system
 - Decorative valance
 - Bamboo pole
 - Edge binding
 - Privacy lining

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Rush Charges

A net surcharge of \$10.00 per shade will be applied to any rush order. Shades will be finished within 3 - 10 business days. (If material is in stock only)

Cancellations and Changes

All shades are custom made and can not be cancelled. There will be a service charge for changes or cancellations made after the goods are cut.

Returns

All products returned to the factory must be accompanied by a RETURN AUTHORIZATION NUMBER as well as explicit written instructions as to what should be done, whose fault it is and our original work order and invoice number.

Dye Lot:

All materials are subject to dye lot variations. We cannot assume responsibility for any complications resulting from color match unless a swatch has been sent for approval.

Shipping / Freight

Customers are responsible for all shipping cost of their orders.

- Ground Service:** We use UPS for all ground service.
 - Air Service:** 2nd day air or 3rd day air service is available upon requested.
 - Trucking Service:** Customer may suggest a trucking company using their account number.
- *Over size fee: Any shade with width above 80" will be charged oversize fee.

Pricing Example

WIDTH TO:	24"	30"	36"	42"	48"	60"	72"	84"	96"	108"	120"	144"	Edge	Binding
HEIGHT TO:													1"	3"
42"	113	146	156	175	201	236	299	354	376	414	467	538	79	157
48"	122	159	166	197	219	257	311	380	418	447	502	591	85	170
102"	217	269	307	353	391	474	572	659	741	840	927	1063	137	275
108"	236	288	326	372	417	504	603	696	782	885	979	1116	142	288
114"	255	307	344	401	444	532	635	733	821	930	1029	1170	149	299
120"	273	326	363	425	470	562	667	771	861	976	1079	1223	155	311
126"	292	344	381	449	497	591	699	808	901	1021	1130	1276	161	324
Rolle ase Clutch	138	157	177	197	216	236	256	275	295	315	334	354		
Decorative Valence	79	93	108	123	138	152	167	182	197	211	226	241		
Bamboo Pole	54	69	83	98	113	128	142	157	172	187	202	216		