

## MEASURING

### General Measuring

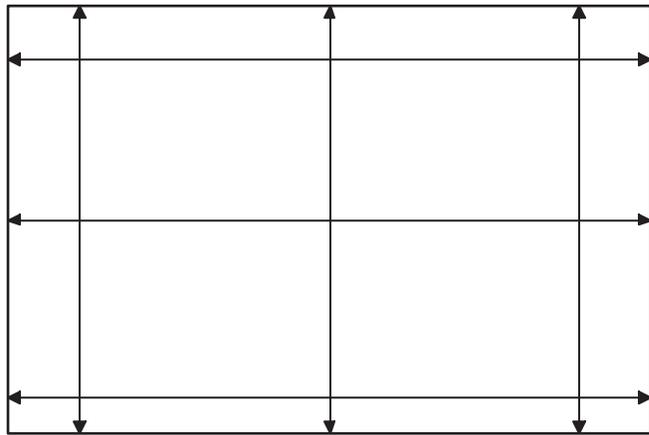
Measuring for Woodwinds Plantation Shutters is not an involved procedure. The difficulty lies in the fact that every panel and frame has variations that call for slight modifications in the measuring procedure. Please take note of the specific case instructions listed in the MEASURING section on this page through page 29 that explain each opening.

The basic measuring instructions below were written with these complexities in mind.

There are several things to remember when measuring for Woodwinds Plantation Shutters:

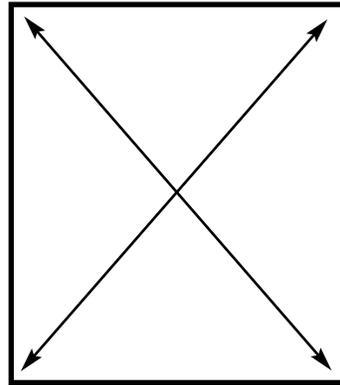
- Always use a metal tape for more accurate measurements.
- Measure all widths and heights to the nearest  $\frac{1}{16}$ ".
- When measuring for width and height, always measure in three places (along the top, middle and bottom for width and at the left, center and right for height). This allows you to accommodate openings that are not perfectly square (Figure 31).
- On inside mount window applications, the factory will take a specific  $\frac{1}{4}$ " deduction from the opening size.
- On net L-frame outside mount openings, the factory will build the shutter unit (panels and frames) to your exact width and height specifications to the outside edge of the frame.
- Inside mount applications require diagonal measurements to check if the window opening is square. If the two diagonal measurements differ by  $\frac{1}{2}$ " or greater, Comfortex recommends installing an outside mount shutter to make up for the discrepancy (Figure 32).
- It is important that exact window measurements be taken before ordering Woodwinds Plantation Shutters. Once the order is confirmed, the order may not be cancelled.
- Always use the Woodwinds Plantation Shutter Order Form on pages 49 through 50 when recording window measurements.

Figure 31



Be sure to measure your window in three places for both width and height. For inside mount openings, always use the smallest measurement. For outside mount openings, the factory will build the shutter unit to your exact width and height specifications to the outside edge of the frame.

Figure 32



For inside mount shutters, take the diagonal measurements of the window to make sure it is square.

If the two diagonal measurements differ by more than  $\frac{1}{2}$ ", consider an outside mount application.

## MEASURING

### Basic Measuring for Inside Mount Shutters (Figure 33)

1. Measure for clearance depth. Check to see that it accommodates the chosen louver size. See Figure 18 on page 18 in the SIZE SPECIFICATION section for the required louver clearances.
2. Measure the inside width in three places from top to bottom. Record the narrowest measurement.
3. Measure the inside height in three places from the top inside edge of the window to the bottom inside edge. Record the smallest measurement.
4. Take two diagonal measurements from corner to corner. If the two diagonal measurements differ by  $\frac{1}{2}$ " or greater, Comfortex recommends installing an outside mount shutter to make up for the discrepancy.
5. Take into account all clearances and deductions pertinent to your chosen frame.
6. On the order form, specify inside mount with a 2, 3 or 4-sided frame.

See pages 26 through 27 for detailed measuring diagrams pertaining to specific inside mount shutter scenarios.

### Basic Measuring for Outside Mount Shutters (Figure 34)

1. Measure for clearance depth. Check to see that it accommodates the chosen louver size.
2. Measure the outside width in three places top to bottom. Record the largest measurement.
3. Take into account all recommended clearances and additions pertinent to your chosen frame. See pages 28 through 29 for the recommended additions.
4. Measure the outside height in three places from the top outside edge of the window to the bottom outside edge. Record the largest measurement.
5. On the order form, specify outside mount with a 2, 3 or 4-sided frame.

See pages 28 through 29 to see detailed measuring diagrams pertaining to specific outside mount shutter scenarios.

Figure 33

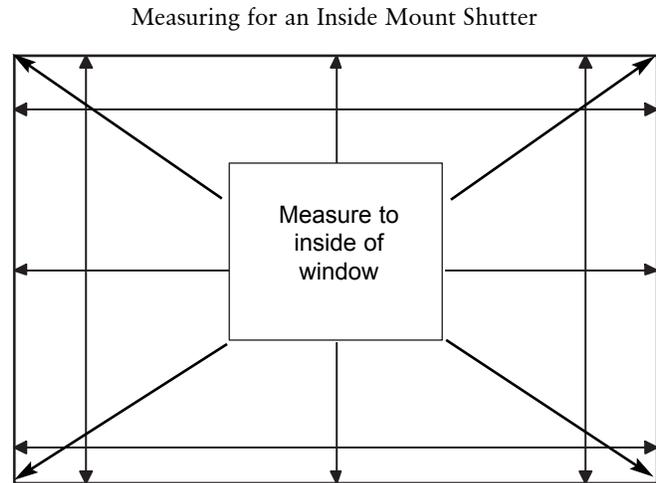
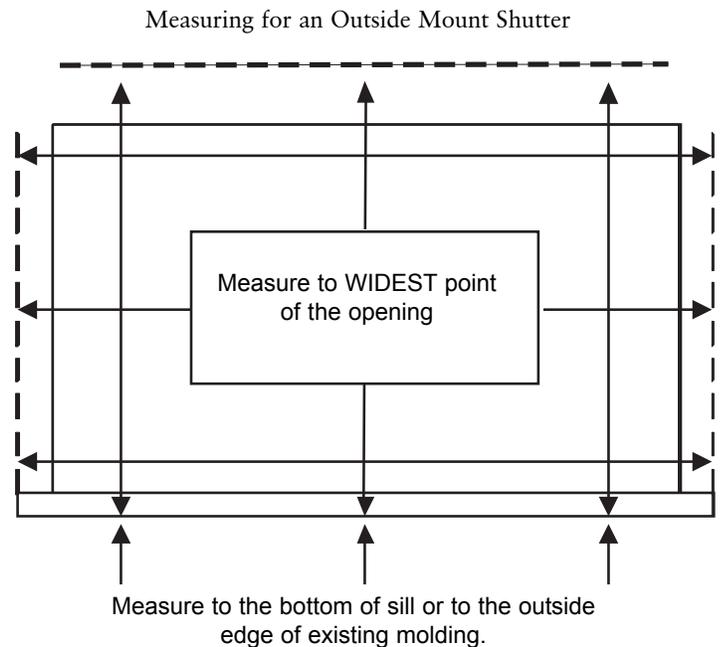


Figure 34



## MEASURING

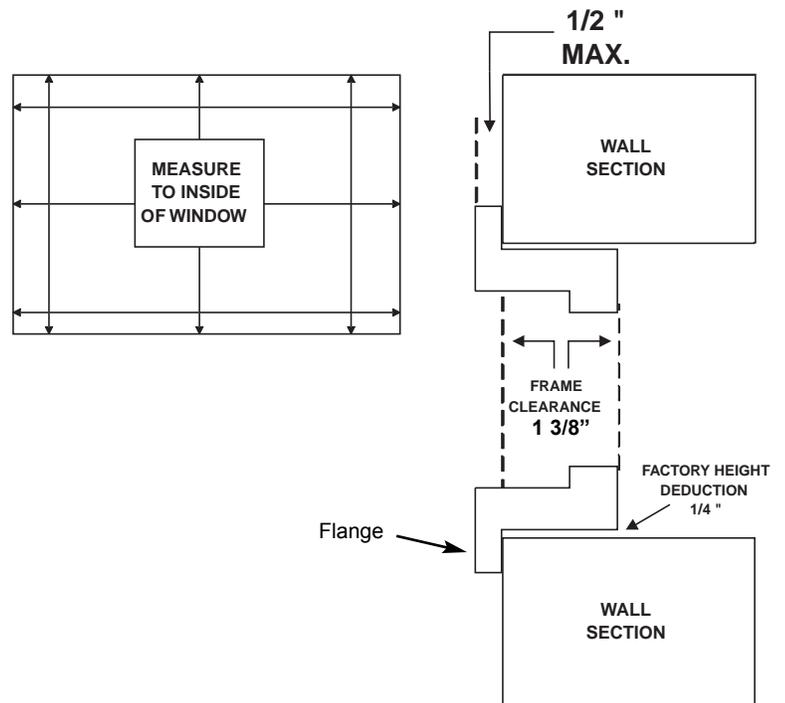
### Measuring for Specific Inside Mount Openings Using the Standard and Deluxe Z-frame

#### Z-frame: Inside Mount Without Sill (Figure 35)

1. Measure the inside width and height in three places. Use the smallest measurements.
2. Check for frame and louver clearance. Comfortex will take a standard  $\frac{1}{4}$ " width and height deduction to ensure that the frame will fit inside the opening.
3. Specify inside mount with 2, 3 or 4-sided frame.

Remember: Z-frames are manufactured to the finished dimension of the interior frame. Do not include the flange on the ordered measurements.

Figure 35

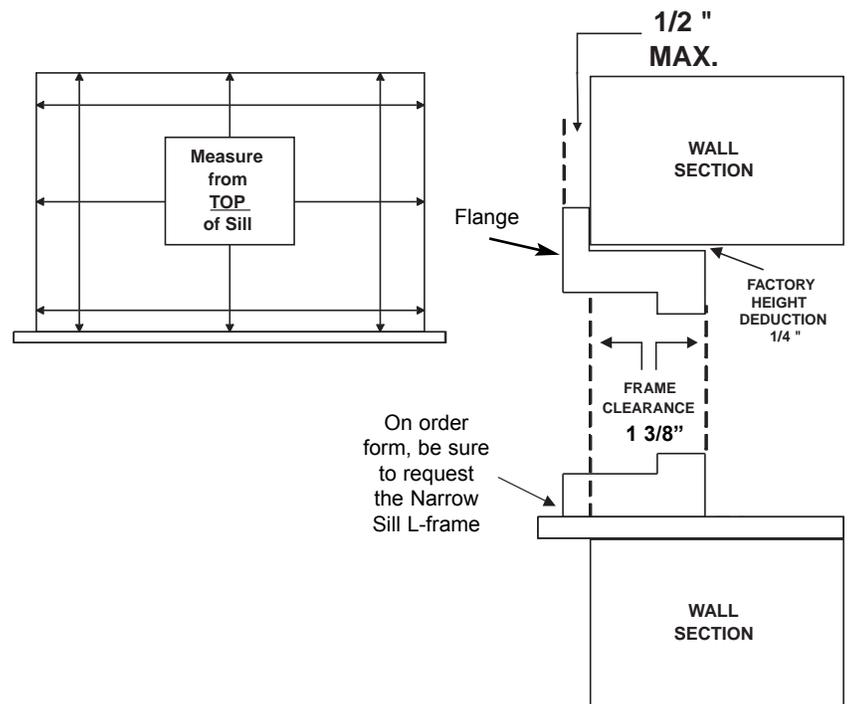


#### Z-frame: Inside Mount Openings On Top of Sill (Figure 36)

1. Measure the inside width and height in three places. Measure the width to the top of the sill. Use the smallest measurements.
2. Check for frame and louver clearance. Comfortex will take a standard  $\frac{1}{4}$ " width and height deduction to ensure that the frame will fit inside the opening.
3. Specify inside mount with 2, 3 or 4-sided frame.
4. If ordering a 4-sided frame, be sure to request the sill-style L-Frame.

Remember: Z-frames are manufactured to the finished dimension of the interior frame. Do not include the flange on ordered measurements.

Figure 36



## MEASURING

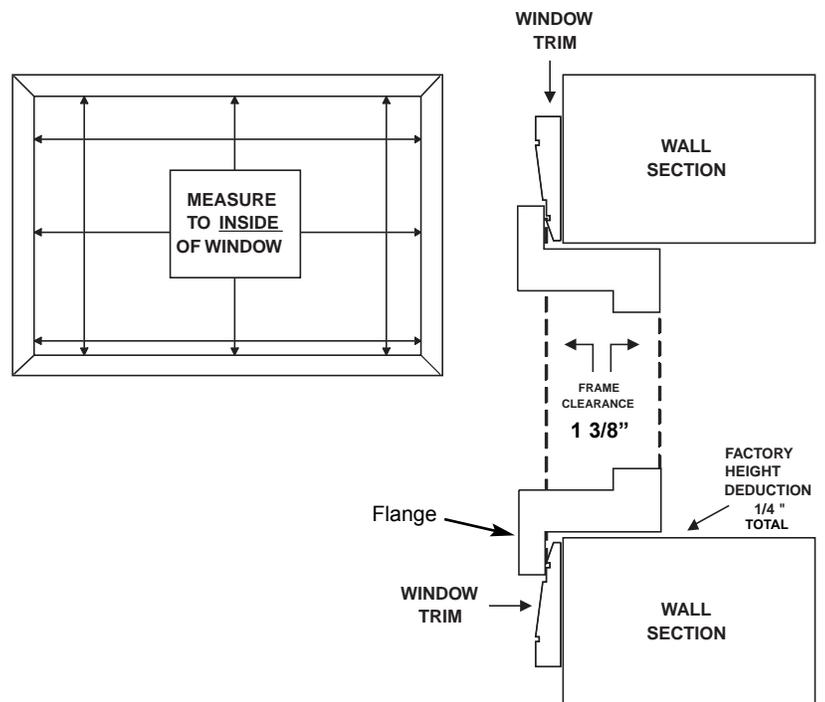
### Measuring for Specific Inside Mount Openings Using the Standard and Deluxe Z-frame

#### Z-frame: Inside Mount Openings Around Trim (Figure 37)

1. Measure the inside width and height in three places. Use the smallest measurements.
2. Check for frame and louver clearance.
3. Specify inside mount with 2, 3 or 4-sided frame.

Remember: Z-frames are manufactured to the finished dimension of the interior frame minus the standard  $\frac{1}{4}$ " width and height deduction. Do not include the flange on ordered measurements.

Figure 37



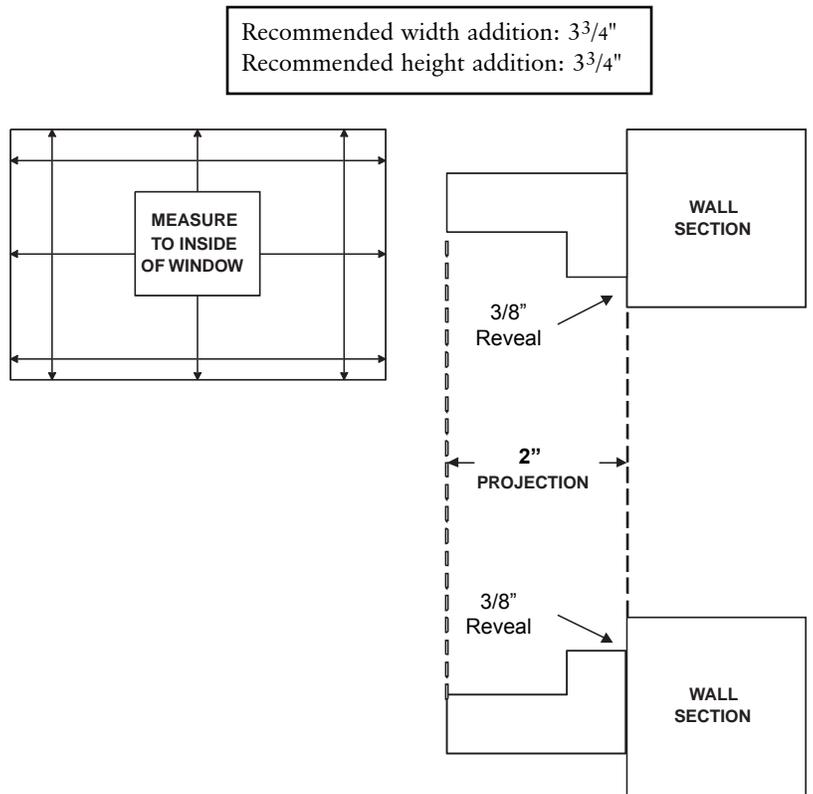
# MEASURING

## Measuring for Specific Outside Mount Openings Using the L-Frame

### L-frame: Outside Mount without Sill (Figure 38)

1. Measure the inside width and height in three places. Use the largest measurements.
2. Consider the additions listed for your chosen shutter or frame.
3. Check for frame and louver clearance.
4. Specify outside mount with 2, 3 or 4-sided frame.

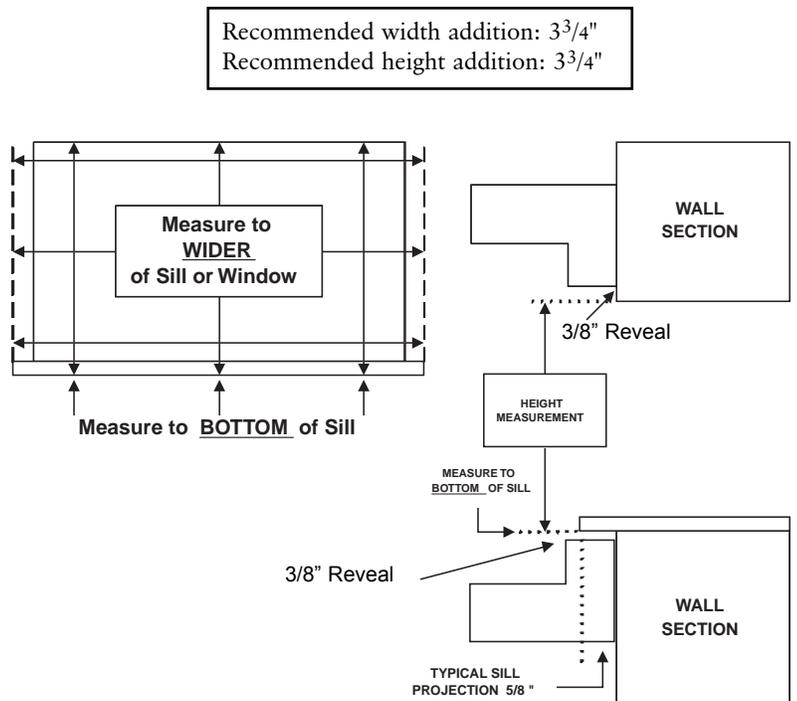
Figure 38



### L-frame: Outside Mount Around Sill (Figure 39)

1. Measure the width of the sill or opening (whatever is wider) and use the largest measurement.
2. Measure the height in three places from the bottom of the sill to the inside of top opening. Use largest measurement.
3. Check for frame and louver clearance.
4. Measure the sill projection from the wall surface. Frames can accommodate projection limit listed at right.
5. If the sill projection is more than what is listed at right, order additional hanging strip or light stop in linear feet to serve as build out. See page 1 for linear footage pricing. See page 16 for hanging strip and light stop dimensions.

Figure 39



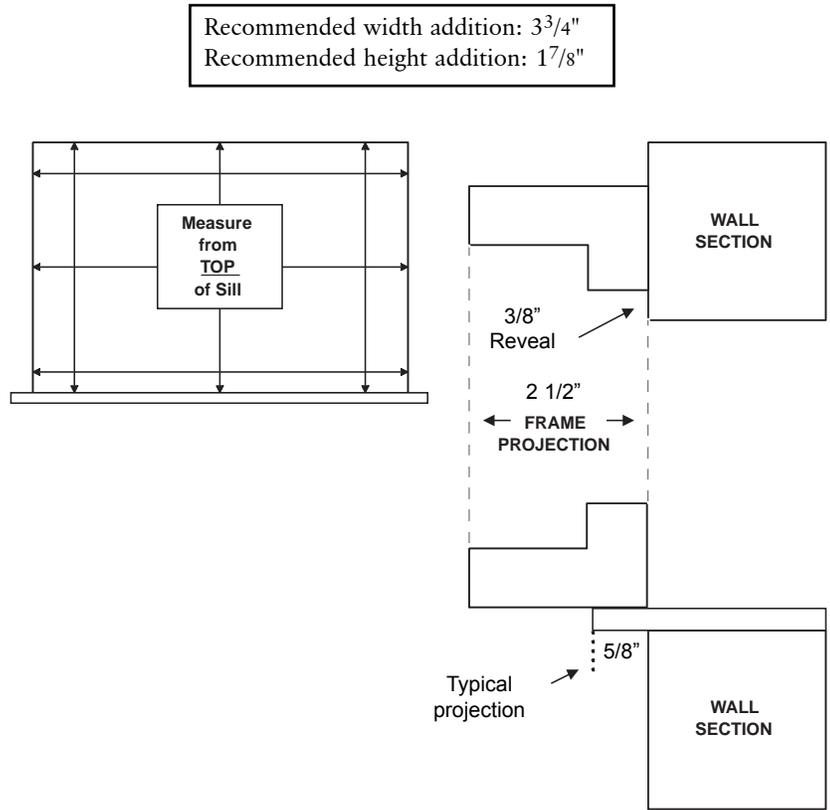
**MEASURING**

**Measuring for Specific Outside Mount Openings Using the L-Frame**

**L-frame: Outside Mount On Top of Sill (Figure 40)**

1. Measure inside width and height in three places. Use the largest measurements.
2. Consider adjustments listed for your chosen shutter or frame.
3. Check for frame and louver clearance.
4. Specify outside mount with 2, 3 or 4-sided frame.

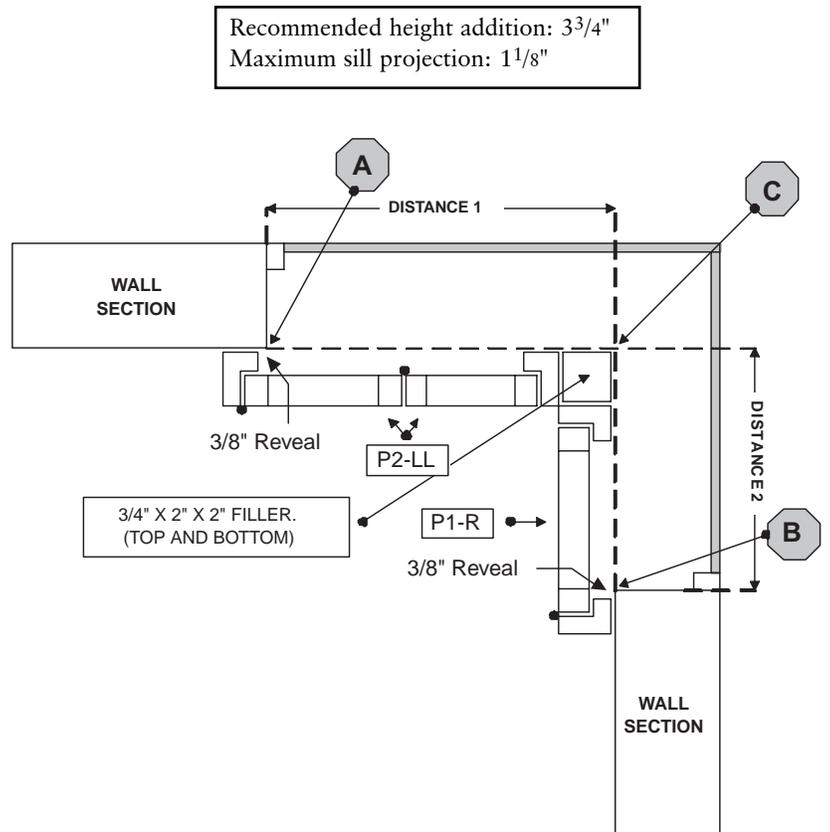
Figure 40



**L-frame: Outside Mount With or Without Window Sill (Figure 41)**

1. Establish Point C using a straight edge.
2. Measure the inside width of Distance 1 (from A to C) and Distance 2 (from B to C). Use the largest measurement for both. Consider the listed deduction.
3. Measure the inside height in three places. Use the smallest measurement. Consider the listed height addition as you measure.
4. To accommodate a sill, the sill projection must be smaller than the maximum listed at right. Installers must trim the inside vertical frames to clear sills.

Figure 41



**Please note: The filler shown at right is not supplied by Comfortex. It may be obtained at a local hardware store or home center.**

## MEASURING

### Divider Rail Height Consistency

Every shutter is custom made to fit a specific window. The design is a unique combination of:

- A top rail
- A bottom rail
- A number of evenly spaced louvers
- A divider rail (if required)

To achieve a uniform appearance (divider rails and louvers aligned) on adjacent shutters, all adjacent shutters and divider rails must be ordered at exactly the same height. If the height measurements of the shutters differ slightly (Figure 42), apply one of the following options (keeping in mind that adjacent shutters and their divider rails should always be ordered exactly the same height):

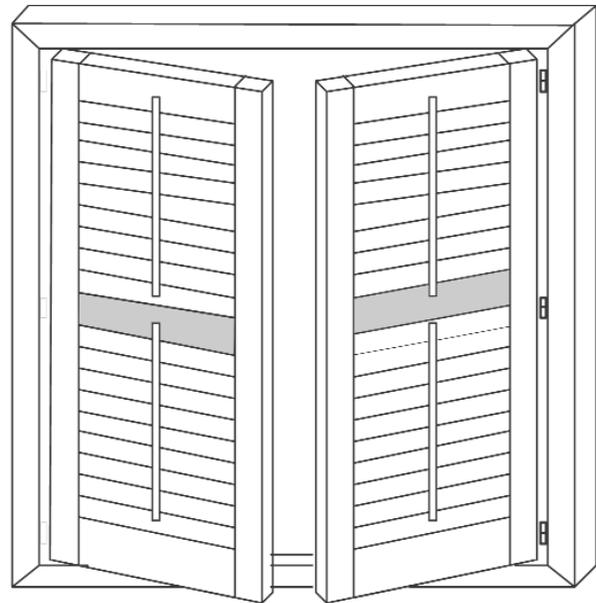
- For outside mounts, increase the ordered height of the smaller shutter to equal the taller shutter. Order shutters to be the same height. Order the divider rails to be the same height.
- For inside mounts with Standard or Deluxe Z-frames, reduce the ordered height of the taller shutter by up to  $\frac{1}{2}$ ". Order shutters to be the same height. Order the divider rails to be the same height.
- For inside mount height adjustments of more than  $\frac{1}{2}$ ", change the order to be an outside mount frame. Order the shutters to be the same height. Order the divider rails to be the same height.
- For inside mounts without frames or inside mount L-frames, reduce the taller shutter by  $\frac{1}{8}$ " maximum. Order the shutters to be the same height. Order the divider rails to be the same height.

### Divider Rail Limitations

Divider rails are an integral part of any shutter design. They provide structural rigidity and also divide top louvers from bottom louvers. Divider rails are required above certain combinations of panel widths and heights according to the folding configuration.

- Any shutter panel over 60" high requires one divider rail.
- Divider rails must be within 60" of both top and bottom rails.
- Two divider rails are required for panels over 96" high.
- The distance between two divider rails must be 60" or less.

Figure 42



Divider rail height discrepancy

## MEASURING

### Measuring Divider Rails

Divider rails are measured from the bottom up.

- Outside mount shutters: Measure from the bottom of the frame to the centerline of the desired divider rail (Figure 43).
- Inside mount shutters: Measure from the top of the sill or floor to the centerline of the desired divider rail (Figure 43).

The centerline location of divider rails may vary up or down by 1" on shutters with 2<sup>1</sup>/<sub>2</sub>" louvers, 1<sup>1</sup>/<sub>2</sub>" on shutters with 3<sup>1</sup>/<sub>2</sub>" louvers and 2" on shutters with 4<sup>1</sup>/<sub>2</sub>" louvers. If you require divider rails at exactly the same height on adjacent shutters, the shutters must be ordered at exactly the same height.

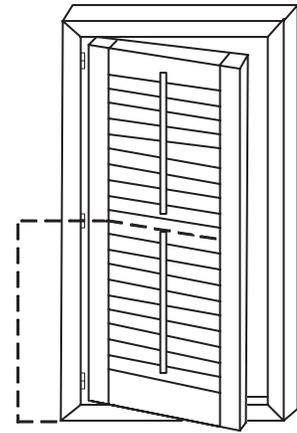
### How to Specify Unequal Panel Sizes Within an Opening

Comfortex encourages customers to try to divide all windows into equal panel widths; however, a situation may arise where adjustments have to be made depending on the window size or obstructions in the room.

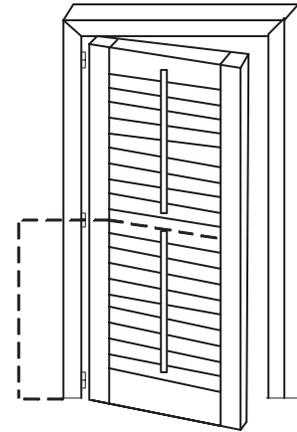
See page 17 for directions on how to measure for unequal panels with a T-post.

Figure 43

Outside Mount Shutters:  
Measure from the bottom of the  
frame to the centerline of the  
desired divider rail.



Inside Mount Shutters:  
Measure from the top of the sill  
or floors to the centerline of the  
desired divider rail.



**PANEL CONFIGURATION DIAGRAMS**  
**Standard Hinge and Bi-Fold (without track)**

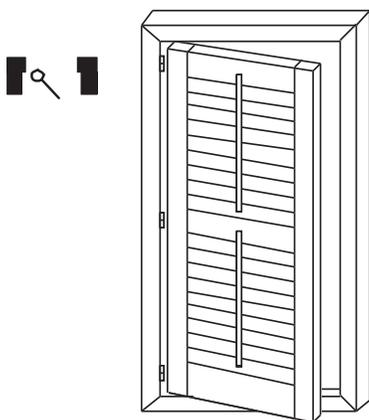
Shutter sets are built with many panel configurations. Pages 32 through 39 detail these variations, illustrating their visual appearance as well as their panel folding diagrams.

These diagrams show the most common panel configurations. Other panel configurations are possible to build. To verify a configuration that does not appear on the following pages, please contact Comfortex Customer Service at 800-843-4151.

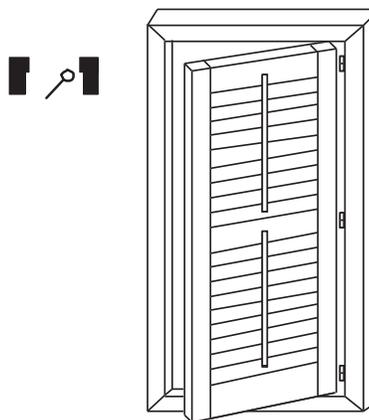
Please pay attention to the maximum and minimums included with these diagrams. These numbers are crucial to maintaining proper shutter operation.

Certain size panels require a specific number of hinges. For hinge information, please see pages 11 and 19.

P1 L or P1 R; 2, 3 or 4-sided frame



		Wd.	Ht.	Sq. Ft.
P1 L or R Standard Shutter	Min.	8"	16"	
	Max.	30"	112"	20



		Wd.	Ht.	Sq. Ft.
P1 DH* L or R Double Hung	Min.	8"	32"	
	Max.	30"	112"	18

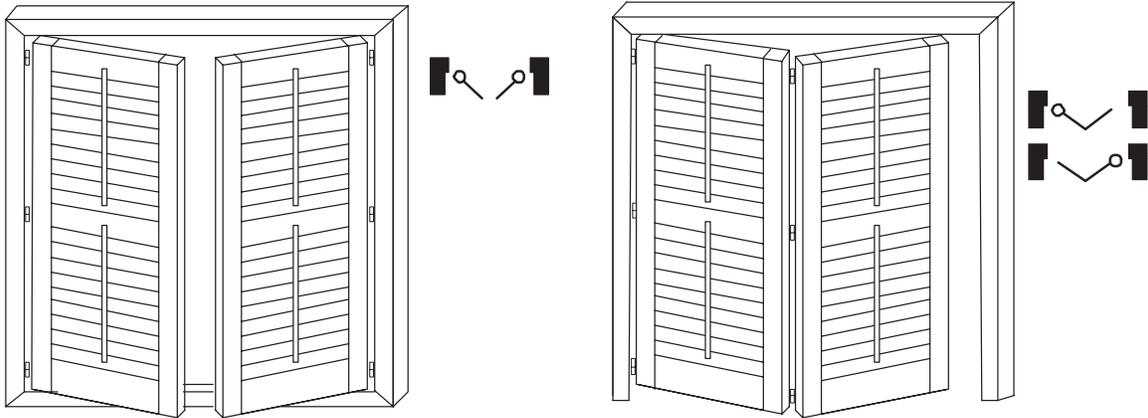
		Wd.	Ht.	Sq. Ft.
P1 IF L or R Inverted Café Frame	Min.	8"	16"	
	Max.	30"	112"	20

\* Comfortex strongly recommends that all double hung units are ordered with a frame.

# PANEL CONFIGURATION DIAGRAMS

## Standard Hinge and Bi-Fold (without track)

P2 LR, P2 LL or P2 RR; 2, 3 or 4-sided frame



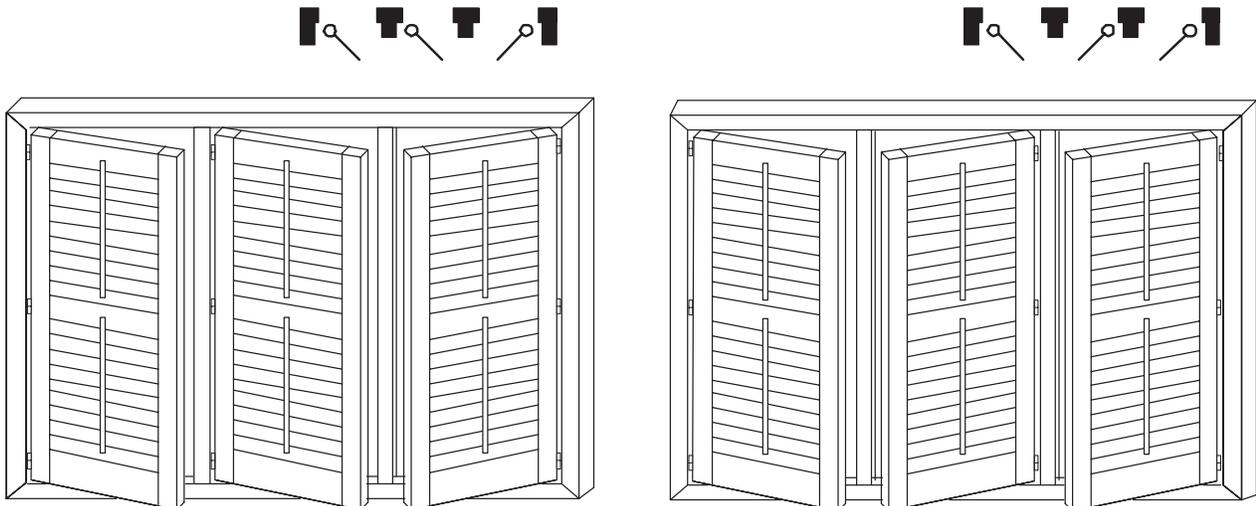
		Wd.	Ht.	Sq. Ft.
<b>P2 LR</b> Standard Shutter	Min.	16"	16"	
	Max.	60"	<b>112"</b>	45

		Wd.	Ht.	Sq. Ft.
<b>P2 DH* LR</b> Double Hung	Min.	16"	32"	
	Max.	60"	<b>112"</b>	40

		Wd.	Ht.	Sq. Ft.
<b>P2 IF LL</b> <b>P2 IF RR</b> Bi-fold Shutter	Min.	16"	16"	
	Max.	40"	<b>112"</b>	40

\*Comfortex strongly recommends that all double hung units are ordered with a frame.

P3 L T L T R or L T R T R; 2, 3 or 4-sided frame



		Wd.	Ht.	Sq. Ft.
<b>P3 L T L T R</b> or <b>L T R T R</b> Standard Shutter	Min.	36"	16"	
	Max.	90"	<b>112"</b>	60

		Wd.	Ht.	Sq. Ft.
<b>P3 DH* L T L T R</b> or <b>L T R T R</b> Double Hung	Min.	36"	32"	
	Max.	84"	<b>112"</b>	56

		Wd.	Ht.	Sq. Ft.
<b>P3 IF L T L T R</b> or <b>L T R T R</b> Inverted Café Frame	Min.	36"	16"	
	Max.	90"	<b>112"</b>	60

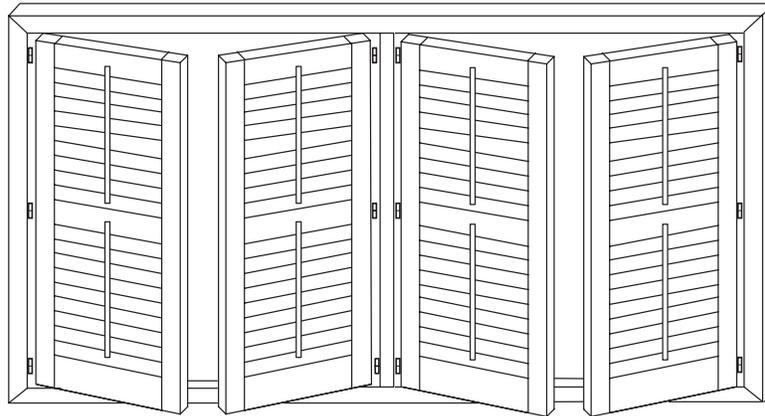
\* Comfortex strongly recommends that all double hung units are ordered with a frame.

(2 panel bi-fold with 1 standard panel also available)



**PANEL CONFIGURATION DIAGRAMS**  
**Standard Hinge and Bi-Fold (without track)**

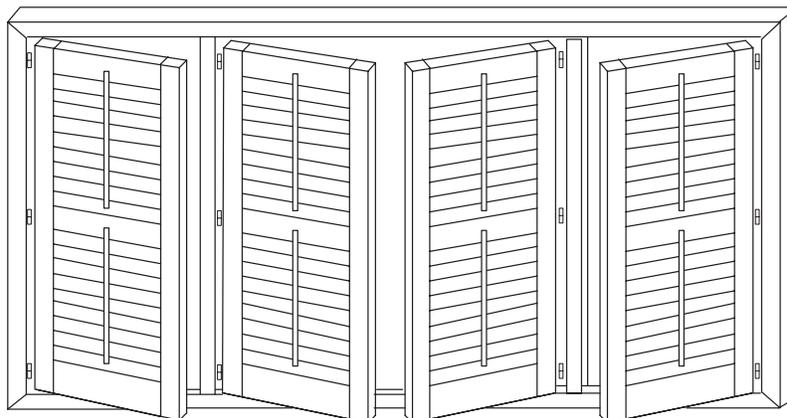
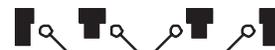
P4 LR T LR; 2, 3 or 4-sided frame



	Wd.	Ht.	Sq. Ft.		Wd.	Ht.	Sq. Ft.		Wd.	Ht.	Sq. Ft.			
<b>P4 LR T LR</b> Standard Shutter	Min.	48"	16"		<b>P4 DH* LR T LR</b> Double Hung	Min.	48"	32"		<b>P4 IF LR T LR</b> Inverted Café Frame	Min.	48"	16"	
	Max.	120"	112"	80		Max.	112"	112"	75		Max.	120"	112"	80

\* Comfortex strongly recommends that all double hung units are ordered with a frame.

P4 L T LR T R; 2, 3 or 4-sided frame

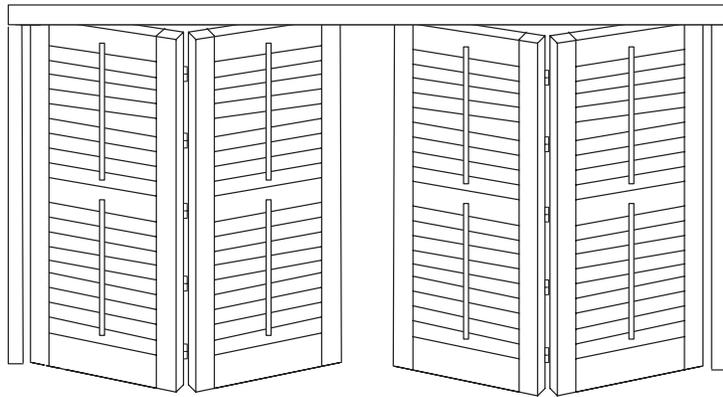


	Wd.	Ht.	Sq. Ft.		Wd.	Ht.	Sq. Ft.		Wd.	Ht.	Sq. Ft.			
<b>P4 L T LR T R</b> Standard Shutter	Min.	48"	16"		<b>P4 DH* L T LR T R</b> Double Hung	Min.	48"	32"		<b>P4 IF L T LR T R*</b> Inverted Café Frame	Min.	48"	16"	
	Max.	120"	112"	80		Max.	120"	112"	75		Max.	120"	112"	80

\* Comfortex strongly recommends that all double hung units are ordered with a frame.

**PANEL CONFIGURATION DIAGRAMS**  
**Standard Hinge and Bi-Fold (without track)**

P4 LL RR; 2, 3 or 4-sided frame



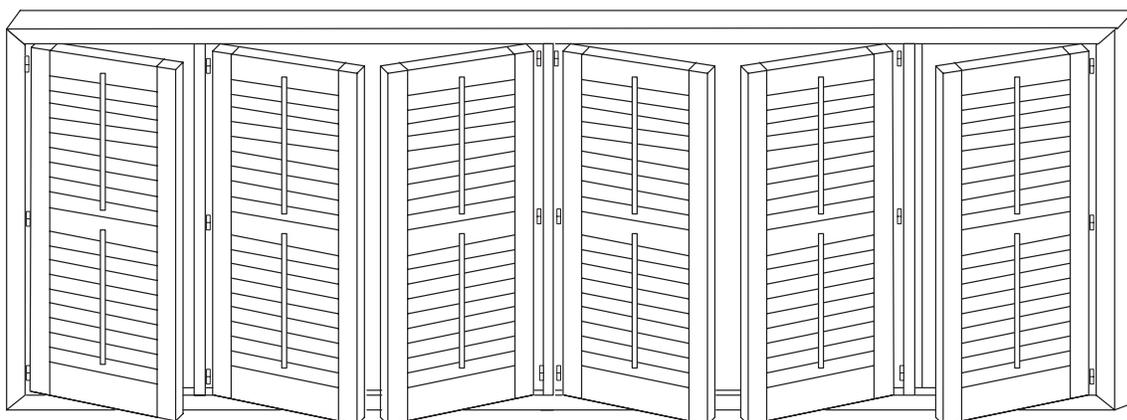
	Wd.	Ht.	Sq. Ft.
<b>P4 LL RR Bi-Fold Shutter</b>	Min. 48"	16"	
	Max. 80"	<b>112"</b>	55

	Wd.	Ht.	Sq. Ft.
<b>P4 DH* LL RR Double Hung</b>	Min. 48"	16"	
	Max. 80"	<b>112"</b>	75

	Wd.	Ht.	Sq. Ft.
<b>P4 IF LL RR Inverted Café Frame</b>	Min. 48"	16"	
	Max. 80"	<b>112"</b>	80

\* Comfortex strongly recommends that all double hung units are ordered with a frame.

P6 L T LR T LR T R; 2, 3 or 4-sided frame



	Wd.	Ht.	Sq. Ft.
<b>P6 L T L R T L R T R Standard Shutter</b>	Min. 72"	16"	
	Max. 180"	<b>112"</b>	120

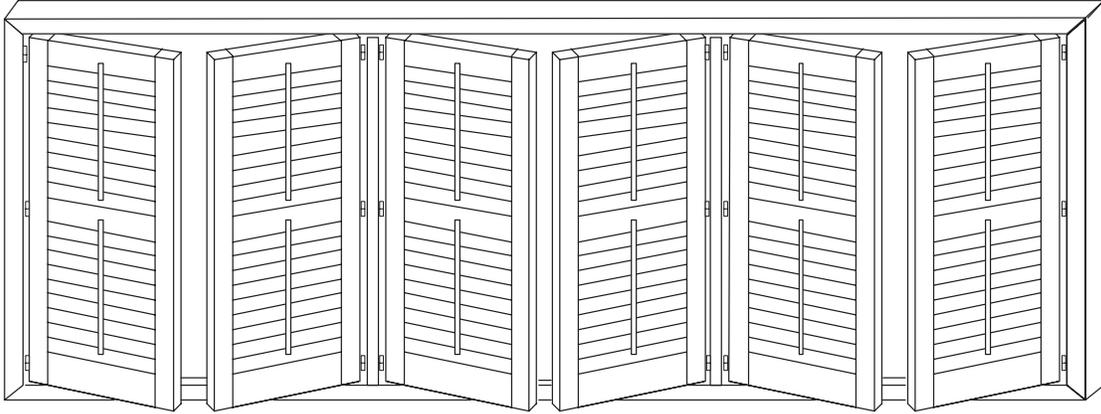
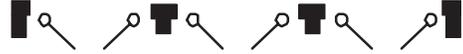
	Wd.	Ht.	Sq. Ft.
<b>P6 DH* L T L R T L R T R Double Hung</b>	Min. 72"	32"	
	Max. 168"	<b>112"</b>	112

	Wd.	Ht.	Sq. Ft.
<b>P6 IF L T L R T L R T R Inverted Café Frame</b>	Min. 72"	16"	
	Max. 180"	<b>112"</b>	120

\* Comfortex strongly recommends that double hung units are ordered with a frame.

**PANEL CONFIGURATION DIAGRAMS**  
**Standard Hinge and Bi-Fold (without track)**

P6 LR T LR T LR; 2, 3 or 4-sided frame



**P6**  
**LRT LRT LR**  
**Standard Shutter**

	Wd.	Ht.	Sq. Ft.
Min.	72"	16"	
Max.	180"	<b>112"</b>	120

**P6 DH\***  
**LRT LRT LR**  
**Double Hung**

	Wd.	Ht.	Sq. Ft.
Min.	72"	32"	
Max.	168"	<b>112"</b>	112

**P6 IF**  
**LRT LRT LR**  
**Inverted Café**  
**Frame**

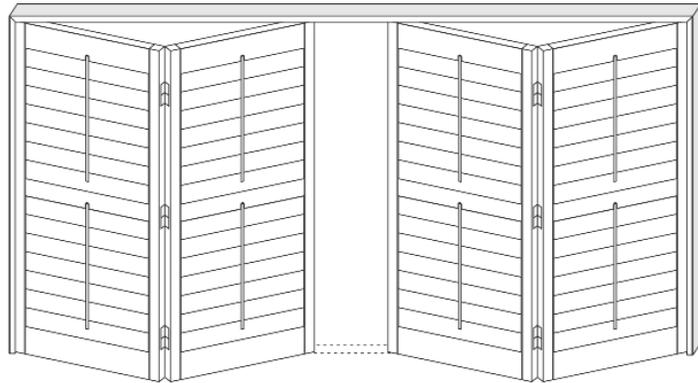
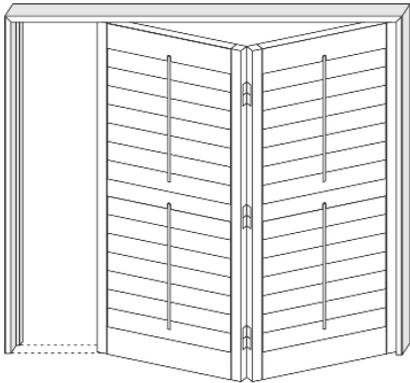
	Wd.	Ht.	Sq. Ft.
Min.	72"	16"	
Max.	180"	<b>112"</b>	120

\* Comfortex strongly recommends that all double hung units are ordered with a frame

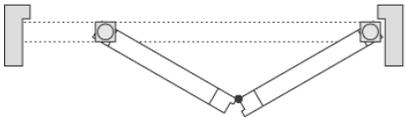
# PANEL CONFIGURATION DIAGRAMS

## Bi-Fold Track

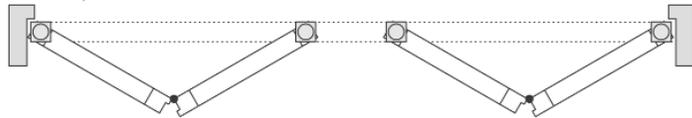
BF-2R or BF-2L, BF-2L/2R; with or without box out



**BF-2R**



**BF-2R/2L**



(Shutter unit may also be built as BF-2L.)

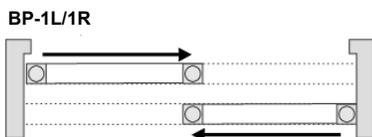
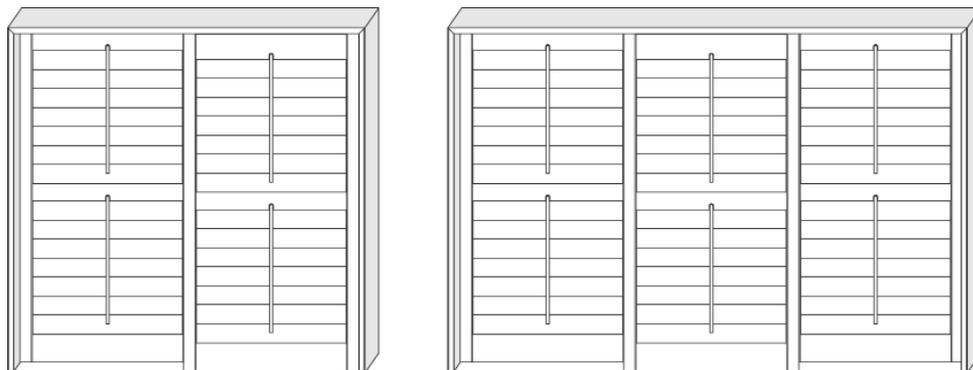
	Wd.	Ht.	Sq. Ft.
<b>BF-2R or BF-2L</b> Min.	20"	18"	
Max.	60"	112"	45"

	Wd.	Ht.	Sq. Ft.
<b>BF-2R/2L</b> Min.	36"	18"	
Max.	120"	112"	90"

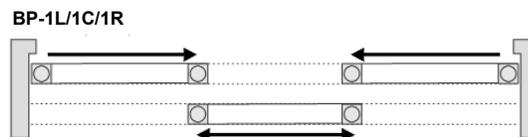
# PANEL CONFIGURATION DIAGRAMS

## Bypass Track

BP-1L/1R or BP-1L/1C/1R; with or without box out

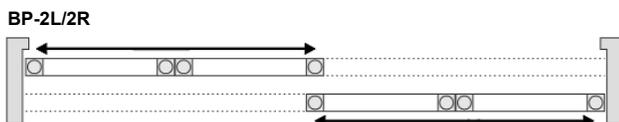
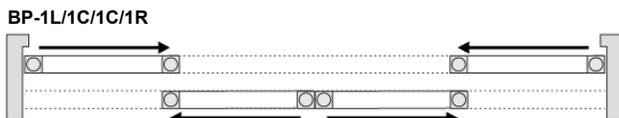
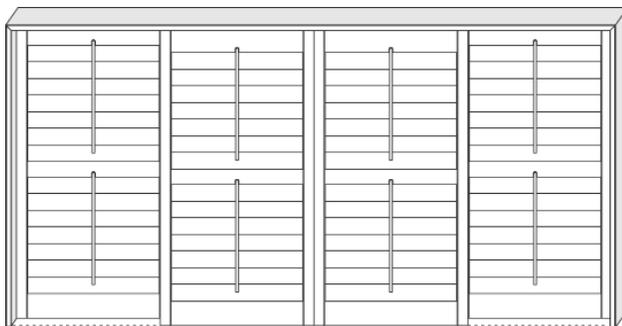


	Wd.	Ht.	Sq. Ft.
<b>BP-1L/1R</b> Min.	20"	18"	
Max.	60"	112"	45"



	Wd.	Ht.	Sq. Ft.
<b>BP-1L/1C/1R</b> Min.	28"	18"	
Max.	90"	112"	67"

BP-1L/1C/1C/1R or BP-2L/2R; with or without box out

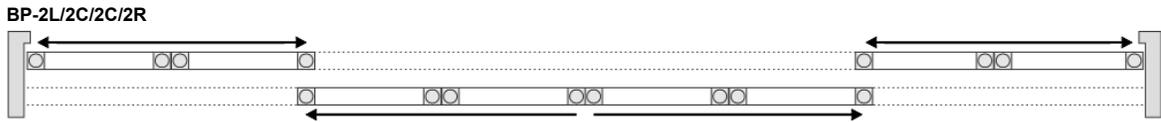
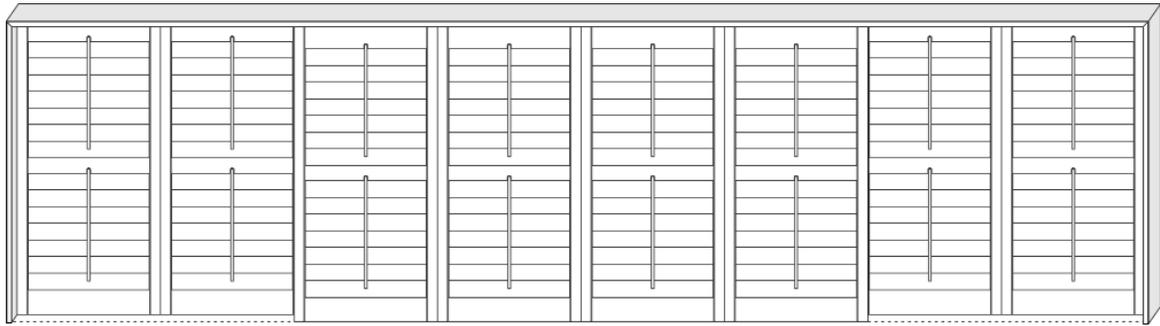


	Wd.	Ht.	Sq. Ft.
<b>BP-1L/1C/1C/1R</b> <b>or BP-2L/2R</b> Min.	36"	18"	
Max.	120"	112"	90"

**PANEL CONFIGURATION DIAGRAMS**

**Bypass Track**

BP-2L/2C/2C/2R; with or without box out



	Wd.	Ht.	Sq. Ft.
Min.	68"	18"	
Max.	192"	112"	112"

## Warranty Information

Comfortex warrants that Woodwinds Plantation Shutters will be free from defects in materials and workmanship for as long as the original purchaser owns the product, provided that the product was installed properly and in accordance with the installation instructions. The limited lifetime warranty is extended to the original purchaser only, in the original window for which it was intended.

The warranty does not include any conditions or damages resulting from accidents, alterations, misuse, or failure to follow printed instructions on installation, cleaning and care, or repairs. This warranty also does not apply to conditions resulting in normal wear and tear.

**PLEASE NOTE:** *Be sure to order shutter units as recommended to cover various applications. Comfortex will not warranty shutters improperly installed within openings that are out-of-square.*

To obtain service, contact the dealer from whom you purchased the product. Comfortex will work with the dealer to repair or replace defective parts or components with similar or like parts at no charge.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER OBLIGATIONS, LIABILITIES OR WARRANTIES. In no event shall Comfortex or its licensed fabricators or distributors be held liable for INCIDENTAL OR CONSEQUENTIAL DAMAGES, or for any other damage, loss or expense, cost or fee associated with such damage. In some states, exclusions for incidental or consequential damages are not allowed.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Policy is subject to change without notice.

## Conditions of Sale

All Comfortex products are custom fabricated to your exact specifications. We cannot accept responsibility for errors in ordering or cancellations and charges after the order is in production.

## Policies

**Freight:** Comfortex will ship all orders for Woodwinds Plantation Shutters and Specialty Units via UPS Ground or other similar method for \$10.00 per Panel and Specialty Unit within the continental United States. This covers packaging and freight from the Melbourne, Florida facility. The maximum packaging and freight charge is \$50.00.

Comfortex reserves the right to select another carrier, modify shipping terms or change freight policies without notice.

**Service and Repair:** Service may be obtained by contacting our Customer Service Department at 800-843-4151. No products, parts, components, or other materials will be authorized for return or repair without prior approval from Comfortex. A *Return Authorization* (RA) may be obtained by contacting our Technical Service Department. In order to provide the quickest service possible, please have your Comfortex *Work Order* number and original order information available when you call.

**Download installation instructions, order forms or additional price list copies at [www.comfortexdealers.com](http://www.comfortexdealers.com). The files can be found in the *For Our Dealers* section.**

<p><b>(1) Louver Size</b> Record the 2 1/2", 3 1/2" or 4 1/2" size in the space provided.</p>	<p><b>(8) (...continued)</b> Bi-fold panels are indicated by double letters, as well as by intermediate angles indicated in the drawings.</p>	<p><b>(16) Divider Rail Location #1</b> Standard placement divides the panel equally. If the shutter requires one divider rail with unequal placement, record the height of this divider rail. Please be sure to record the correct measurement as explained in the <i>Woodwinds Plantation Shutter Price List and Reference Guide</i>.</p>
<p><b>(2) Frame Style</b> Choose the type of mount/frame that best suits the window design. Record the mount/frame style using one of the following notations: <b>Bi-Fold Box Out (BF)</b> Double panels, hinged together, move along a track system attached to a build-out frame (OB) <b>Bypass Box Out (BP)</b> Single panels slide past each other on a double track system attached to a build-out frame (OB) <b>Direct Mount (DM)</b> Panels are attached directly to the window casing or to a hanging strip without a frame - please explain how the shutters are being mounted in <i>Special Instructions and Mounting Information</i> <b>Deep L-Frame (DL)</b> Required for flush mount applications with the 4 1/2" lower and to provide extra clearance for obstructions in the window <b>Net L-Frame (NL)</b> Panels are attached to a Standard L-Frame (OB) <b>L-Frame (LF)</b> Panels are attached to a Standard L-Frame (IB) <b>Z-Frame (ZF)</b> Panels are attached to a Standard Z-Frame (IB) <b>Deluxe Z-Frame (DZ)</b> Panels are attached to a Deluxe Z-Frame (IB)</p>	<p><b>(9) Double Hung Panels</b> Record whether or not the panels are double hung. Y Yes N No</p> <p><b>(10) (11) Horizontal and Vertical T-Post Placement</b> Measure for each T-post to indicate its placement according to the instructions found in the <i>Woodwinds Plantation Shutter Price List and Reference Guide</i>. For double hung panels, circle Yes (Y) or No (N) to indicate whether the shutter will have a horizontal T-post, followed by the measurement from the bottom of the panel to the center of the T-post. Record measurements for up to 3 vertical T-posts, recording the left-most to right-most measurements from left to right on the form.</p>	<p><b>(17) Divider Rail Location #2</b> Standard placement divides the panel equally. If the shutter requires a second divider rail, record the height of this second divider rail. Please be sure to record the correct measurement as explained in the <i>Woodwinds Plantation Shutter Price List and Reference Guide</i>.</p>
<p><b>(3) Quantity</b> Record the number of shutter units you are ordering with a particular set of measurements.</p> <p><b>(4) Color</b> Choose the color for the shutter panels and frames. The panels and frames will be made to match exactly. Record the color using one of the following notations: 7004 Piccolo (bright white) 7008 Bolero (soft white) 7028 Clarinet (cream)</p> <p><b>(5) Shutter Width</b> (measured to within 1/16") Record the width of the shutters you are ordering. Please be sure to record the correct measurement as explained in the <i>Woodwinds Plantation Shutter Price List and Reference Guide</i>.</p> <p><b>(6) Shutter Height</b> (measured to within 1/16") Record the height of the shutters you are ordering. Please be sure to record the correct measurement as explained in the <i>Woodwinds Plantation Shutter Price List and Reference Guide</i>.</p>	<p><b>(12) Rabbeted Center Stiles</b> For rabbeted stiles, choose which stile overlaps on top. Record the rabbeted overlay using one of the following notations: R Right stile overlaps the left (standard) L Left stile overlaps the right N No rabbet</p> <p><b>(13) Frame Type</b> Choose the type of frame that best suits the window and panel design. Record the frame style using one of the following notations: 1 Box out header only (track systems) 2 2-sided frame 3 3-sided frame 4 4-sided frame S 4-sided Z-Frame with sill bottom frame D 3-sided door frame C 2-sided cafe frame I 3-sided inverted cafe frame L 3 sided inverted cafe frame with sill None No frame required</p>	<p><b>(18) Hinge Style</b> Record the hinge style in the space provided. N Non-mortised hinge (standard) B Butt hinge W Wrap hinge (required when using a hanging strip) U Universal wrap hinge (U-wrap)</p> <p><b>(19) Pull or Knob Style</b> Record what kind of pulls or knobs should be included with the shutter. Both the knob and wire pull options are available for an additional charge of \$7.50 per panel. N None B Brass Knob P Porcelain Knob (white) H Brass Wire Pull W White Wire Pull</p>
<p><b>(7) Total Number of Panels</b> Record the total number of panels per shutter unit in the space provided.</p> <p><b>(8) Panel Configurations</b> In this column, print the letters of the panel configuration. Please be sure to note the different panel configurations listed in the <i>Woodwinds Plantation Shutter Price List and Reference Guide</i>. Several common panel configurations are listed at right (top down view). Please draw the diagram for each shutter in the corresponding box on the front of this form. <i>(continued...)</i></p>	<p><b>(14) Hanging Strip</b> Record whether or not the shutter requires a hanging strip. N None (standard) A Adjustable F Fixed</p> <p><b>(15) Light Stop</b> Record whether or not the shutter requires a light stop. Y Yes N No</p>	<p><b>(20) Latch Option</b> Record whether or not a latch should be included with the shutter panels. Latches are available in Bright Brass only at \$21.00 per latch. Y Yes N No</p> <p><b>(21) Hinge Color</b> Record what color the hinges should be. P Painted (White hinges are matched to Piccolo and Bolero shutters. Antique white hinges are matched to Clarinet shutters.) B Bright Brass A Antique Brass N Nickel Plated (silver)</p> <p>Universal wrap hinges are only available in painted colors and Bright Brass.</p>
<p><b>(22) Special Instructions and Mounting Information</b> This space allows you to note information that is pertinent to your shutter order and necessary for the builder to know. Please note in this space whether the hanging strip will be mounted beside or behind the shutter panel. If you need to order linear (by the foot) materials such as light stop, simply note it in this space and refer to the linear footage pricing on pages 1 through 4 of the <i>Woodwinds Plantation Shutter Price List and Reference Guide</i>.</p>		