

PERSONA™

ROMAN SHADES



Where Innovation is Always in Fashion™

Customer Service (800) 843 - 4151
 Order Fax (800) 336 - 4580
 Web Site www.comfortex.com

BILL TO

SHIP TO

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

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.

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)	Main Color Number	Secondary Color Number Border or Paisley Only	Hardware Color	Mount	Cord Right Left	2 on 1 Head Rail ** Yes/No	Smoothy Only Cord Loop 2' - 15'	Cordless or Smoothy Only *** Insert Strip
Clas Flat	SR TDBU S M C CD									W BR N	IB OB	R L	Y N		Y N
Clas Flat	SR TDBU S M C CD									W BR N	IB OB	R L	Y N		Y N
Clas Flat	SR TDBU S M C CD									W BR N	IB OB	R L	Y N		Y N
Clas Flat	SR TDBU S M C CD									W BR N	IB OB	R L	Y N		Y N

* Some sizes and fabrics must be built with the Smoothy System, see price list for details. SR= Standard Rectangular, TDBU=Top Down-Bottom Up S= Smoothy Cord Loop, M= Motorized C=Cordless, CD=Cordless Top Down-Bottom Up ** Two On One Shades are available in Classic Roman Style only. *** Circle "Y" for fabric head rail insert strip. Circle "N" to receive standard fabric valance. 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. Roman shades with widths of 94" or more or do not meet the size and weight requirements of UPS or FedEx Ground are required to ship by motor freight. A \$40.00 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 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, 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
Traditions	0200	Marble Elegance	0300
Marble Elegance Blackout	1300	EcoGreen Screen	0400

(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
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(7) Shade Design

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:

Paisley 0004

Scroll Horizontal Bottom Border with Ivory background 0055

Scroll Horizontal Bottom Border with Taupe background 0056

Scroll Horizontal Bottom Border with Chocolate background 0057

Patterns continued

Scroll All Over Pattern with Ivory background 0052

Scroll All Over Pattern with Taupe background 0053

Scroll All Over Pattern with Chocolate background 0054

Trumpet Vine Vertical Border 0011

Trumpet Vine (All Over Pattern) 0010

Whimsical Stripe with White background 0058

Whimsical Stripe with Cream background 0059

(8) Main Color Number

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

(9) Secondary Color Number

If you have selected a Border or the Paisley pattern, record one the 4-digit color number you want for your shade(s).

(10) Hardware Color

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

(11) Mount

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

(12) Cord

Circle R for Right or L for Left.

(13) 2 on 1 Headrail

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

(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

Circle Yes for fabric head rail insert strip. Circle No to receive standard fabric valance.

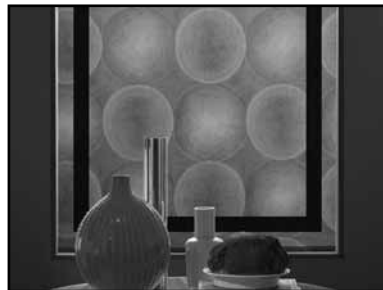
Special Instructions

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



Border Pattern

PERSONA™

ROLLER SHADES



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 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.

1	2	3	4	5	6	7	8	9	10	Standard Roller				Cassette, UltraSleek & Fascia					
Qty.	Width	Length	Fabric Type Number	Border Style # (Optional)	Design Number Texture Pattern Solid (1111)	Main Color Number	Secondary Color Number Border or Paisley Only	Mount Inside Outside Side Exact *	Cord Right Left	Custom Cord Length **	Extension Brackets ***	Reverse Roll **** Y / N	Bead Cord Color ***** White Black Steel	Bottom Rail Color ***** White Black	Cassette, UltraSleek or Fascia Head Rail Upgrade	Hardware Color Cassette or UltraSleek Only	Bead Cord Color ***** White Black Bronze Steel Polyester	Bottom Rail Color ***** White Black Bronze	Fascia Color Aluminum Black Bronze White
								IB OB SM EM	R L		Y N	Y N	W B S	W B	C US F	W ORB	W BL BR S P	W BL BR BL BR	A BL BR W
								IB OB SM EM	R L		Y N	Y N	W B S	W B	C US F	W ORB	W BL BR S P	W BL BR BL BR	A BL BR W
								IB OB SM EM	R L		Y N	Y N	W B S	W B	C US F	W ORB	W BL BR S P	W BL BR BL BR	A BL BR W
								IB OB SM EM	R L		Y N	Y N	W B S	W B	C US F	W ORB	W BL BR S P	W BL BR BL BR	A BL BR W

* Exact mount is applies to shades built with Cassette or UltraSleek Head Rails. Order inside mount for exact mount shades with Standard Roller. ** Custom cord loop lengths are available in 1-foot increments up to 8-feet. *** 1½" brackets are default on Standard Roller Head Rail unless otherwise specified. Standard Roller extension brackets measure 2". **** Reverse Roll Option is available only with Standard Roller Hardware. ***** Bead Cord is required on Standard Roller and UltraSleek Head Rails. Bead Cord is an option on Cassette Head Rail. P indicates braided polyester cord and is only available with Cassette Head Rail. ***** Standard cord color and bottom rail is White. Steel bead chain is the only cord color available for Fascia. PLEASE NOTE: Indicate in Special Instructions for items like Hold Downs, Spacer Blocks and Extension Brackets. To order roller 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. Roller shades with widths of 98" or more or do not meet the size and weight requirements of UPS or FedEx Ground are required to ship by motor freight. A \$40.00 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 for more details and for freight policy for Hawaii and Alaska.

Customer Signature _____ Date ___/___/___ Measured By _____ Date ___/___/___

Ordering Key

(1) Quantity

Record the number of shades units you are ordering.

(2) Width and Length

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

(3) Fabric Type Number

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

Elements	0100	Elements Blackout	1100
Traditions	0200	Marble Elegance	0300
Marble Elegance Blackout	1300	EcoGreen Screen	0400
Phifer 8000	8000	Phifer 8300	8300

(4) 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
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(5) Design Number - Texture, Pattern or Solid

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

Solid Color: 1111

Textures:

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

Patterns:

Paisley	0004
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Scroll Horizontal Bottom Border with Ivory background	0055
Scroll Horizontal Bottom Border with Taupe background	0056
Scroll Horizontal Bottom Border with Chocolate background	0057

Scroll (All Over Pattern with Ivory background	0052
Scroll All Over Pattern with Taupe background	0053
Scroll All Over Pattern with Chocolate background	0054

Trumpet Vine Vertical Border	0011
Trumpet Vine (All Over Pattern)	0010

Whimsical Stripe with White background	0058
Whimsical Stripe with Cream background	0059

(6) Main Color Number

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

(7) Secondary Color Number - Border or Paisley only

If you have selected a Border or the Paisley pattern, record the 4-digit color number you want for your shade(s).

(8) Mount

Circle the mounting type. Exact mount is applies to shades built with Cassette or UltraSleek Head Rails. Order inside mount for exact mount shades with Standard Roller.

(9) Cord

Circle R for Right or L for Left.

(10) Custom Cord Length (optional)

Custom cord loop lengths are available in 1-foot increments up to 8-feet.

Standard Roller Section

Extension Brackets: Circle Y for Yes or N for No. 1½" brackets are default on Standard Roller Head Rail unless otherwise specified. Standard Roller extension brackets measure 2".

Reverse Roll: Circle Y for Yes or N for No. Reverse Roll Option is available only with Standard Roller Hardware.

Bead Cord Color: Circle W for White, B for Black and S for Steel. Bead Cord is required on Standard Roller.

Bottom Rail Color: Circle W for White, B for Black. Standard cord color and bottom rail is White.

Cassette, UltraSleek and Fascia Section

Cassette, UltraSleek or Fascia Head Rail Upgrade: Circle C for Cassette, US for UltraSleek or F for Fascia.

Hardware Color: Circle W for White or ORB for Oil Rubbed Bronze.

Bead Cord Color: Circle W for White, B for Black, S for Steel or P for Polyester. Bead Cord is required on UltraSleek Head Rails. Steel bead chain is the only cord color available for Fascia. Polyester cord is only available with Cassette Head Rail. Braided polyester cord is standard on Cassette, bead cord is an option on Cassette Head Rail.

Bottom Rail Color: Circle W for White, B for Black. Standard cord color and bottom rail is White.

Fascia Color: Circle A for Aluminum, BR for Bronze or BL for Black.

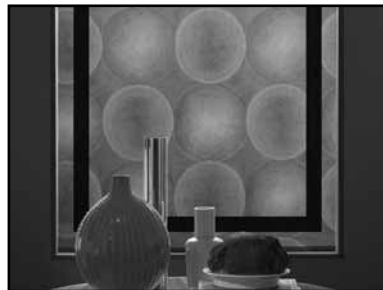
Special Instructions

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 roller shades, contact Comfortex Customer Service or order online Direct Connect online ordering.



Border - Picture Frame



Border - Inset



All-Over Pattern



Border Pattern

Order Form & Instructions

1. Fax this completed form to (800) 336-4580 to place your order. PERSONA Custom Graphic orders can only be placed by faxing this form.
2. Receive your Work Order Confirmation number from Comfortex. Be sure to reference this number when submitting your artwork in Step 3.

4. The PERSONA Custom Graphic Team will email a PDF proof of your shade order for you to approve. Once the artwork is approved, it will take two weeks for your order to be printed, assembled, and shipped.

3. Send your graphic files via email to:
CustomGraphics@Comfortex.com

Or ship a CD containing your graphics to:

PERSONA Custom Graphics
Comfortex Window Fashions
21 Elm Street
Maplewood, NY 12189

Please adhere to the graphic file specifications in the right side of this box.

Graphic File Specifications

Preferred Formats:

- Adobe Illustrator
- EPS

Other Accepted Formats:

- TIFF
- JPEG

- All typography should be converted to paths when submitting an Illustrator or EPS file.
- TIFF and JPEG files should be high-resolution. High-resolution files are typically 300 DPI (dots per inch), or a minimum of 1800 X 2400 pixels in size.
- Contact Comfortex Customer Care with all questions regarding PERSONA Custom Graphic Orders.

Bill To

Company Name: _____ Acct #: _____
 Address: _____
 City / ST / Zip: _____
 Phone: _____
 Fax: _____
 Email: _____

Ship To

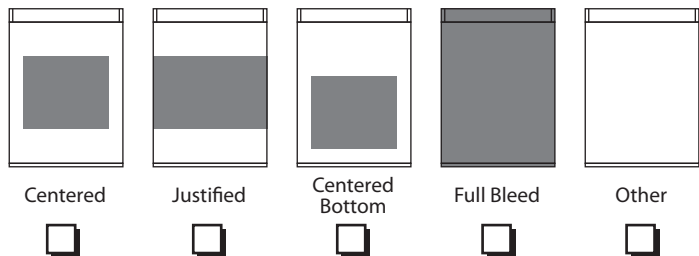
Company Name: _____ Acct #: _____
 Address: _____
 City / ST / Zip: _____
 Phone: _____
 Fax: _____
 Email: _____

1	2	3	4	5	6	7	8	Standard Roller				Cassette, UltraSleek & Fascia					
Qty.	Width	Length	Fabric Type Number	Side A: Background Color # (white is default)	Side B: Solid Color # (Only if shade is double sided)	Mount Inside Outside Side Exact *	Cord Right Left	Custom Cord Length **	Extension Brackets ***	Reverse Roll **** Y / N	Bead Cord Color ***** White Black Steel	Bottom Rail Color ***** White Black	Cassette, UltraSleek or Fascia Head Rail Upgrade	Headrail Color: ***** White Oil Rubbed Bronze	Bead Cord Color: ***** Bronze White Black Steel Polyester	Bottom Rail Color: ***** Bronze White Black	Fascia Color: ***** White Aluminum Bronze Black
						IB OB SM EM	R L		Y N	Y N	W B S	W B	C U S F	WH ORB	BR W BL S P	BR W B	WH AL BR BL
						IB OB SM EM	R L		Y N	Y N	W B S	W B	C U S F	WH ORB	BR W BL S P	BR W B	WH AL BR BL
						IB OB SM EM	R L		Y N	Y N	W B S	W B	C U S F	WH ORB	BR W BL S P	BR W B	WH AL BR BL
						IB OB SM EM	R L		Y N	Y N	W B S	W B	C U S F	WH ORB	BR W BL S P	BR W B	WH AL BR BL

Printed Image should appear:

- Window Side Room Side

How should the printed image appear on the shade?



Special Instructions: _____

Comfortex Order # _____

(To be filled in by Comfortex.)

Fax this completed form to (800) 336-4580.

- There is a 25% surcharge on all PERSONA Roller Shades ordered with single-sided Custom Graphics. P.O. Number #: _____
- There is a 75% surcharge on all PERSONA Roller Shades ordered with double-sided Custom Graphics. Side Mark: _____
- Comfortex will not print any copyrighted custom graphics without appropriate permission. Contact: _____
- Custom Graphics can only be printed on PERSONA Roller Shades Date: _____
- Available with solid colors only as background

