



**broadleaf™ Standard Shutter Order Form**

\_\_\_ Dealer Install \_\_\_ Royal Install

<b>CUSTOMER INFORMATION</b>				<b>SHIP TO</b>				<b>Shipping Methods</b>			
Company: _____				Company: _____				<input type="radio"/> Residential		<input type="radio"/> Regular Via Ground	
Account ID: _____				Address Line 1 _____				<input type="radio"/> Commercial		<input type="radio"/> Expedite via Ground	
Contact _____				Address Line 2 _____				<input type="radio"/> Express			
P.O. Number: _____		Order Date _____		City / State _____		Zip: _____		<input type="radio"/> Will Call			
Sidemark: _____				Telephone: _____		Fax: _____		Installer: _____			

1 Line #	2 Room	3		4 Hinge Color	5 Louver Size	6 Frame Type	7		8 Frame Extension	9 No. of Sides	10 Sill Option	11 Sill Location	12 Shutter				13 Panel Configuration	
		Window Type	Match with Line #				Color Code/ Name	Mount					MFF	WS	Width	Height		
								IM										OM
1																		
2																		
3																		
4																		
5																		

1 Line #	14 Stile		15 T Post		16 Tilt Rod		17 Split		18 Divider Rail Location		19 Double Hung			20 Café Shutter		21 Track System		22 Qty	23 Surcharge	24 Subtotal	25 Total		
	Type	Default	Qty	Location	Width	Extension	Standard or 2"	Standard/ Custom	Standard/ Hidden Tilt/ Offset	Equally / Specify	Center	Other (specify)	2" H. T Post	Location	Total Panels	Frame Height	Panel Height					Bypass/ BiFold	Boxout
1																							
2																							
3																							
4																							
5																							

**Special Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Subtotal  
Sales Tax (CA Merchant)  
Grand Total

## **broadleaf™ Standard Shutter Key Chart:**

**1) Item#:** Start with Window #1 and continue.

**2) Room:** Window location.

**Window Type:** Single/ Side by side / Bay window/  
Corner window

**Match with Line No.:** Fill in the Item # if applicable.

**3) Color:**

Pure White = 001  
Silk White = 003  
Pearl = 006  
Steamed Milk = 009

**4) Hinge Finish:**

White Off White  
Antique Brass Bright Brass  
Stainless Oil Rubbed

**5) Louver Size:**

Elliptical: 2 ½", 3 ½", 4 ½".

**6) Frame Type:**

Deco Frame:  
2" Deco Frame

L Frame:

1" Standard L Frame  
French Door L Frame

Z Frame:

1.7" Bullnose Z Frame  
2.5" Deluxe Z Frame  
3" Elegant Z Frame

Hang Strip:

1 1/16" Hang Strip

Light blocks (top and bottom) will be provided

Buildout:

Standard Extension: ½", 1", or 1 ½"  
Custom Extension : Up to 2"

**7) Mount Type:** Inside Mount = IM Outside Mount = OM

**8) Frame Extension\*:**

Deco Frame:

Standard Extension: ½", 1", or 1 ½"  
Custom extension: up to 2"

L Frame:

Standard Extension: ½", 1", or 1 ½"  
Custom extension: up to 2"

Hang Strip (OM):

Standard Extension: ½", 1", or 1 ½"  
Custom extension: up to 2"

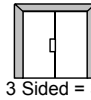
Z frame:

Standard Extension: ½", 1", or 1 ½"  
Custom extension: up to 2"

**9) No. of sides:** Number of frame sides.



2 Sided = 2



3 Sided = 3



3 Sided Inverted = 3I



2 Sided + SP



3 Sided + SP



All sides = 4

**10) Sill Option:**

Sill plate (SP)  
Sill Cap (SC)

**11) Sill Location:** Top / Bottom/ Left / Right

**12) Shutter:**

Max Frame to Frame Size= MFF Window Size= WS

**Width / Height:** Indicate shutter width and height

**13) Panel Configuration:** Indicate configuration from left to right.

Left = L  
Right = R  
T = T post



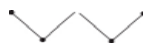
LL



RR



LR



LLRR



LRTLRL

**14) Stile:** Butt / Rabbet / Astragal

Default: 2" Butt – Single Panel  
2" Astragal – Multiple Panel

**15) T Post**

**Quantity:** Specify quantity

**Location:**

Center

**Width:**

1" or 2" (face width)

**Extension:**

Standard Extension: ½", 1", or 1 ½"  
Custom extension: up to 2"

**16) Tilt Rod:**

Hidden Tilt\* will be spliced if the tilt bar exceeds 52". Default location is on the hinged side.

Center = C

Hidden Tilt\* = H

Offset\* = O

**Split Tilt Rod:**

Split equally = C

Other= Specify location

**17) Divider Rail Location:**

Required for all panels over 74" in height.

Divide in the center = Check "Center"

Other = Specify Center of Rail Location

Please refer to program binder for details on deviation.

**18) Double Hung\***

With 1" or 2" Horizontal T Post\* : Y

Without 1" or 2" Horizontal T Post\* :N

Location:

Center = C

Other = Specify location.

Total Panels:

Include panels in both top and bottom rows

**19) Café Shutter:**

Indicate Frame and Panel height.

Surcharge applies should Frame height exceeds Panel height by 5" or more.

**20) Track System\*:**

Bifold Track= BF

**Bypass:**

Close Bypass Track = BPC

Close Bypass 3 Track=3BPC

Open Bypass Track = BPO

**Boxout:**

Plain box out / Deco box out.

**21) Qty:** Numbers of windows of the same specification.

\* Surcharge applies. Please refer to Options and Surcharges page.