

ONLINE & FAX ORDER FORM HELP

This is a quick and hopefully helpful tutorial on how to best fill in our online and fax back order forms.

Ensuring the correct placement of relevant information enables us to process orders quicker and minimize mistakes or the need to chase for missing information.

Retailer:		Ordered By:		Order Date	
Telephone No:		E-Mail Address:		13th November 2019	

Your Ref	Qty	Type	Width	Drop	IR/FW/LL	Fabric	Lvr/Slat	Track	Draw	Cont	Stab Chain	Bkts	Other Details	Fitting Height
This should correspond to either your customer ref or required room or both!	Amount needed	The type of blind system you require eg, Roller, Vertical, P-Fit, Mirage etc...	Size you require in either CM, MM or Inches		Measurement type eg, Recess, Fabric Width, Louvre Length etc...	Required Fabric Type & Colour	If ordering Verticals this is where you state if you require 89mm or 127mm (3.5" or 5")	For Vertical track type eg, Slimline, Vogue etc... & colour	For Verticals which side you require the vanes to draw to, LH, RH or SPLIT	Control Side for all blind types & chain colour if applicable		Specify bracket type & size eg 89mm F/Fix or Black Ext	THIS BOX MUST BE FILLED IN WITH FOR VERTICALS OR ANY SYSTEM REQUIRING A CONTINUOUS LOOP CHAIN - WITHOUT THIS YOUR ORDER WILL NOT BE PROCESSED.	
											Colour of chain that connect louvre bottom weights		This space is to include any details not specified anywhere else, such as braids, shapes, control lengths, extra brackets, fabric inserts, end cap colours etc...	

USEFUL ABBREVIATIONS

IR	Inside Recess	RH	Right Hand	R.O.C or OC	Roller Open Cassette or Open Cassette	VERT	Vertical
FW	Fabric Width	LH	Left Hand	R.C.C or CC	Roller Closed Cassette or Closed Cassette	LO	Louvres Only
LL	Louvre Length	SP	Split Draw	P-FIT or P/F	Perfect Fit	RPVC	Rigid PVC
BS	Blind Size	EXT	Extension	F FIX	Face Fix	BLK	Black
PIN	Pin Size	STD	Standard	T FIX	Top Fix	CHM	Chrome

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Here are a few examples of the order form filled in for certain blind types...

(Even though a few boxes do appear small on the form, if you keep typing the box will stretch out to include all information once it has sent to us and on your PDF copy)

VERTICAL EXAMPLES

Your Ref	Qty	Type	Width	Drop	IR/FW/LL	Fabric	Lvr/Slat	Track	Draw	Cont	Stab Chain	Bkts	Other Details	Fitting Height
JONES 1	1	VERT	89"	45"	BS	BANLIGHT DUO FR ANGORA	3.5"	SLIMLINE WHITE	RH	RH	WHT	STD		2100MM
1415	1	VERTICAL	150CM	250CM	RECESS	ATLANTEX VANILLA	127MM	VOGUE BLK	SP	LH	WHT	127 F FIX	FOR OFFICE - NO CHILD SAFETY REQUIRED	.
X	1	rpvc	1000	1200	IR	TURILLI GESSO	.	.	LEFT	LEFT	.	TOP	+ 127MM F FIX BKTS ALSO	2200MM
WILSON	16	LO	.	45.5"	LL	MANHATTAN FLINT	89"	.	.	.	BLK	.	BLACK HANGERS, WEIGHTS & CHAINS	.
TIM	2	VERTICAL	2000	1500	REC	Palette Cream	5	vogue champagne	lh	wand			WAND TO BE 28"	

CURVED & TRACK ONLY EXAMPLES

Your Ref	Qty	Type	Width	Drop	IR/FW/LL	Fabric	Lvr/Slat	Track	Draw	Cont	Stab Chain	Bkts	Other Details	Fitting Height
123	1	track only	2100		bs	SLIMLINE TRACK ONLY	89	WHITE	SP	LH		127MM F/FIX		2200mm
456	1	CURVED TRACK	890	900	IR	SLIMLINE CURVED TRACK ONLY	89	WHITE	RH	WAND		STD	DEPTH 280MM	84
TONY	1	VERTICAL C-TRACK	260CM	230CM	RECESS	POLARIS CHOCOLATE	89	WHITE SLIMLINE	LH	RH		STD	DEPTH 300MM	2000MM

PLEASE NOTE:

A standard Vertical comes with a **SPLIT DRAW & RH CONTROL**, 89mm with **WHITE** weights and chains. Verticals which require a **WAND*** control do not need a fitting height.

A standard Track *(including curved)* comes with a **SPLIT DRAW & RIGHT CONTROL** with **WHITE** weights & chains. *(a drop is not required for tracks without vanes)*

*(ANY fields left blank will automatically be construed to be as **STANDARD** and we will apply the above)*

ALL Verticals, including Curved Tracks & Single Tracks (without vanes) are required **BY LAW** to have a **FITTING HEIGHT**. (except for Wand control*)

IF YOU FAIL TO SUPPLY A FITTING HEIGHT YOUR ORDER WILL BE PLACED ON HOLD UNTIL WE ARE GIVEN THE CORRECT INFORMATION.

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ROLLER EXAMPLES

Your Ref	Qty	Type	Width	Drop	IR/FW/LL	Fabric	Lvr/Slat	Track	Draw	Cont	Stab Chain	Bkts	Other Details	Fitting Height
ben	1	1	1200	1000	fw	bloom juno				rh chrome contin chain		ext	40mm tube - reversed rolled	2100mm
.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
hope	1	senses	48"	50"	recess	banlight duo fr optic white	.	.	.	lh black chain			same fabric insert	
.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
evan	1	pfit roll	40"	60"	exact	urban fr cream				lh			Anthracite frame	
.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
smoak	1	R.O.C	1400	1000	BLINDS SIZE	COLLINA DIAMOND DUST				RH MOTOR			X2 CHARGERS, X1 REMOTE - NO INSERT	
.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
JACK	1	ROLLER	67.5CM	90.8CM	IR	PALETTE LAVENDER	.	.	.	LH		EXT	CLASSIC SHAPE WITH MATCHING BRAID	
.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
REACHER	1	ROLL OPEN CASSETTE	2300	2000	BLIND	BOSTON BLACK				RH			ANTHRACITE CASSETTE & CHROME ENDCAPS - NO INSERT	

PLEASE make sure you use the **TYPE** box to include any required cassettes and **DO NOT** use the 'OTHER DETAILS' box, apart from the required colour.

PLEASE NOTE:

A standard Roller comes with a **RH CONTROL** and **WHITE** control chain with **X2 CHILD SAFETY BREAKS**.

*(ANY fields left blank will automatically be construed to be a **STANDARD** Roller and we will apply the above, unless specified differently)*

Rollers which require a **CONTINUOUS CHAIN, BY LAW**, must have a fitting height in place.

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DUO EXAMPLES

Your Ref	Qty	Type	Width	Drop	IR/FW/LL	Fabric	Lvr/Slat	Track	Draw	Cont	Stab Chain	Bkts	Other Details	Fitting Height
shane	2	Vision	2100mm	1980mm	IR	Siena Cream				lh chrome			MATCHING INSERT	
.	1	.	.	.	.	.	.	.	.	.	.	.	.	.
RYAN	1	VIS	45"	30"	BS	CAPRI MINK				RH BLACK			BLACK CASSETTE & CHROME END CAPS WITH MATCHING B/BAR - NO INSERT	
.	1	.	.	.	.	.	.	.	.	.	.	.	.	.
DB COOPER	4	PFIT VISION	1000MM	890MM	EXACT	FLORENCE MAPLE	.	.	.	RH MOTOR			X2 CHARGERS X1 5 CHANNEL REMOTE - NO INSERT	
RICKY BAY 1	1	MIRAGE	210CM	95CM	BLIND SIZE	ILLUME HONEY				RH CONTIN LOOP			SET OF 2 MATCHING - NO INSERT	2100
RICKY BAY 2	1	MIRAGE	99CM	95CM	BLIND SIZE	ILLUME HONEY				LH CONTIN LOOP			SET OF 2 MATCHING - NO INSERT	2100
.	1	.	.	.	.	.	.	.	.	.	.	.	.	.
GOLDSWORTH	1	MIR	60"	40"	RECESS	SERENITY PEWTER				LH MOTOR			NO INSERT	

PLEASE NOTE:

Duo blinds come as **STANDARD** in a **PLAIN** (no insert) **WHITE** Cassette, **RH CONTROL** and **WHITE** control chain with **X2 CHILD SAFETY BREAKS**.

*(ANY fields left blank will automatically be construed to be a **STANDARD** blind and we will apply the above, unless specified differently)*

Duo blinds which require a **CONTINUOUS CHAIN, BY LAW**, must have a fitting height in place.

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VENETIAN & PLEATED EXAMPLES

Your Ref	Qty	Type	Width	Drop	IR/FW/LL	Fabric	Lvr/Slat	Track	Draw	Cont	Stab Chain	Bkts	Other Details	Fitting Height
CC TINSLEY	1	Pleated Freehang	890	1000	ir	HIVE BLACKOUT EMERALD				RIGHT				
CC TINSLEY	1	PLEATED ROOF	1000	1100	BLIND	HIVE BLACKOUT DENIM							BLIND TO DRAW UP FROM BOTTOM	
CC TINSLEY	1	PLEATED SKYLIGHT	900	450	RECESS	HIVE BLACKOUT TEAL							'FLOATING' FABRIC - TWO MOVING RAILS	
CC TINSLEY	1	P-FIT PLT	850	950	EXACT	Festival ESP Raven		anthracite				20mm	WAND AT 10"	
.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
HARRY 1	1	VENETIAN	46"	60"	IR	Flint 25mm	25mm		lh	lh			CONTROLS AT 300mm DROP	
HARRY 2	1	VEN	90CM	50CM	BS	Polar White	25					end fix		
.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Lloyd bed	1	p-fit ven	800mm	1200mm	blind size	anthracite	25mm	anthracite frame		lh		24	make wand 14" long	
Lloyd kit	1	p-fit	85cm	55cm	.	Hammered Silver	25mm	grey frame		rh		38	window packing piece 6mm	

PLEASE NOTE:

Pleated blinds come as **STANDARD** with a **WHITE** rail, a **RH CONTROL** & universal **TOP/FACE FIX** brackets.

Perfect Fit Pleated blinds come as **STANDARD** with a **WHITE FRAME**, A **TWIST LOCK HANDLE** for matching pole & **24MM BRACKETS**.

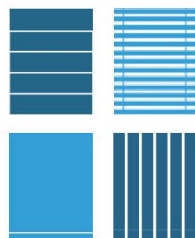
(ANY fields left blank will automatically be construed to be a STANDARD blind and we will apply the above, unless specified differently)

25mm Venetian blinds come as **STANDARD** with a **WHITE** rail, a **RH RAISE & LH TILT** controls & **PUSH FIT FACE FIX** brackets.

Perfect Fit Venetian blinds come as **STANDARD** with a **WHITE FRAME**, **RH WAND CONTROL** with **24MM BRACKETS**.

(ANY fields left blank will automatically be construed to be a STANDARD blind and we will apply the above, unless specified differently)

WE NO LONGER SUPPLY PERFECT WOOD BLINDS OR 35 & 50mm ALUMINIUM VENETIANS



PREMIER WINDOW BLINDS

Online Order Form Address	orders.premierwindowblinds.co.uk/place_order/
Company Address	3A/3B Delph Court, Sullivans Way, St Helens, Lancs, WA9 5GL
Company Phone Number	01744 24488
Fax Number	01744 29944
Email	sales@premierwindowblinds.co.uk