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Window Quote / Order Form

The use of this order form will assist you in collecting and providing the correct information, enabling the manufacturer to manufacture the frame to the specification required

If you are unfamiliar with the terminology on this order form, you may find it helpful to go to the product training section on this site

Instructions:

Top section – name address etc

The top section of this form is self explanatory, requiring the customer's name and address etc

Second section – window style and colour

The second section down requires you to select the type of window frame and glazing bead required, for example **chamfered**. This is followed by the frame colour, for example **Rosewood** and where this colour is required, for example you may require the colour to be both inside and outside of the frame, therefore select **Colour both sides**

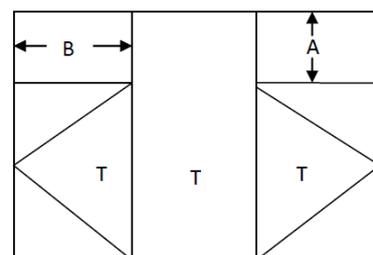
Third section – window specification boxes

Moving to the next section down, on the far right hand side you will see an empty box. In this box you will need to draw the window design required. This drawing needs to include any opening windows required

The drawing should also include any requirement for toughened glass, trickle vents or dummy sashes (the section at the bottom of the form shows how this should be done)

On the left hand side, of this section you enter the main details of the frame. This includes:

- The quantity of frames required (if identical)
- The overall manufacturing width and height of the frame
- The transom drop (A) and the mullion position (B) (this is the measurement from the edge of the frame to the centre of the transom or mullion)
- The location for the frame i.e. **bedroom 1** etc
- The type of glass required, for example **patterned**



Moving to the central section at the top, this provides for the choice of handles, hinges and locking mechanisms, for example you may require **gold handles**, with **fire escape hinges** and **shoot bolt locking**

Below is the section for the inclusion of any **add on** sections required, their size and location on the frame. For example you may require **25mm** add on, and for this to be located on the **left** side of the frame

Select any cill requirement below, if none please indicate none or alternatively select the cill size required for example **150mm**

Below you can choose any leading required to the glass. If there is not please select **none**, alternatively indicate the type of lead required for example **diamond lead**, and on the following line the type of lead that is required, its width and its location on the outer pane of glass. For example you may require **silver lead, 6mm wide** and for this to be on **both sides** of the outer pane of glass

To the right you can select Georgian bar if required indicating the size. The design of the georgian bar arrangement must be drawn onto the sketch

If you have selected patterned glass previously you can provide the type of patterned glass require for example **autumn leaf**

The final section can be used to indicate if there is any detail to be added to the top lights, including colours or bevel designs, you may need to provide additional separate information

The order form may be used for quotations as well as for orders. If the form is for an order it must be sent with an additional purchase order form