



**CUSTOM MADE EXTRUDED ALUMINUM WINDOW SCREEN ORDER FORM**

Account# \_\_\_\_\_

Page# \_\_\_\_ of \_\_\_\_

Sold To: \_\_\_\_\_

Ship To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Salesman \_\_\_\_\_ Supervisor \_\_\_\_\_ Purchase Order# \_\_\_\_\_

Date \_\_\_\_\_ Quoted By \_\_\_\_\_ Customer # \_\_\_\_\_

**STEP 1 Measurement**  
 \_\_\_\_\_" Width x \_\_\_\_\_" Height  
**Note: On all screen frames screen measurements must be box to box.**  
**Note: Minimum screen size is 12" x 12". Maximum screen size is 46" x 46". For larger size screen check with your account manager for availability. Quantity minimums may apply along with special packaging and freight charges.**

**STEP 4 Select wire.**  
 Charcoal Fiberglass (Standard) \_\_\_\_\_ Gray Fiberglass \_\_\_\_\_  
 Bright Aluminum \_\_\_\_\_ Charcoal Aluminum \_\_\_\_\_  
 Pet Screen \_\_\_\_\_ Other \_\_\_\_\_

**STEP 2 Identify Frame part #**  
 Head Rail # \_\_\_\_\_  
 Right Rail # \_\_\_\_\_  
 Left Rail# \_\_\_\_\_  
 Sill Rail # \_\_\_\_\_

**STEP 5 Crossbrace location**  
 Required \_\_\_\_\_ Not Required \_\_\_\_\_  
 Horizontal: \_\_\_\_\_ inches up from the bottom  
 Vertical: \_\_\_\_\_ inches from the right rail

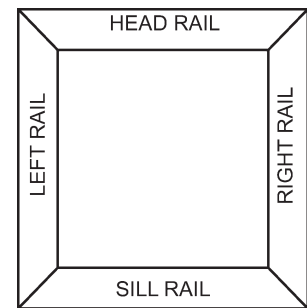
**Note: No need to specify corner. Proper corner will be applied based on frame selected.**

**STEP 3 Select frame finish.**  
 White \_\_\_\_\_ Beige \_\_\_\_\_ Bronze \_\_\_\_\_ Brown \_\_\_\_\_  
 Ivory \_\_\_\_\_ Almond \_\_\_\_\_

**STEP 6 Hardware:** Required \_\_\_\_\_ Not Required \_\_\_\_\_

**STEP 7 Woolpile (if needed) specify height:**  
 .250  .350  .600  .650  
**Specify Rail:**  Head  Sill  Left  Right

**Show Hardware Locations**  
 (Inside Looking Out / Spline on Outside)



**STEP 7 Measure location of hardware and specify on drawing.**  
 Always determine hardware location from the end of corner to either center or pivot point depending on type of hardware.

**Fill out the positioning of the hardware below.**

Location	Quantity	Number	Position - Number of inches from end (tip or corner)
Installed on HEAD RAIL			
Installed on SILL RAIL			
Installed on LEFT RAIL			
Installed on RIGHT RAIL			

<b>990E-999</b>		" width <b>X</b> " height		
<b>890-999-1</b>		Window Screen Packaging Charge	\$ _____	
<b>Note: Minimum 2 screens per size &amp; color</b>	<b>Note: On all screen frames screen measurements must be box to box. Note: Minimum screen size is 12" x 12". Maximum screen size is 46" x 46". For larger size screen check with your account manager for availability. Quantity minimums may apply along with special packaging and freight charges.</b>		<b>TOTAL</b>	
			<b>FREIGHT</b>	

**STEP 8 All Custom made window screen orders will not be processed without customer's signature verifying acceptance of our terms and conditions of order.**

I understand that this material is not regular stock, but custom made to specifications as stated above. I understand and accept the condition that this material is NON-RETURNABLE and NON-CANCELABLE. A packaging charge of per screen will be assessed for quantities less than 10 of a size. IT IS THE RESPONSIBILITY OF THE CUSTOMER TO INSPECT FOR DAMAGE, AND MAKE THE CLAIM WITH THE CARRIER, AS WE ARE NOT RESPONSIBLE FOR DAMAGE.

**Please Note: For all truck deliveries there is a minimum floor charge. There is an additional charge for residential deliveries.**

Signature of Authorized Buyer \_\_\_\_\_ Buyer Phone \_\_\_\_\_ - \_\_\_\_\_

Title \_\_\_\_\_

FAX THIS COMPLETED FORM TO: 610-534-3202



## **DAMAGED WINDOW/PATIO DOOR SCREENS DELIVERY**

### **TRUCK SHIPMENT:**

You must check the boxes thoroughly BEFORE you sign and follow the procedures below.

If there is visible damage to the entire shipment, you should refuse it.

If there is partial damage, you should sign the BOL (Bill of Lading) as 1 of 5 boxes damaged, 2 of 5 boxes damaged, etc. Then notify us immediately and save the box and materials. We will start the claim process. Take pictures of the damaged box(s) and send that to us so we can submit with the claim paperwork.

If there is concealed damage and you signed for it "clear", it becomes more of a problem area. Notify us immediately. We can initiate the claim BUT there is a good chance it won't be approved. Take pictures of the screens damaged inside, and save the box and materials.

### **SMALL PARCEL (UPS & FEDEX):**

Follow the same procedures as TRUCK SHIPMENT above.

If concealed damage, we will have the carrier do a "driver follow-up" to review the saved box and materials.

If it is left at the door unsigned and then you see damage(s) to it, you must notify us immediately. Save the box and materials. We will initiate the claim process by having the carrier do a "driver follow-up" to review the saved box and materials.