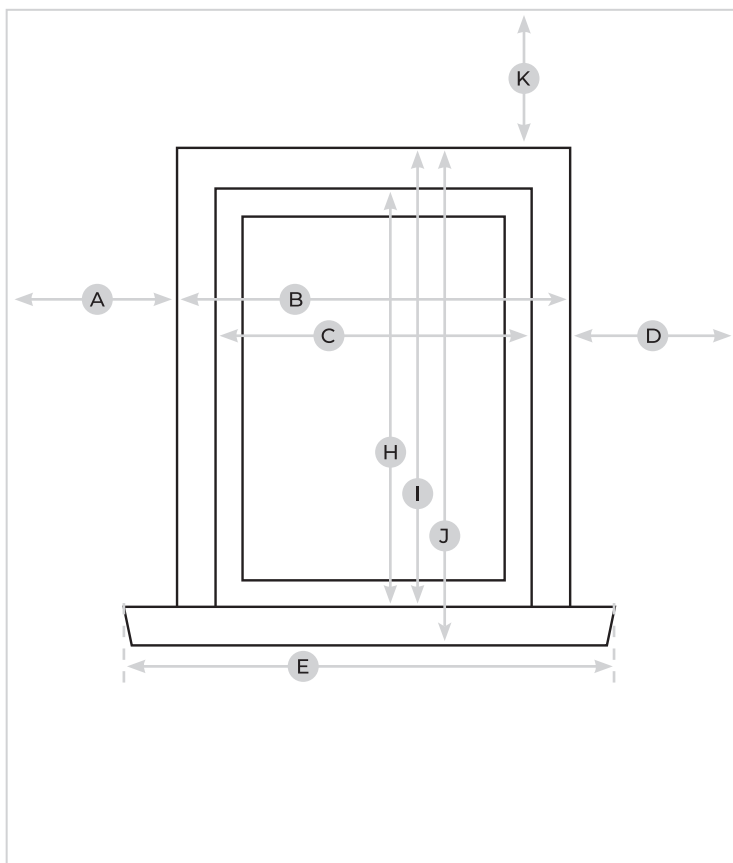


Calico offers and recommends our professional measuring and installation services to ensure your window treatments are a perfect fit without you having to lift a finger! Measurements completed by you will help us provide you with a more accurate preliminary quote for your projects. Final quote may change when measurements are confirmed.

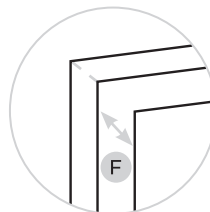
### MEASURING TIPS:

1. Use a metal measuring tape, not a ruler or cloth tape measure. Write your measurements in the spaces provided and double-check them! Measure to the nearest  $\frac{1}{8}$ ".
2. Measure all windows, even if they appear the same size. The differences may surprise you. Note the location of each window, using multiple forms as needed.
3. For inside mounted treatments **measure 3 places for each dimension**. For the width, measure at the top, middle and bottom; for length measure the center and both left and right hand sides. If they vary, give us the smallest of those dimensions. If the measurements vary  $\frac{1}{4}$ " or more, an outside mounted treatment may be more satisfactory.
4. For inside mounted treatments give the exact width of the opening; our workrooms will take the appropriate allowance for inside mounting, typically  $\frac{1}{4}$ " to  $\frac{3}{8}$ " in width; there is no allowance taken for length.
5. If windows are in close proximity to each other, note the space between the windows.
6. Inside mounted treatments for Bay and Bow windows require a paper template of the ceiling of the inset space; a professional measure and installation is strongly recommended.

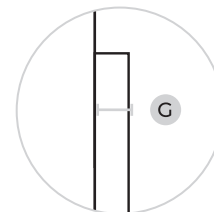


### HORIZONTAL MEASUREMENTS

- A: LEFT WALL SPACE \_\_\_\_\_
- B: OUTSIDE WINDOW WIDTH \_\_\_\_\_
- C: INSIDE WINDOW WIDTH \_\_\_\_\_
- D: RIGHT WALL SPACE \_\_\_\_\_
- E: SILL WIDTH \_\_\_\_\_



F: WINDOW DEPTH \_\_\_\_\_



G: TRIM PROJECTION \_\_\_\_\_

### VERTICAL MEASUREMENTS

- H: INSIDE LENGTH \_\_\_\_\_
- I: TOP OF FRAME TO SILL \_\_\_\_\_
- J: TOP OF FRAME TO APRON \_\_\_\_\_
- K: TOP OF FRAME TO CEILING \_\_\_\_\_  
(or crown)

The measurements completed by you will help us provide a quote for your project. To ensure the perfect fit, Calico recommends a professional measure and installation (if required). If you decline a professional measure, Calico will not be responsible for altering any product if it is made according to customer specifications.

I DECLINE A PROFESSIONAL MEASURE AND ACCEPT RESPONSIBILITY IF MY OWN MEASUREMENTS ARE USED AND ARE INCORRECT.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

