

Special Orders Form — Horizontal Blinds

EMAIL COMPLETED FORM TO: FMSPECIALORDERS@HDSUPPLY.COM

REQUEST TYPE: ☐ Order ☐ Quote

ACCOUNT NUMBER _____ ORDER DATE _____
PURCHASER NAME _____ PO NUMBER _____
SALES REP NAME _____ SALES REP PHONE NUMBER _____

SHIP TO (Property Name) _____
SHIPPING ADDRESS _____
CITY _____ PHONE _____
STATE _____ ZIP _____

EMAIL ORDER CONFIRMATION TO: NAME: _____ EMAIL: _____

WINDOW COVERING WORKSHEET

QTY	CHECK ONE			SIZE (W x L)	BLIND TYPE	ADDITIONAL INFORMATION
	COLOR	SIZE TYPE	MOUNTING			
	<input type="checkbox"/> White <input type="checkbox"/> Alabaster <input type="checkbox"/> Other _____	<input type="checkbox"/> Window Opening <input type="checkbox"/> Blind Size	<input type="checkbox"/> Inside <input type="checkbox"/> Outside			
	<input type="checkbox"/> White <input type="checkbox"/> Alabaster <input type="checkbox"/> Other _____	<input type="checkbox"/> Window Opening <input type="checkbox"/> Blind Size	<input type="checkbox"/> Inside <input type="checkbox"/> Outside			
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IMPORTANT INFORMATION:

1. Roller shade dimensions are tip to tip.
2. Inside-mount roller shades will include 1/4" deduction in width.
3. Inside-mount horizontal blinds will include 1/2" deduction in width.
4. Outside-mount horizontal blinds have no deductions.

HORIZONTAL BLINDS ORDER TERMS

Due to the custom requirements and lead times, orders for horizontal blinds may not be cancelled and horizontal blinds are not returnable. Additional charges may apply for changing sizes or quantities after the initial order is placed and will require a new worksheet. Delivery times may vary, and freight charges may apply. If ordered, you must inspect product for damages upon receipt. Any damage must be noted when signing for delivery so credit can be issued. **By signing below you agree to the terms stated above and that all measurements shown above are correct.**

ACCEPTED BY: _____
Name (PLEASE PRINT)

Signature

DATE: _____