



Valance Order Form

7531 Coldwater Canyon Avenue • North Hollywood • California • 91605 • USA
 P) 800.828.2500 (toll-free) or 818.503.8300 • F) 818.503.8360

Account #	Account Name	Ship To	Attention
Address		Address	
City/State/ZIP		City/State/ZIP	
Phone	Fax	Sidemark	
Ordered By	P.O. #	Phone	
Date Ordered	Date Needed	Acct. Mgr.	Ship Via <input type="checkbox"/> Will Call <input type="checkbox"/> Standard <input type="checkbox"/> 2-Day <input type="checkbox"/> Overnight

A fully completed order form is required before manufacturing can begin. All orders confirmed in writing.

Room or Other ID	Valance Style	Qty	Install		Mount		Factory Deduct for Inside Mount		Face Width	Depth of Returns (If any)		Height	Lining Type		Lining Color		White Inter-Lining		Fabric	
			IS	OS	Wall	Ceil	Yes	No		L	R		Std	B/O	White	Ivory	Yes	No	Pattern	Color
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				

- I have given **SPECIAL INSTRUCTIONS** on the back of this order form.
- I have ordered **TRIM/BANDING/INSERTS** on the back of this order form.
- I have ordered **PILLOWS** on the back of this order form.



Valance Order Form (continued)

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CUSTOM ITEMS

Trim and Banding: To order, complete the form on the right as indicated. There are a number of ways that trim and banding can be applied as illustrated in the diagrams.

You must specify where indicated on this order form exactly how far in from the side, or up from the bottom, banding should be placed, whether trim should be flush or hang below the bottom of the valance, and so forth.

Banding is 2" wide.


Inserts (contrasting fabric between pleats): To order inserts for Sandra, Tailored Pleat, or Box Pleat valances, complete this form as indicated (see bottom right corner).

PILLOWS

Item No.	Qty	Item No.	Qty	Item No.	Qty

SPECIAL INSTRUCTIONS

TRIM




Trim hangs BELOW
bottom of valance

Line No: _____

Style: _____

Color: _____




Trim hangs EVEN with
bottom of valance

Line No: _____

Style: _____

Color: _____




Trim hangs BELOW
bottom of valance

Line No: _____

Style: _____

Color: _____

BANDING




Banding on bottom and sides,
INDENTED

Line No: _____

Color: _____


Indent Banding: _____ inch(es)



Banding on bottom and sides,
FLUSH with sides and bottom

Line No: _____

Color: _____




Banding on bottom only,
INDENTED

Line No: _____

Color: _____

Indent Banding: _____ inch(es)



Banding on bottom only,
FLUSH with bottom

Line No: _____

Color: _____

INSERTS

Line No.	Fabric	Color