



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

**THIS IS IMPORTANT: Do not attempt to fill out these interactive order forms while it is displayed within your internet browser online!
 PLEASE DOWNLOAD and SAVE these order forms to your computer/tablet's local hard drive first before filling out the form fields.**

C.O.M. Valance Order Form

Account # _____ Account Name _____
 Address _____
 City/State/ZIP _____
 Phone _____ Fax _____
 Ordered By _____ P.O. # _____
 Date Ordered _____ Date Needed _____ Acct. Mgr. _____

Ship To _____ Attention _____
 Address _____
 City/State/ZIP _____
 Sidemark _____
 Phone _____
 Ship Via _____ Will Call _____ Standard _____ 2-Day _____ Overnight _____

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

Line No.	Room ID	Valance Style	Qty	Install				Factory Deduct for Inside Mount		Valance Face Width	Size of Returns (if any)		Valance Height		Attach to Shade		FOR SOFT FOLD, EMPIRE, KINGSTON, BELAIR, CASUAL BALLOON & DIANA VALANCES		Inter-Lining		FOR ROD POCKET VALANCE		FOR SCARF VALANCE
				In	Out	Wall	Ceil	Yes	No		Left	Right	Long Point	Short Point (if applicable)	Yes	No	Lining Color		Yes	No	Rod Diameter	Optional Top Ruffle Size	Scarf Long Point
																	White	Ivory					
1.																							
2.																							
3.																							
4.																							
5.																							
6.																							

Line No.	FABRIC INFORMATION					
	Company	Pattern	Color	Fabric Width	Vert. Repeat	Horiz. Repeat

Line No.	ACCENT FABRIC DETAILS (Pleat Inserts, Contrasting Bands/Bells, Button Fabric)		
	Company	Pattern	Color

Line No.	GROMMET SELECTION			
	Black Oiled Bronze	Brass Burnished Copper	Shiny Nickel Frosted Nickel	English Pewter Antique Brass

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



C.O.M. 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.

Banding is 2" wide.

For other creative, unique applications, please provide detailed instructions and a diagram in the SPECIAL INSTRUCTIONS box below.

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: _____