

Helpful Hints for using Horizons Window Fashions PDF Order Forms

- We recommend using Adobe Reader to fill out these forms. It is available for FREE at <http://get.adobe.com/reader/>
- Before you begin, make a copy of the blank form so you will have it when you want to fill out your next order.
- The first field is the DATE in the upper right hand corner. Start there.
- Use "TAB" to go to the next field so you don't have to keep going back to your mouse.
- You can go to any field at any time with your mouse.
- Use "SPACE BAR" to toggle the check boxes on or off when that field is selected.
- Use the up and down arrows to choose the shade style.
- When complete, save the file with a unique name – perhaps your P.O. number or tag – and email it to orderentry@horizonshades.com to place the order. Alternatively, you may print out a copy and fax it to 800-858-8556.

Horizons®
Window Fashions

Horizons Soft Treatments
Fabric Roman Shades

Date: _____
Page: _____ of _____

1705 Waukegan Rd. • Waukegan, IL 60085 • Fax: 800-858-8556 • Phone: 800-858-2352 • Email: orderentry@horizonshades.com

Sidemark:	Sold To:	Ship To:
P.O. Number:	Address:	Address:
Ordered By:	City/State/Zip:	City/State/Zip:
	Phone:	Fax:

Line	Qty	Width	Height	IIM or OM	Fabric*	Color	Shade Style Classic, Hobbled, Relaxed, London, Knife, Ribbed	Control Options			Installation Brackets	Lining	Fold Alignment	Valance (F)	Valance Returns (F)	Duo-Fold (F)	Turned Headrail (F)	C.O.M. Yards Sent	Edge Accents note the fabric & location in notes	Decorative Trimming & location in notes
								Cordless ONE Control	Up/Right Cut/Ch	Cord Lock										
1								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Please provide a name or description for all C.O.M. fabrics

Notes: _____

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This order is custom made and cannot be changed or canceled once goods are cut. • The workroom will take deductions on all inside mounts. 10/15