



- MATERIALS NEEDED:**
- Heavy craft or packing paper at least 20" wide
 - Packing Tape
 - Masking Tape
 - Black Marker
 - Pencil
 - Scissors

Tips:

- Never use "painter's tape" or other removable tape to hold sections of a template together. It does not hold well and pieces can separate.
- Always roll templates and put them in a labeled tube for shipping. Tape the ends of the tube.
- Draw a birds-eye view or take a digital photo and communicate everything to us. We can not get enough information prior to making your custom hardware.
- Consider these questions when filling out the Custom Rod Order Form:
 - **Is there a baseboard at the spot you are making your template? If so, how thick is it?** The rod will actually hang on the wall behind the baseboard so the depth of the wood does make a difference in your clearance and return dimensions.
 - **What return allowance do you want for your treatment?** As the diagram on the Custom Rod order form illustrates, the finished length of your rod will differ slightly from the wall measurement. This is because of the deduction that must be taken to allow for the clearance.

1. **Cut strips of paper (minimum 20" deep)** and use packing tape to **tape the pieces securely together** into a piece large enough to **cover (or fill) the area**.
2. **Lay paper into the bowed area** and use masking tape to **hold the paper** in place along the **straight edge of the bow**. Starting in the center, **smooth and crease the paper along the base of the wall**.
3. Use the pencil to **define the crease** so you can **cut the curve out** along the line.
4. **Cut the template out** and let it fall back into the bowed area to **check the accuracy** of the template. **Make any corrections**.
5. Using a marker, **write the following information** on your template: ***your company name, purchase order, and the sidemark of your order***. If multiple rooms are being ordered, **specify the room on each template**. Also write **which side is up**.
6. Fill out the **Custom Rod Order Form** to send in with your **order and template**. Make sure to fill all the fields possible.
7. You **MUST** mark on the template where the **ends of the rod** are to be. If you want rings welded to your rod, you **MUST** mark the **location of each ring**. Failure to do so will result in the template being returned for revision.

NOTE: Please make sure your template is completely labeled. We will charge **\$25.00 per hour (minimum)** for additional work needed to prepare the template for production. You will also be required to sign a waiver relieving Helser Brothers of any liability for inaccuracies